COVI INSURANCE

RV & OUTDOOR SUPERSHOW

EXHIBITOR OCCUPATIONAL HEALTH & SAFETY MANUAL

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Auckland Showgrounds, Greenlane

www.supershow.co.nz

Exhibitor Occupational Health & Safety Manual

Supplied by Spot On Exhibitions Ltd

The Health and Safety of all Exhibitors, Spot On Exhibition Workers, sub-contractors, venue staff and visitors to site is paramount to the Show Management. This manual is designed to support Best Practice Health and Safety at all our events including move in and out times. It is not designed to override your own Company H&S Processes and Policy's but lays out our minimum guidelines and expectations for a successful and safe event.
The Health and Safety at Work Act 2015 and all other relevant legislation is to be abided to at all times. Please feel free to contact the Organisers and/or our External H&S Consultant should we wish to discuss any of the below.

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Guidelines – Exhibition Health and Safety:

The following guidelines outline specific work practices that will contribute to a safe exhibition environment. These guidelines are not intended to be exhaustive nor are they a substitute for a replacement of contractors or exhibitors own Occupational Health & Safety Policies and Procedures.
It is the responsibility of the exhibitor, contractor and/or agent to comply with the requirements of Health and Safety at Work Act 2015, Health & Safety Regulations, Approved Codes of practice, guidelines and other applicable rules & regulations

- A person must be appointed who is responsible for Health & Safety matters on the stand during move-in, move-out and for the duration of the show. Please have this information available for our External H&S Consultant who will be present during these times; you can contact Workplace Safety- Julie Maher 0210409450 at any time
- Keep clear aisle ways, as indicated on the floor plans, at all times.
- During the move-in and move-out periods, your staff and sub-contractors should be constantly reminded of the need for vigilance regarding the Health & Safety of themselves and those working in their vicinity.
- Any violations or concerns regarding any of the above points should be reported to our on-site Occupational Health & Safety Officer or to the Organizers Office.
- Before starting work overhead, the area directly beneath the workplace is to be cleared and cordoned off with signage and cones/danger tape/spotters displayed to indicate overhead work is in progress. No work is to be carried out above any person
- Operatives should wear suitable protective clothing relevant to their job, which includes eye, hearing, foot, head and hand protection.
- Work areas should be maintained free form general waste and packaging materials, which could be hazardous to operatives.
- All parking restrictions and speed limits must be adhered to.
- Fire exits and emergency equipment must not be obstructed
- You must ensure that portable power equipment is used for the purpose for which they were designed and that re-wired units comply with regulations before they are installed on site.
- Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Proper scaffolding must be used during the construction of any building within the halls, safety features of the scaffolding is provided as per laid down standards, and that any tower scaffold in use is properly stabilized and propped.
- Standing on chairs, tables and other rental furniture is prohibited; Use purpose-designed equipment such as ladders and steps etc. Premiere Exhibitions Ltd cannot be held responsible for injuries, falls or damage caused by the improper use of this equipment.
- Please look out and listen for forklifts
- Please be aware of overhead works
- Please do not obstruct any plant machinery
- Please keep loading dock doors clear at all times
- Pleas maintain clear aisles at all times, keeping product on your stand, and removing packaging and vehicles as soon as is practicable
- Compulsory PPE during Move in/out is Closed in Footwear and Hi-Viz clothing.

Appropriate footwear is essential- closed in footwear is compulsory- No Jandals etc.
- NO CHILDREN are allowed in the halls during Move-in & Move-out; For the purpose of safety, children under 15 years of age are not permitted to enter the halls: without prior approval.
- DO NOT SMOKE in exhibition halls

Please Report Unsafe Work Practices to the Organiser

1. Aisles and Aisle Clearways:

- Aisles are public walkways and must not be used to display goods or to approach visitors.
- When conducting product demonstrations on your stand, you must place your demonstration in such a position that it avoids crowds obstructing aisles.
- Exits and emergency equipment must not be obstructed
- Aisle ways and fire exits should be clear of general waste and packaging materials; this includes the period during move-in & move-out.

2. Fire Risk:

- The use of readily flammable material in stand construction, e.g. crepe paper, corrugated cardboard, straw, untreated Hessian, polystyrene or PVC sheet (except on floors as protective membrane) is prohibited unless you have venue approval.
- Where sawdust, tan bark or wood chips (of reasonable size) is used to decorate floors, a protective membrane must be laid first and the chips kept slightly moist at all times

3. Stand Construction & Design:

- Proper scaffolding must be used during the construction of any building within the venue hall.
- Please ensure that all safety features of the scaffolding are adhered to as per applicable regulations and that any tower scaffold in use is properly stabilized and propped;

Materials used for stand construction or display purposes must conform to the Building Code (AS/NZS 1530.3.1999) and be;

- Of noncombustible material
- Of inherently non-flammable materials
- Use flame-proofed fabric – (documented evidence of such must be provided)

Where your stand has a 'ceiling' or canopy';

- The material used must be flame- proof (documented proof of such must be provided);
- You must have a current/valid fire extinguisher and smoke detector on your stand if LPG appliances are used.

4. Lighting your Stand:

- Lighting must be industry approved. We ask you to obtain the services of Empire Electrical for any electrical work on your stand
- High-powered lights must be 1 meter away from flammable materials
- Lighting and/or lighting equipment intended to be connected to the mains supply must

be tested & tagged in accordance with AS/ANZ 3760:2003. Please ensure this is carried out prior to setting up at the show venue.

- Our electrical contractors or our Health and Safety Consultant may check lighting and/or lighting equipment on site for compliance. Exhibitors will be required to disconnect lighting and/or lighting equipment that is found to be unsafe or that is not tested or tagged.
- All lighting and/or lighting equipment must have certification of Approval (i.e. meet Australian/NZ standards)
- All lighting and/or lighting equipment must be switched off and disconnected from the mains supply prior to leaving each night.
- All personnel working at the stand must be informed of the requirements for lighting and lighting equipment.

5. Electrical Equipment and Electrical Cables:

- All cables should be routed away from pedestrian traffic and cable bridging used to minimize a tripping hazard.
- Electrical equipment intended to be connected to mains supply must be tested & tagged. To book testing & tagging prior to the show, contact your show team for details of our electrical contractor.
- Electrical cables must not cross aisle ways and fire exits. All portable electrical equipment should have a current inspection tag attached, and when in use, should be connected to s Residual Currency Device.
- Our electrical contractors may check electrical equipment on site for compliance. Exhibitors will be required to disconnect electrical equipment found to unsafe or that is not tested & tagged.
- Electrical equipment includes light fittings, computers, appliances, etc.
- All personnel working at the stand must be informed of the requirements for electrical equipment.
- Portable electric tools must be used with minimum length of trailing leads and such equipment should not be left unattended with a live power supply to it.

NO ALCOHOL or non-prescription drugs should be consumed during the move-in or move-out process.

6. Stand Certification / Structural Integrity:

Certification is required for stand of:

- Two stories or more - where the second or subsequent story will be occupied and/or
- where the stand has a roof area greater than 18sqm & more than 3m in width.
- Fire protection requirements = a smoke detector and dry powder-type fire extinguisher
- The onus is on the builder of a stand to prove that the stand is structurally sound, safe for occupancy and complies with the building code.
- Detailed plans of the stand, certified by an Engineer, must be available on site.
- The completed stand must be inspected and certified by the Engineer.

7. Naked Flames (i.e. candles, incense, oil burners, gas appliances, etc)

- A safety barrier may be required in front of every lit gas heater
- A vigilant stand attendant must be present on the stand at all times, Please do not leave your stand unattended at any point;
- A current/valid fire extinguisher, clearly visible and accessible to visitors, must be kept on your stand; (In addition, consider having a fire blanket on hand)
- Please ensure that flames are situated so that members of the public cannot come into direct contact with the flame or any surface which may result in burns or cause clothing to ignite
- No flammable material shall be within 1 meter of the flame
- Flames must be extinguished 15mins prior to the stand being vacated at the end of each day
- Proposals for the use of naked flames on stands must be submitted to the venue 30 days prior to the exhibition.
- All personnel working at the stand must be informed of the requirements for naked flames and be trained in the use of the appropriate fire extinguishers etc.

8. LP Gas Bottles:

- Where exhibitors intend to use or store LPG or other flammable gas bottles on site, the organizers must be advised prior to the show.
- LPG fueled appliances must be installed and tested for leaks by a licensed gas fitter before they are used.
- Gas cylinders, exposed gas pipes and all connections to the cylinder must be protected from damage at all times.
- Fire extinguishers, (dry chemical) must be visible at all times
- Gas bottles must be turned off and the equipment isolated when not in use.
- All personnel working at the stand must be informed of the regulations for the use and storage of gas bottles.

9. Heat-Generating Displays (i.e. steam irons, etc)

- You must ensure that heat-generating appliances are operated without risk to visitor health & safety e.g. consider using a barrier around your appliance, either a roped- off area or operate behind a Perspex shield
- Show Organiser's Health & Safety Officer will visit your stand to satisfy themselves that your exhibit complies with basic OH&S principles. You may be asked to provide safety barriers for your display. If you do not have any available, you may be required to hire them on-site.
- All personnel working at the stand must be informed of the requirements for the operation of heat-generating equipment.

10. Raised floors greater than 40mm high:

- Flooring must have a beveled edge to prevent a 'tripping' hazard
- The 'ramp' must not exceed 30 degrees, or a grading of 1:14. Therefore, with a 40mm high floor, the beveling should be approx. 56mm wide
- In addition, you should consider signage, i.e. Mind The Step, different colored edging for more visibility

11. Cooking Demonstrations:

- Demonstrators are required to have a current/valid fire extinguisher and fire blanket, clearly visible, on the exhibition stand
- Where cooking equipment/flame/heat is within reach of visitors you must ensure that this equipment is operated without risk to visitor Health and Safety (e.g. consider roping off or using Perspex shield around your appliance)
- Cooking equipment must not be operated within 1 meter of flammable materials
- Flames must be extinguished 15 minutes prior to stand being vacated at the end of each day; Refer point 1.7 above – use of naked flame
- Do not leave your stand unattended while any heat generating product is operating.

12. Food Handling & Food Hygiene:

- Food handling and food- service regulations are a complex area and is not covered in detail here. It is the responsibility of the exhibitor, contractor or agent to ensure that food handling and food hygiene procedures comply with the Auckland City Council rules and regulations
- Hand washing facilities must be provided for the exclusive use of food-handlers
- Utensil washing facilities – a hot water urn or other heating device for hot water, towels and detergents must be provided.
- Please ensure that the manufacturer's food requirements are satisfied i.e. industry standards suggest,
- 5 degrees C is appropriate for food requiring refrigeration
- Frozen food must be kept below – 15 degrees C
- Hot food must be kept at a temperature of at least 60degrees C
- Ensure adequate storage is provided for food scraps
- All surfaces washable and free of cracks and crevices
- Provide disposable containers for sample of foods offered to visitors
- All food-handling personnel must be adequately trained and informed of food hygiene requirements

13. Motor Vehicles on display:

- Please provide a protective floor tray
- Ensure that the motor vehicle fuel filler cap is sealed and secures to prevent the unauthorized removal of the fuel cap
- Fuel must not be decanted or vehicles filled on the loading dock or in or around the Venue Halls
- The LPG fuel tank must be isolated from the engine mechanically by closing the 'Service Tap" on the fitted fuel tank.
- The LPG motor vehicle's engine is to be run until all fuel in the fuel line and converter is

exhausted.
- Vehicles in the exhibition must not be started and run without prior permission from the Venue
- Ignition keys must be secure and strictly controlled by the exhibitor during the exhibition.

14. Emergency Procedure:
- In the event of a partial or complete evacuation of the exhibition halls, exhibitors, staff, contractor and agents are requested to muster in the areas as directed by the venue security staff
- The venue public address system will be used to convey evacuation and 'all-clear' instructions
- Exhibitors are asked to be constantly aware of unidentified packages, cases or bags left on stands. In any case of doubt the article should not be touched, but security informed, via the Organiser's Office

15. Department of Health:
- Contact local council/Health officers for up-to-date and fully comprehensive guidelines/regulations on the following topics'
- Food handling demonstrations
- Personal grooming exhibits i.e. body piercing, make-up application, etc
- Pool/spa water hygiene

16. Exhibitor Responsibilities:
- Ensure that persons in your employment and any others affected by your actions and omissions are safe and are not at risk to their health and safety
- Ensure that relevant risk assessments have been carried out in relation to your own stand/area during move-in and move-out
- Co-operate/co-ordinate your actions with the organisers/contractors on-site.
- Where potential risks are identified during move-in and move-out, action to mitigate these risks are required
- Ensure that your workman/contractors are both competent and following safe systems of work
- Seek advice where necessary from the on-site and safety official, this will enable you to comply with the relevant statutory provisions

17: Contractor Responsibilities:
- Ensure the Health, Safety and welfare of any persons including sub-contractors on- site during move-in and move-out
- Work is to be carried out by qualified people as appropriate
- Where significant risks are involved ensure that risk assessment and method statements detailing methods of work are completed
- Ensure that risk assessment and method statements are produced in pre-show meetings
- Comply with all relevant Occupational Health& Safety Legislation, during move-in and move-out and comply with all legal requirements that are relevant to their operations.

Ensure the competence of employees and sub-contractors to carry out the designated work
- Co-operate and co-ordinate your actions

18. Stand Designers:

- Must be competent and have the necessary skills, knowledge and experience pertaining to stand design backed up by relevant qualifications
- Ensure that erection and maintenance of the design, has the ability to be carried out safely and in accordance with the relevant legislations by the contractors in the time available
- Submit to office@spotonexhibitions.co.nz at least 21 days prior to the event a concept drawing of the planned stand design. Plan to include measurements and signage layout and to show power, lighting and AV's power master switch location.
- Stand builders pleased provide a Site-Specific Safety Plan (SSSP) to julie@workplace-safety.co.nz. A SSSP is required to be provided for all specialist contracting stand building companies such as and not limited to: Builders – construction and labourers, Crane operators, Electric installations, Elevated work platform operators, Flooring and Wall installers, Marquee installers, riggers and over height workers, Scaffolders and Signage installations.
- Any variation to the 2.3m display panel system needs to be approved by the show office. This includes the use of double height panels, drapes per 2.3m high or any other solid structure.
- All design and build plans must be submitted to the show office by 20th April 2023 for approval.
- Any structure that is brought or built on site must be fit for purpose and meet the Health and Safety requirements.

19. Working at Heights including craneage:

- The task to be performed must be reviewed to ensure suitable access equipment is used
- For all tasks involving works from heights, preference should be given to the use of scissor lifts or elevated platforms
- Wherever possible ladders should only be used as a means of access or egress.
- When working on top of structure e.g. boats etc you must have planned controls as a means to minimise fall risks. We recommend planning to eliminate any working at height if possible. Handrails are the next preferred option to minimise fall hazards. Handrails should be at a height of 900mm to 1.1mm and comply with WorkSafe NZ's Working at Height Guidelines. If you require any help planning these works, please feel free to contact our External H&S Consultant who will be on site during Move in/out and prior to build at Workplace Safety Ltd- Julie 0210409450 or julie@workplace-safety.co.nz
- Any lifting appliance such as a crane shall be used in accordance with all relevant legislative requirements. Certified equipment and trained individuals will carry out these works. Please let the organizers know in advance if any craneage activities will be required. You may be asked to present a lift plan to our External H&S Consultant

20. Insurance:
Neither Show Organisers, the venue nor any staff, employees, agents or other representatives of XPO Exhibitions Ltd or the venue shall be held accountable or liable for any damage, loss, harm or injury to the exhibitor, employees, agents or other representatives of the exhibitor or of goods sent to the venue before or remaining after the exhibition, or whilst in transit to or from, or during the exhibition.

Exhibitors should consult their own insurance companies and/or brokers for proper coverage of their exhibits and display area.
It is a requirement that exhibitors have appropriate insurance cover for their stand area, including public liability.

21. Notes on Demonstrations:

- All demonstrations must be carried out in accordance with the Occupational Health & Safety Legislation, HSAW Act 2015 and any other relevant legislation.
- All exhibits must, where they are not sufficiently stable as freestanding models, be properly secured to the floor or other structure
- Floors on exhibit stands must be kept clear of articles or substances likely to cause persons to slip or trip
- All electrical conductors must be properly installed by licensed electricians and adequately protected
- Any stand incorporating a demonstration or exhibits providing a potential fire hazard must be constructed in approved materials
- Exhibits must be positioned so that at no time do they protrude into the aisle ways

22. Manual Handling for loads that can be carried by the individual

- Stand as close to the load, with feet apart for good balance, bending your knees and straddling the load
- Always try to lift when standing or at least half squatting rather than kneeling or using your legs
- Keep you back as straight as possible whilst lifting and carrying; and
- Always keep the loads as close as possible to your body, with elbows close to your sides making sure you can see where you are going
- Do not twist your body to change direction, use your feet
- Any mechanical lifting devices utilized must be maintained and users must be trained in their use. No one shall operate a lifting device if it requires certification
- Loads carried mechanically should be within device size and weight limits
- These should be carried safely and evenly balanced to prevent load slipping
- Please use a spotter to walk in loads during busy times of move in/out

23. Lifting/Packing Cases:

- Forklifts are not to be used by anyone other than fully trained and licensed personnel. To use a Forklift you must pre-arrange with the organizers and the Information desk and have your training details available for the sign in/out system
- Work areas and exits should be maintained free from general waste and packaging materials, which could be a hazard to operatives

- Packing cases must not be allowed to obstruct aisle ways, passageways and fire exits.
- Nails, etc, must not be left protruding from any packing case or material
- All packing cases and materials must be removed from exhibition hall as soon as possible
- All equipment must be regularly serviced and inspected
- Any wooden floor structures are restricted areas for fork hoists. Contact Organiser's office if in doubt

24. Machinery on Stands:

- All machinery should be fitted with guarding, fencing, lock immobilization etc to ensure a safe environment for staff and patrons. The use of signage above machinery is not an acceptable protective method
- No person shall demonstrate or operate a machine unless appropriately trained and clear instructions given; both in relation to the operation of the machine and as to responsibilities to members of the public in both normal and emergency situations. Persons demonstrating machines must wear adequate personal protective clothing and equipment
- Clearly visible and accessible emergency stop controls must be available
- All sources of power to and from the machine including pneumatic and hydraulic, should be provided with an isolator which should be switched off when machine is not actually being demonstrated by an authorized user
- Adequate extraction or other equally effective methods must be provided for dust, chips and fumes
- Adequate lighting must be provided both for the machine and its surrounding area
- Where appropriate, screens must be used to provide adequate eye protection to members of the public

25. COVID-19 Information:

It is a very difficult time for the event industry. As a responsible event organiser, we will take guidance from the Ministry of Health on all actions required to minimise and abide by any Level changes etc should they occur. The venue provides cleaning of bathrooms and high touch areas. People displaying Flu like symptoms are asked to stay home. Positive cases of Covid-19 will abide by the current MOH settings and requirements at all times.

Exhibits Requiring Additional Safety Precaution/Written Approval

Notify the Venue at least 30 days prior to the show if your display has any of the following;

- A second story – (refer Stand Certification – Point 1.6)
- A solid ceiling or roof area more than 18sqm – (refer Stand Certification- point 1.6)
- A structure more than 3m high: the onus is on the Exhibitor to prove that the structure is stable
- A motor vehicle (refer Motor Vehicle on Display – point 1.13)
- Dangerous Goods – advise of type, size, volume and purpose of the dangerous goods, and supply Material Data Sheet (MSDS) – obtained from manufacturer of the product.
- A discharge of noxious waste – not to be discharged through the sewage system –

collect and dispose of in a lawful manner

- An LPG gas cylinder – (refer LP Gas Bottles – Point 1.8)
- A cylinder containing compressed gas (other than LPG)
- A naked flame – (refer Naked Flames – Point 1.7)
- Distress Flares, all flares that are brought on site must be stored in ‘acceptable ‘devices. An example of storage provisions is a wooden box lined externally with sheet-galvanized iron, with signage to read “Explosives – Keep Access Clear”. Location of said box must be secured against unauthorized access. “The maximum quantity of flares stored by any one exhibitor cannot exceed 100kg (net explosive). Exhibitors are required to register in writing to the Show Organisers their intent of having flares on site