



Dear Exhibitor,

Your Event Management Company wants to ensure the safety of all those participating in our Show/Event.

In Ontario, the Ministry of Labour requires that all employers adhere to all relevant sections of the Ontario Health & Safety Act (OHSA). The Ministry of Labour (MOL) is the agency which enforces the OHSA. Based on our current understanding of this legislation, we have established the following guidelines for exhibitors/employers to follow when at our show.

General Safety Rules that must be followed:

1. In all areas of the contracted show space where a person may be exposed to a foot injury, they shall wear foot protection appropriate to the circumstances. This applies to any person walking in or around forklifts/scissorlifts/manlifts. Protective footwear must be worn during all move-in/move outs
2. Under no circumstances will children 15 years of age or younger be permitted in the exhibit area during move-in, set-up, tear down or move-out.
3. If you are working around or under any equipment that is used for working at heights such as scissor lifts, man-lifts or zoom-boom lifts the following personal protective equipment (P.P.E) must be worn by all staff both working near or around that equipment:
 - a. CSA approved Hard hat
 - b. CSA steel toed safety boot
4. You should stay alert and keep away from overhead work whenever possible. Do not walk under any zoom booms, ladders, scaffolds, or man lifts. Obey caution tape and all warning signs, where used.
5. Forklift operators have distractions and blind spots to contend with while operating the forklifts. Do not assume they always will see you. Give them lots of room to maneuver around all the activity. When not in use, forklifts must be stored in the down position.
6. When constructing large booths or structures, the area must be cordoned off by caution tape or stanchions. P.P.E. must be worn by anyone working inside the area.

REMEMBER!

ONLY UP-TO-DATE TRAINED PERSONS ARE TO OPERATE LIFTING EQUIPMENT AND THEY MUST FOLLOW THE PROCEDURES OUTLINED IN THEIR TRAINING.

IF YOU ARE AN EXHIBITOR AND ARE WORKING AS AN OPERATOR OF LIFTING EQUIPMENT (FORKLIFTS, SCISSORLIFTS AND MANLIFTS) IT IS YOUR RESPONSIBILITY TO ENSURE THAT NO PERSONS ARE WORKING UNDER YOUR EQUIPMENT OR SO CLOSE TO YOUR WORK ACTIVITY THAT THEY MAY BE INJURED SHOULD ANYTHING FALL FROM ABOVE. THERE ARE NO EXCEPTIONS TO THIS RULE!

- A. TOOLS ARE NOT TO BE LEFT ON LIFTS, SCAFFOLDS, LADDERS OR OVERHEAD WORKING SPACES WHEN NOT IN USE.
- B. WHERE WORK IS BEING PERFORMED OVERHEAD ON LIFTS, SCAFFOLDS OR LADDERS, CONTAINERS SHALL BE USED TO HOLD TOOLS TO PREVENT THEIR FALLING.
- C. TOOLS ARE NOT TO BE DROPPED FROM ONE LEVEL TO ANOTHER. TOOLS AND MATERIALS ARE TO BE LOWERED USING SUITABLE CONTAINERS AND ROPES.
- D. IT IS MANDATORY THAT P.P.E.-HARD HAT, SEAT BELTS MUST BE WORN BY OPERATORS WHEN DRIVING A FORKLIFT; OPERATORS MUST TIE-OFF WHEN WEARING A SAFETY HARNESS.

IF THE WORK AREA IS SO BUSY THAT YOU, AS THE OPERATOR OF THE LIFTING EQUIPMENT CAN NOT EFFECTIVELY CONTROL THE ACTIVITY OF PEOPLE IN YOUR AREA, IT IS YOUR RESPONSIBILITY TO TAKE CONTROL OF THE AREA. THIS CAN BE ACCOMPLISHED BY DISPLAYING SIGNAGE THAT STATES "CAUTION" OR "BE AWARE OF OVERHEAD WORK", CORDONING OFF THE WORK AREA, OR HAVING SOMEONE (A SPOTTER) ON THE FLOOR DIRECTING PEOPLE AWAY FROM THE WORK AREA.



Other Safety Rules to follow:

- Hand tools must be used properly. Use them in the way they were intended to be used.
- Do not leave a machine running unattended, shut off the power.
- Machine guards must be in place before operation of that machine
- Wear safety glasses when cutting something or whenever necessary.
- Beware of Slips, Trips and Falls -- Watch your step, and look where you are going.
- Use ladders safely, inspect them to ensure they are safe to use, use 3 point contact when climbing and if you need to step on the last 2 steps, the ladder is not big enough, get a bigger ladder. Do not leave tools on a ladder. Use containers to prevent falling.
- Do not climb on displays that are not designed to support your weight.
- Keep the floor clean and clear of hazards, Spills should be reported to event management immediately so the spill can be properly cleaned up by the event cleaners.
- Report any unsafe condition or accident hazards of which you have knowledge to a security guard or an event management employee.
- Aisles, fire exits, fire extinguishers and fire hose cabinets must be kept clear at all times.
- Do not block access to any fire protection equipment, electrical panels and outside entrances
- Read and obey all posted notices and warnings, including the non-smoking provisions. These are provided for your protection.

Move-In and Move-Out

Exhibit materials must be securely crated and/or packaged to avoid damage during move-in and move-out. Palletizing is strongly recommended and larger crates should have wheels mounted on them.

Enforcement of Rules and Regulations

Any infraction of these "Safety Rules and Regulations" can result in you being removed from the show. In this event, your booth fee will be forfeited and, depending on the severity of the infraction, you can be barred from future expositions.

Interpretation of Rules and Regulations

The event manager and the facility reserve the right to make such changes, amendments and additions to the rules and regulations that are considered necessary for the safe conduct of events and will inform you of these changes. Interpretation of these "Rules and Regulations" will rest with the facility and event manager and this decision is final.

Important Notice: Any contractors involved in the set-up of your display must receive a copy of these Rules and Regulations. If you would like a copy e-mailed to your contractor, please contact Show Management.

(Each event should put this on their own letterhead or insert their event's logo)

Safety Rules to follow when using Scaffolds:

The erection and dismantling of scaffolds must be carried out under the supervision of personnel knowledgeable and experienced in such operations. Fall protection is required.

- Scaffolds shall have all braces, pins, screwjacks, baseplates and other fittings required by the manufacturer installed as erection proceeds. Scaffold platforms shall be protected by guardrails consisting of a top rail, intermediate rail and toeboard. Where a platform cannot be adequately guarded, a worker on the platform shall use a fall restricting system.
- Scaffolds are to be erected and maintained in a reasonably plumb and square condition. Where the base is to rest on soil, 2" X 10" mudsills spanning two or more consecutive feet are to be used. Base plates are to be located centrally on the mudsill and secured in position. Mudsills are to be fully supported by the ground and are not to span voids, ditches, trenches etc.
- Prior to assembly, all components are to be inspected for serviceability. Components which are not serviceable are to be tagged and removed from the site.
- Scaffolds are to be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices deployed. Where scaffolds cannot be tied in to the building, guy lines shall be used to increase stability.
- Manufactured platforms are to be inspected for delamination of veneer planks, hook condition and any other defect which may reduce weight bearing capacity. Defective platforms are to be removed from the site.
- Scaffold platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.5 metres (8 feet) high they are to be planked across their full width. Ensure that the platform is maintained free of accumulations of ice, snow, oil grease and other slippery materials. The work platform shall not have any unguarded openings. Access to the platform shall be by stairs, ladder, ramp or runway.

Safety Rules to following when using Rolling Scaffolds:

- Wheels or castors on rolling scaffolds must be equipped with functional braking devices and be securely pinned to the scaffold frame. The braking devices shall be applied whenever a worker is on the scaffold.
- A rolling scaffold is to be used on a level surface. Care shall be taken to ensure that the rolling surface is free of indentations or openings which could cause the scaffold to shift.
- No scaffold mounted on wheels or castors that has a scaffold platform more than 2.4 metres (8 feet) above the base shall be moved when a worker is on it unless the worker is wearing a full body harness as part of a fall restricting system attached to a fixed support, and the scaffold is being moved on a firm level surface.

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Safety Rules to follow when using Scissorlifts and Manlifts:

Do not use a work platform that:

- Has devices mounted to increase work height.
- Does not have a clean and uncluttered work area.
- Does not appear to be working properly.
- Has been damaged, or has missing parts.
- Has been modified or altered without permission of the manufacturer.
- Has safety devices that have been altered or disabled.

- Always check job site for unsafe working conditions.
- Inspect machine before using. Do not use machine if it is malfunctioning in any way.
- DO NOT override any hydraulic, mechanical, or electrical safety devices.
- Make sure platform rail holding bolts are secured.
- Always distribute load evenly over platform floor area.
- A level floor is a must! These machines are only safe on a flat, level surface. Use the bubble level indicator at all times prior to raising yourself.
- Some machines have railings that fold down to allow them to be moved through low doors etc. Never extend machine with the railings in the lowered position.
- Be very aware of high voltage wires in the area where you are working. Electrocutation is always a danger along with the possibility of combustibles such as paints, thinners, and adhesives etc. catching fire!
- Never move a machine in the raised position. Always lower the unit, reposition it, and when you are sure it is level, carefully raise yourself watching overhead and all around the machine for clearance.
- DO NOT lean over any platform guard railings to perform work.
- DO NOT drive on uneven, sloping or soft terrain, as this is hazardous and must be avoided.
- DO NOT use ladders or scaffolding on the platform to obtain greater height.
- It is recommended that head gear (hard hats) be worn by all personnel in the work platform.
- Never take chances. Do not use machine if your physical or mental condition is uncertain in any way.
- When machine is not in use, remove hand control box to prevent unauthorized use.
- When moving platform, between blind spots & aisle ways, use spotters, or post appropriate barriers.
- When machine is not in use, ensure the boom & "basket" is stored in the down position.

Safety Rules to follow when using Ladders:

- Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footings and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.
- When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on a muddy surface or you may find yourself falling over. Do not use bricks or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.
- The ladder should reach a minimum of three feet above the "point of support" and should be secured at this point.
- When using extension ladders, abide by the 1:4 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.
- Remember the "3-Point Rule": At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.
- Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

NOTICE OF NON-COMPLIANCE TO EVENT SAFETY POLICIES

Safety Counseling Statement

Date & Time of Violation: _____

Booth No. _____

Building # _____

Name of person making this report:

I have made the following observation of the following violation(s) of safety policies:

	Poor booth housekeeping.		Unsafe use of forklift.
	Worker not using ladder in a safe manner.		Unsafe use of scissorlift or manlift.
	Worker climbing on booth(s) or other equipment that was not designed to support that worker.		Area not secured to protect workers from work done at heights.
	Improper use of scaffolds.		Worker not wearing hard hats.
	Scaffolds not constructed safely.		Worker not wearing steel toed boots.
	Operator of heavy equipment not working in a safe manner.		Worker not wearing safety glasses when work poses an eye injury/danger to the worker.
	Blocked emergency equipment.		Worker not wearing fall arrest/ fall protection equipment.
	Smoking in the building.		Worker not properly tied off to manlift or scissorlift.
	Working in an unsafe manner.		

Notes:

Consequences or action to be taken if safety standards are not followed:

Has this company or person been advised of this problem previously?

Yes _____ No _____ Verbally _____ In Writing _____

I have received and read the above and I understand the meaning and implications.

Name of person receiving this notice

Witness

Person reporting the Non-Compliance

Date