



# Sandton Convention Centre Interim Exhibitor Handbook

## RULES, SAFETY & SECURITY REQUIREMENTS

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### RULES OF THE EXHIBITION

#### **Aisle Encroachment**

Disaster Management rules and fire regulations at all conferences and exhibition venues require that all aisles and access to fire exit doors are kept free at all times. Exhibitors are required to take adequate space to accommodate their full display and no encroachment into the aisles is permitted. Should any item or structure be placed or protrude into the designated aisle space, the organisers and/or the venue management reserves the right to move or to have removed, the said item without any liability for loss or damage thereto.

#### **Alcohol**

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee apply. The venue requires advance notification of such requests and the decision to permit promotional alcohol or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18 (eighteen).

#### **Behaviour**

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, 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 venue premises.

#### **Brochure Distribution**

No brochures will be allowed to be distributed from any area within the exhibition other than your exhibition stand.

#### **Catering**

The venue is the exclusive supplier of food and beverage to all exhibitors. No beverages may be brought into the venue without the express approval from the venue in writing. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least 7 (seven) days prior to the event, for approval by the venue management. However, these must be limited to 56ml of beverage and may only be distributed within the exhibition hall.

The venue provides a service whereby exhibitors may order food platters and beverages for their stands.

#### **Certificates Required**

The following certificates are required:

- An Electrical Certificate of Compliance (C.O.C), for all temporary electrical installations, issued by a suitable qualified electrician registered and a member of the Electrical Control Board (ECB), with said valid certificate issued by the ECB. Individual stand C.O.C.'s are required where reticulation has been added in addition to the original installation.
- A Structural Certificate and a Rigging Certificate issued by a suitably qualified and competent person, after inspection of same confirming the structure / rigging is safe for the intended use.
- A Certificate issued by a recognised service provider, confirming the flammable material is of a fire retardant material or has been treated with a recognised fire retardant substance and indicates the heat specification.

- A Certificate of fitness issued by the Johannesburg Emergency Management Services (JHB EMS) before the commencement of any event.
- A permit for all pyrotechnics issued by the SAPS Explosive Unit which must be supported by the JHB EMS approval.

### **Cooking and Sampling**

Any requirement for cooking at a stand must be communicated in advance to the organisers, giving all the relevant details. Sampling outside of the exhibition space will not be allowed. Should any of these activities interfere with the normal traffic of neighbouring exhibition stands, the organisers will have no alternative but to request that sampling is stopped with immediate effect.

The following should be noted:

- Cooking, product demonstrations and sampling will only be permitted where prior approval has been granted in writing by the organisers and venue management.
- Solid food portions should be no larger than “bite-size” portions – 85g of food on a toothpick
- Beverage tasting must be in “tasting cups” – 20ml of beverage
- Bottles will be subject to a negotiated corkage fee
- Should samplers interfere with the normal traffic of neighbouring exhibition stands, the organisers will have no alternative but to request that the sampling be terminated
- The exhibitor is to supply large plastic rubbish bins including a supply of plastic bags

### **Covered Stands**

Covered stands are not permitted unless detailed drawings are submitted and a certificate of approval is given from the Johannesburg Emergency Management Services (JHB EMS). A copy of the above is to be provided at least thirty (30) days prior to the event for approval by the organisers and the JHB EMS.

### **Damage**

The organisers appreciate that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the exhibition hall and a specific area will be demarcated in the marshalling yard for this purpose.

A Hot Work Permit is required for all hot work, issued by the event safety manager.

Exhibitors are responsible for the cost of making good and/or replacing 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 exhibitor found damaging walls, carpets and/or any structure on the venue property will be charged with the replacement value of such items.

- Reasonable precautions must be taken when constructing or working on a stand to ensure that no damage is caused to the floor.
- Crates, exhibit panels and pallets must at all times be kept away from walls and/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 exhibitions.
- Due to fire regulations, the storage of paint on-site is prohibited.

### **Firearms**

The venue is a strictly weapon-free venue and the use of any weapon is not permitted. Exhibitors intending on displaying firearms or weapons, must apply to the Firearm Licensing Department to obtain a licence. No personal firearms may be carried in the venue during the show period.

### **Neon**

All neon signage on exhibition stands needs to be approved with the organiser and a fire extinguisher and visible Fireman’s switch is required that is within easy reach.

## Signage

No emergency signage is to be hidden by any means.

## Smoking

Smoking is not permitted within the Sandton Convention Centre. Smokers may make use of the following designated smoking areas:

- Outside the Main Entrance, Maude Street
- Off-loading Areas, Maude Street and Alice Lane (staff only)
- Boardroom Terrace, Convention Level and Terrace Room Terrace, Convention Level
- Committee Room Terrace, Committee Room Level as well as the Balcony, Convention Level

## Walls in Exhibition Halls

Under no circumstances will any exhibitors be allowed to lean items against the walls. Any damage or dirt on the walls will result in the Sandton Convention Centre (SCC) repainting the wall for the offending party's account.

## Vehicle Display

Arrangements for the display of motor vehicles should be made with the organisers prior to the event. There is a specific procedure to follow, **no deviation from the below will be permitted:**

1. Lifts numbers 7 & 8 may be used to access cars into the building provided the weight of the vehicle does not exceed 3,500 kg.
2. Any vehicle to be left in the building must have minimum fuel in the tank (less than a quarter tank).
3. Vehicles must be driven slowly within the building.
4. Drip trays to be supplied by the vehicle exhibitor. Drip trays must be placed underneath the engine/gearbox and the differential (i.e. at least TWO (2) adequately sized drip trays).
5. At least one nine kilogram (9kg) dry chemical powder (DCP) fire extinguisher, supplied by the vehicle exhibitor, must be visibly located at the vehicle at all times.
6. Any damage as result of the above id for the account of the vehicle exhibitor / client.
7. Any vehicle left in the building should be left unlocked, with the keys in the ignition, for the removal in the event of an emergency.

## SAFETY AND SECURITY REQUIREMENTS

### INTRODUCTION

The following *safety requirements and guidelines have been developed by EXSA and adapted by the SCC in order to inform and regulate the exhibition and event industry on what "best practices" should be used to ensure event / exhibition safety. They have been developed to minimise possible liability, injury, accident or loss of life. The following requirements and guidelines, which take into account items of general health and safety, must be followed when involved in an event or exhibition at the Sandton Convention Centre.*

This Policy states legal requirements as well as advice on good safe practice. This is based on the principals of Safety and Fire Safety requirements as contained in:

- SABS Codes
- NFPA Codes
- Fire Services Act, "Act 99 of 1987"
- Johannesburg City By-Laws, Fire Safety Regulations
- Disaster Management Act 57
- Occupational Health and Safety
- National Building Regulations
- Electrical Wiring Cods SANS 10142

Before any work is begun on site, the organiser / exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand or stage works. This will involve looking at probable and possible hazards and dangers and in so doing,

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

### **The Safety and Security Plan**

Conduct a risk assessment of the event, since this is a specialised function it is highly recommended a contractor be appointed, with involved persons and services that are competent, experienced and have a good working understanding and working experience of the venue, its emergency safety features and their location within the building. Usually convened at the request of the organiser and may be chaired by the contracted security company.

This is best achieved by means of a well thought out team list of possible and potential threats, risks and situations which may occur and the plans to eliminate or reduce their potential. This is the single most important step to ensure a safe, secure and incident free event.

Involved services include: Johannesburg Emergency Management Services (JHB EMS), SAPS, (possibly V.I.P. Protection Unit, Explosives Unit, Dog Unit, Public Protection Unit) Metro Police, Joburg Health Department, contracted Security and Medical Emergency Response Companies and other relevant contractors.

### Considering the layout drawing has been submitted and approved by Disaster Management

(Needs to be approved by SCC safety before submission)

A drawing must provide for emergency evacuation of all in the venue within five (5) minutes based on the rate of sixty (60) pax / 1, 800 wide door / minute. ( $60 \times 5 = 300$ /exit. E.g. 1, 000 pax / 300 = 3, 33 doors) In this case a minimum of four emergency exits would be adequate, but bear in mind the possibility of exits becoming redundant as a result of the emergency, E.g. fire at an exit/s. We always need a redundancy factor. (We prefer basing the calculation on a three (3) minute evacuation cycle e.g.  $60 \times 3 = 180$  pax / door, i.e. six (6) exits are required with a redundancy of two (2) doors or thirty three percent (33%))

- Emergency Exit aisles (3, 000 wide) need to line u with emergency exits, in both directions where emergency exits are located on all four boundary walls, to facilitate the quick movement of people from the venue. These aisles also need to facilitate access to fire equipment.
- Typical essential considerations include:
  - ✓ All aisles must be kept clear with unrestricted access at all times, including during build-ups and breakdowns.
  - ✓ All emergency exits must have clear and unrestricted access at all times, including during build-ups and breakdowns.
  - ✓ Access to all fire equipment must be clear and unrestricted at all times, including during build-ups and breakdowns.
  - ✓ Emergency signage must be completely visible at all times.
  - ✓ Special care must be taken when draping to ensure neither emergency signage nor the emergency exits are either hidden / partially hidden or that the drapes impede access to these exits whatsoever.
  - ✓ Adequate and appropriate emergency signage (must be photo-luminous, painted signage is not acceptable) securely fitted (by the organisers contractor) to support existing permanent emergency signage when any structure or any other object is erected which hides or partially hides permanently emergency signage.
  - ✓ Temporary shell scheme fire exits require to be identified by appropriate photo-luminous signage.

Stands, floor coverings, stand security covers, banners / stretch fabric advertising and other materials in use or exhibited need to be fabricated from fire retardant materials or treated to make same fire retardant as possible. Obviously this is not always possible, within reason.

The electrical reticulation must be installed by a qualified and competent electrician certified to provide an Electrical Certificate of Compliance (C.O.C.'s) (or at least under his supervision), which is required for every temporary electrical installation, in this case for the entire exhibition / event. The electrician also needs to inspect and test installations of stands carried out by electricians employed by specialised stand builders / exhibitors, have any non-compliance corrected and issue electrical certificates of compliance (C.O.C.'s) for those specific stands. I.e. He is responsible for the entire electrical installation of the exhibition to the organiser. In order to maintain an acceptable electrical installation standard Mark Palmer of the Gauteng Electrical Inspection Authority is invited on an ad hoc basis to audit various installations on behalf of the Department of Labour.

Rigging must be undertaken by a suitably experienced person who is required to provide a certificate confirming the installation is safe to use (excludes banners, flags and similar). A valid certificate may be requested confirming the inspection and testing of any hoisting / lifting equipment.

Structures or special stands to be constructed need to have been designed by a structural engineer who will issue a certificate confirming the design and erection thereof in the venue is safe for intended use. Where a roof is fitted special precautions need to be considered as this negates the effectiveness of the installed sprinkler system. E.g. A readily available fire extinguisher (9Kkg Dry Chemical Powder) needs to be provided by the exhibitor at the entrance of the stand and when the show is closed needs to be inspected at regular intervals by security who must be trained and competent in extinguishing fires, alternatively operational smoke detectors need to be installed.

The above structural requirement is also applicable to stages five hundred millimetres (500mm) and higher. N.B. stages and other structures are to be used for their designed and intended use only. Failure to comply with this condition may result in a disaster. E.g. A 1, 500 wide x 1, 000 high model ramp used as a general audience dance area after a fashion show.

- Hand rails are necessary where required.
- Always consider floor loadings.
- Always consider allowable loads from hanging points and hanging rails. These are load certified.
- Absolute control must be maintained on the volume of combustible / flammable / non-explosive (material permitted) material allowed in the venue for obvious reasons. Including but not limited to: oil based paint and aerosol cans of paint; solvents such as thinners, turpentine, paraffin, fuel; polystyrene; P.V.C.; bales of hay; gum poles; dried grass decoration; newspapers (used as table cloths); backdrops; hessian; plastic; packing materials and so on.

#### **A Disaster Management Permit is required for all Naked Flames in a Venue**

Absolute control needs to be maintained on naked flames and the method / means of supporting same. (Often placed on top-heavy arrangements, which are precariously balanced at the best of times and susceptible to being knocked or bumped over.) E.g. Candles, candles on flower arrangements or stands, candles fitted inside paraffin lamps and paraffin lamps. Flame throwing and fire acts are not permitted.

A SAPS issued permit is required for all pyrotechnic events. The application for same submitted by a suitably qualified and experienced business / operator needs to include a letter from the venue allowing same to take place at the venue. A suitable venue procedure controlling same needs to be strictly applied.

Confirmation of public liability insurance is essential from all the outsourced services / contracted services etc. Ensure all required indemnity forms are signed, sealed and delivered. (All contractors, exhibitors and other service providers.)

A certificate is required for all draping confirming it has been manufactured from flame retardant material or has been treated to ensure the same flame retardant characteristics as if it had been manufactured from flame retardant material. Considering draping may be washed from time to time and as the sprayed on flame retardant material is washed out, it is prudent to check that draping is actually flame retardant by cutting a sample and trying to light same under controlled conditions. (We are currently in the process of arranging a service, through one of our outsourced partners, to have a fire retardant spray service available on site should the draping not be certified or fail the fire test. The cost of which is for the organisers account. Cleaning of overspray is for the account of the exhibitor / event organiser.)

Pre-empting the Safety at Sports and Recreational Events Sports Bill, and from the experience of need, it is essential to have a fully equipped paramedic on site during large events.

#### **Standards for Double Storey and Flammable Material Exhibits / Stands**

1. All plans that need to be approved need to be accompanied by the full layout depicting where the stand is on the overall floor plan. The floor plan should preferably be on an A3 size page.
2. An Engineering Certificate of Safety must be obtained once a double storey stand, or other than a standard shell scheme, has been erected / completed. (Displayed at the stand)
3. There must be at least one 9kg (nine kilogram) Dry Chemical Powder fire extinguisher in each level of the said stand. (Arranged by the exhibitor / organiser)
4. A security officer is to pass and check the stands at regular intervals after hours. (At least every half an hour)

5. Operational smoke detectors need to be provided under all ceilings.

### **Fire Safety Requirements for All Events – Emergency Management Services**

These include the local Emergency Management Services but also include requirements such as environmental health impact and local Disaster Management planning and requirements. Your local representatives will expect you to have implemented effective planning with concern to preventing through identifying, eliminating and controlling hazards and risks.

The items of major concern are:

1. Adequate entrances and exits for emergency vehicles.
2. Parking areas for private and exhibitor / contractor vehicles. This must be addressed to minimise the risk of fire spread.
3. Adequate means and numbers of escape routes to evacuate premises to a safe area for people present.
4. Escape doors and all exits must be clearly indicated with photo-luminescent signage, and doors to have approved locking devices. (As approved by the Local Authority) Escape routes to be unobstructed at all times. People should be able to walk safely along clearly recognisable routes, by own unaided effort. Doors to open in direction of travel and maintained in satisfactory condition.
5. Fire equipment to be clearly indicated, mounted and serviced annually. A 2m (two metre) clearance to be kept around fire equipment and to be accessible at all times. All fire equipment to conform to SABS standards.
6. Emergency Lighting: In addition to the normal lighting arrangements, emergency lighting must be provided as determined by the fire safety representative. The emergency lighting supply should come from a source of electricity independent of normal lighting to provide lighting to Exit signs located around the venue for directional purposes and located above the final exit doors. Emergency lighting to give sufficient light for at least sixty (60) minutes. All parts of the venue to which people have access should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment.
7. Manually activated audible alarm systems to be in accordance with S.A.B.S. 0139.
8. Electrical certificate of all electrical work completed, to be handed to the SCC Event Coordinator for the event, including temporary and permanent installations.
9. Electrical cabling to be covered with an approved ducting method or below ground level. Overhead cabling to be at least 2, 4m (two point four metres) high.
10. Structural engineering to certify all structures including marquees, stages, stands, grandstands, screens and suspended lights or sound equipment.
11. All combustible wood and additional material to be used for decor such as draping, curtains, partitions and floor, wall or roof coverings where required to be treated with a flame retardant. A certificate of proof to be presented to the SCC Events Coordinator.
12. Curtains across exit doors must be arranged so as not to trail on the floor, they should be open from the centre and not obstruct either the doorway or signage.
13. The Local Authority "Fire Safety" regulations may limit the amount of coverings used for decor and prohibit their use in certain locations or insist on additional fire protection measures.
14. Sprinkler Systems: The performance of sprinkler systems may not be impeded in any way. At any event where a temporary roof structure is erected inside the existing building, the roof area may not exceed 2m<sup>2</sup> (two metres squared). Where the roof exceeds this amount, under-roof protection to be supplied to the structure.
15. Open Flames: Written permission must be obtained from the Fire Safety Department of the Local Authority through the SCC.
16. Vehicles: A maximum of 10ℓ (ten litres) of fuel (¼ tank) is allowed in the fuel tank of a vehicle in a display area. The battery of such vehicle must be disconnected.
17. Shows and Exhibitions: Aisle width to be at least 3m (three metres) and no trading to take place in this aisle space.
18. Braai Areas: These are not permitted.
19. Liquid Petroleum Gas: Indoors a maximum of 1x 19kg (nineteen kilogram) cylinder may be used in the building at any given time.

If barriers or collapsible fencing are used the Fire Safety Official should be consulted as to the requirements.

### **Additional Information Pertaining to Inspection and Notifications**

JHB EMS is to be notified prior to build-up of an event in case of additional requirements who may conduct inspections prior to and during the event.

Services available:

- Fire Safety Official
- Paramedics
- Medics
- Fire Engine and Crew

JNB EMS must be notified of all J.O.C. meetings. Please contact the Event Coordinator.

Some events are larger and more complex than others. All are covered by legal requirements, but JHB EMS may have additional requirements.

### **Emergency Procedures / Fire Regulations**

Event Organisers / Exhibitors must ensure that their staff and contractors have been adequately briefed on the SCC emergency procedures, as well as on the location of the fire-fighting equipment and emergency exits at the occupied venue. The following steps must be adhered to:

1. Immediately report an incident of concern to the organiser.
2. Exhibitors or contractors must refrain from touching any objects of concern and from removing exhibits from the venue.
3. Do not panic.
4. Evacuation of the venue will be announced over the venue's PA system.
5. Organisers, Contractors, Event Staff and Exhibitors are requested to point out the direction of emergency exits to other staff members and visitors in your immediate vicinity.
6. Fire escapes are situated in intervals throughout the building and are easily accessible.
7. In the event of an emergency at the venue, the following services will be provided:
  - Evacuation Lighting
  - Essential Ventilation
  - Computer Systems for building control
  - Evacuation Security Systems
  - Fully trained evacuation team
  - Pressurisation of fire escape stairwells
  - Specialised Emergency Services

Please note that all the venue lifts will stop on ground floor and escalators will stop operating.

### **General Fire Safety Aspects**

The following aspects regarding fire safety are required to be reported to the Organiser prior to the start of a build-up of an event / exhibition. This must be done in order to allow for liaison with and approval by 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 heights of over 500 mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of Polly urethane, must be forwarded to the Organiser and venue.
- 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 and venue.
- Any hazardous chemicals of 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 i.e. no more than 1ℓ (one litre).
- Any flammable construction, building and/or other materials shall be treated with a fire retardant substance and certified as such prior to commencement of construction.
- All emergency exits will be kept clear and unblocked for the duration of show-days. This task must be designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.

(SHOULD NO CERTIFICATE OF APPROVAL BE FORTHCOMING, PLEASE NOTE THAT THE JNB EMERGENCY MANAGEMENT SERVICES HAVE THE RIGHT TO FINE TRANSGRESSORS AND HAVE THE MATERIAL REMOVED.)

The SCC Safety Management and the Fire & Emergency Services will conduct an inspection of the exhibition during and 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. A certificate of fitness needs to be issued by the JHB EMS before commencement of an event.

- A. The SCC's Safety Management 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 SCC Safety Management and the JHB EMS must give their written approval where any of the following is proposed:
  - 1. Any material, exhibit or substance that is hazardous, noxious, explosive or of an objectionable nature
  - 2. Items that produce fumes, exhaust or smoke
  - 3. Operating machinery and apparatus
  - 4. Use or display of pyrotechnics and lasers
  - 5. Use or display of radioactive materials, flammable liquids, oils and gasses as well as welding or compressed air
  - 6. The use of balloons and public entertainment including amusement displays, live performances and live animals on display

#### **Fire Retardation**

- A. The Local Council By-Laws are quite specific on fire retardation: NO COMBUSTIBLE MATERIAL with a high fire rating is displayed at any event. However, if written permission is granted, it must be treated correctly or a low level of combustibility must be attained.
- B. 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.
- C. When material draping is used as part of a set-up or display, please ensure the draping does not come into contact with electrical wiring, fitting and/or globes and drops no lower than 5cm (five centimetres) above the carpeted floor.
- D. Combustible materials include items such as: draping / curtaining and backdrops, hay, hessian and thatch etc. Stage, sound and lighting etc, used by the technical contractors is included in this definition.
  - 1. Combustible materials are to be treated with a fire retardant substance as approved by the Fire & Emergency Services and SABS Standards.
  - 2. Certificates from recognised suppliers confirming retardation must be made available and presented on each stand. Mycon, Pyrothec etc.
  - 3. Carpet fire rating as per SANS 10400.

#### **Gas Regulations**

- 1. Only one 19kg gas cylinder is permitted with written approval of the SCC.
- 2. Any spare cylinders are restricted to a 19kg cylinder and must be stored outside of the building in a lockable facility which is available.
- 3. A qualified installer (relevant qualification) with the relevant license must install the gas connection and sign off the installation on a Certificate of Compliance.
- 4. A copy of the relevant contractor's license and Certificate of Compliance must be made available to the Fire and Emergency representative and a copy must be supplied to the SCC's Contracts Services Manager.
- 5. A 9kg dry powder fire extinguisher must be installed in close proximity to the gas cylinder.
- 6. Clear signage must be displayed indicating where the gas cylinder has been installed.
- 7. Clear signage must be displayed indicating where the fire extinguisher has been installed.
- 8. The gas cylinder must be easily accessible and not locked or blocked. This is in the event of a leak or emergency.
- 9. All piping must be in good order and have permanent connections with no leaks.
- 10. The gas cylinder must be disconnected and removed to storage at night or when the stand is not manned.

Final permission can only be granted on site once the above conditions have been inspected. Should the Fire and Emergency Representative or the SCC's Safety Management find any unsafe conditions, this will need to be rectified before final permission is granted.

#### **Safe Working Practices**

- A. Organisers and contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OSH).



B. It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the act. Staff and contractors shall be vigilant towards the health and safety issues regarding themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:

1. The understanding of the SCC Fire and Evacuation plan and procedures.
2. The understanding to ensure that aisles leading to emergency exits are kept clear and unobstructed at all times.
3. The use of hard hats when working in hazardous areas or restricting access to dangerous and hazardous areas.
4. The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.
5. The safe use and storage of flammable liquids and substances and to segregate them from waste and other risk areas.
6. Those after use, chemicals and liquids are removed from the venue for safe and proper disposal.
7. Chemicals and liquids may not be disposed of in general refuse areas.
8. Ensuring portable power equipment is used for the purposes intended, with safety guards correctly fitted and used.
9. Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
10. That forklifts, cherry pickers and scissor jacks are not used by anyone other than licensed operators.
11. That work areas are maintained free from general waste material that could be hazardous.
12. That proper scaffolding is used during construction where safety features are provided, in acceptance with SA Building Regulation standards, and that tower scaffolding is properly constructed and secured to venue hanging points.

### **Personal Safety**

#### Harness:

- All personnel that climb above 2m (two metres) from ground level must wear appropriate harnesses and the necessary Fall Protection accessories, Life Lines, Fall Arresters etc.
- All personnel must be trained in the use of personal safety equipment.
- All personnel carrying out work on catwalks and working platforms must wear harnesses.
- The type of harness used must be designed for the type of work being performed.
- Since 1998 the OHSA rules that Body Belts (not full body harnesses) are no longer part of a fall protection system. The only exception to this matter is where the employer can demonstrate that in a specific situation, a Fully Body Harness would interfere with other ascending or descending rigging equipment i.e. climbing up a rope.

#### Safety Strops:

- The necessary Energy Absorber should be used for all Fall Arrests.
- Lanyards should only be used with pulleys or when personnel use them for hanging beneath a structure, and should have a load bearing of not less than 22kN.

#### Carabineers:

- All carabineers must comply with International Standards, either European (CE) or American (ANSI), and should have a load bearing of not less than 22kN vertical and 7kN horizontal.
- All carabineers must be either Screw or Twist Lock.
- It is recommended that all carabineers should be steel due to the high levels of attrition (high wear arte) on Aluminium Alloy carabineers.

#### Fall Arrest:

- A Fall Arrester must be installed whenever personnel climb up vertical objects.
- Fall Arresters must always be rigged in a safe and secure manner, and must be serviced once a year.
- Horizontal life lines must be rigged in a safe and secure manner, and should be made of a flexible or dynamic material.

#### Hard Hats:

- Hard hats must be worn by everyone at all times where there is any risk of objects falling from the roof or grid, while nay activities are taking place more than 2m (two metres) above ground or stage level.

### **Structural Stability**

- A. The structure of the set or stage 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 (eighteen millimetres) thick.
- C. All materials used for decorative finishes to the set or stage 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 (ten) seconds.
- D. Stages / sets intended for disabled persons use or with a height equal or greater than 500mm (five hundred millimetres) shall be fitted with hand railings in the entirety.
- E. Any paint used shall be water based.
- F. Spray-painting at the SCC is not permitted.
- G. Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packing materials.

### **Electrical Procedures**

Electrical installations must be of a nature that will ensure the 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 SCC must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (85 of 1983) as amended by the Occupational Health and Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985). Should this not be the case, equipment will be immediately removed from the premises at the organisers, contractors or exhibitors expense and charges for any damage caused by the faulty equipment will apply.

#### Due to the strict regulations governing Electrical Standards, the following regulations have been introduced:

1. No Twinflex is permitted.
2. No 15 amp double adapters are permitted. Rather use a SABS approved multi-socket outlet.
3. All purpose built stand shell scheme / equipment are to be undertaken by registered Wiremen only and must comply with South African Bureau Standards and Occupational Health and Safety Acts i.e. Certificate of Compliance to be furnished to the Exhibition Services Manager.
4. Only SABS approved multi-socket or multi-extender plugs or cable may be utilised.
5. All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 2,5mm (two point five millimetres) e.g. 3 core cable.
6. Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/ Earth), will only be accepted at a minimum height of 2,4m (two point four metres) 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 2,5m (two point five metres). Ant metallic structure with electronics affixed thereto must be earthed to a distribution board.
7. No joints to trailing cable will be accepted.
8. Multiple wiring will not be permitted to terminate to a single plug top 15 amp (SA 3 pin round plug).
9. Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
10. Should any termination points be necessary on a wire-way, they need to be insulated and of a mechanical nature i.e. strip connector (no twisting of wires).
11. Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
12. 15 Amps should be allocated per exhibition stand to cater for most exhibition requirements. However, should it be necessary to in laser printers, heating and refrigeration equipment, additional electricity supply will be necessary. Overload usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.
13. Transformers are to be mounted on the structure, walls and/or systems not placed directly onto the carpeted floor.
14. 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.
15. No electrical installation and/or fitting may be suspended from the ceiling of any venue, exhibition hall or fixed to any part of the building structure without the prior approval of the organisers and the SCC.

16. 16 Amp, 32 Am, 62 Amp and 125 Amp 3-phase power including earth and neutral is available on request. Any power requirements in excess of 63 Amps need to be discussed with the Contract Services Manager.
17. Neon Lighting – This lighting may not be installed without prior arrangements and written authorisation from the Contract Services Manager.
18. Fluorescent Fittings – must be earthed.
19. All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, plugs etc.
20. All cables of any nature that run across doorways, fire exits, floors etc. must be suitably covered or fitted into cable tracks so as not to pose any trip hazard. Should such situations exist then the SCC will not permit the opening of doors until the situation is remedied.

### **Rigging**

A well trained person, with the necessary experience, must complete all rigging in a safe and secure manner.

#### Rigging Gear:

- All rigging gear – steel, spanset, shackles, O-rings, deck chains and motor hoist – must be inspected before use.
- All rigging gear must have the necessary valid test certificate according to the Occupation Health and Safety Act.
- All rigging gear must only be used in the application for which it was 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 load tested by a competent person according to the Manufactures specifications and the OHS Act.

#### Safe Working Load:

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

#### Lifting of Persons:

- Every employer shall ensure that lifting equipment for lifting persons –
  1. Is such as to prevent a person using it being crushed / trapped, stuck or falling from the carrier.
  2. Has suitable devices to prevent the risk of the carrier falling.
  3. Is such that, a person trapped in any carrier is not thereby exposed to danger and can be freed.

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

#### Load Testing Requirements for Rigging Equipment:

- All lifting machines must be tested according to manufacturers specifications every 12 (twelve) months. The load test should be done with at least 110% (one hundred and ten percent) of the SWL of lifting machines.
- Where lifting machines are used for lifting people, the lifting machine must be load tested every 6 (six) months.
- Rigging gear must be inspected every 3 (three) months according to manufacturers specifications.
- All valid certificates must be kept on-site where they can be inspected by personnel or an inspector.

#### Secondary Safeties:

- All objects (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 safety 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 falling of the gear / hoists.

### **Rigging Strength and Stability**

Every rigger or supplier shall ensure:

- Lifting equipment is of adequate strength and stability for each load, having particular regard to the stress induced at its mountings or fixing points.
- Every part of a load and anything attached to it, and used in lifting, is of adequate strength.

- If any doubt of strength or stability may occur, that the responsible person will seek the advice of the relevant structural engineer.

### **Organising of Lifting Operations**

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

- Properly planned by a competent person.
- Appropriately supervised.
- Carried out in a safe manner.
- All personnel that might be involved in lifting operations must have the necessary training required for the lifting operation.

PLEASE NOTE – in this case “Lifting Operations” means, an operation concerned with the lifting or lowering of a load.

### **Working Platforms**

1. 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.
2. Any carrier must clearly display the maximum number of persons to be carried and must be clearly marked that it is designed for lifting people.
3. The SWL must be clearly indicated on the carrier.
4. 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 it is necessary to use such equipment, then you must ensure that all necessary precautions are undertaken to ensure safety, including the appropriate supervision.

### **Cabling**

Where it is necessary to run cabling across open floor spaces, these must in no way pose a trip hazard to any personnel involved in the venue.

- All cables must be adequately covered to pose no trip hazard whatsoever.
- No cables may be run across fire escape doors; instead these must be rigged over the effected door ways.
- No cables may come in direct contact with any type of draping / decor materials.

### **Liability**

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 organiser / 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 the 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 cover.

### **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 time to 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 materials 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 exclusive outsourced contractors. EXSA suggests that exhibitors should carry public liability cover in excess of a minimum of R2 million (Two million rand) for the purposes of exhibiting at an exhibition. Any contractors appointed should carry same values of R2 million (Two million rand) liability cover.

### **Disclaimer Clause**

Neither Sandton Convention Centre nor any of its directors, employees or agents, will be liable to the client for personal injury to, or the death of any person, or loss, or damage to any property, of whatever nature, on the property or at the venue, however arising or caused. The organiser / exhibitor indemnifies the organiser, the Sandton Convention Centre and its directors, employees or agents against any claim of whatever nature, which may be against any of them arising out of any of the aforementioned, except where the same was due to gross negligence by the organiser or the Sandton Convention Centre.

### **Disaster Management Act No. 57 of 2002**

Every event and event / exhibition organiser is advised to take note of and implement the actions prescribed in the following national and regional statutory laws and regulations that govern safety, risk and disaster management of public events.

While this legislation is primarily aimed at the authorities to develop disaster management risk assessments, plans and structures, it is imperative that event organisers carry out risk assessments for each event in order to minimise possible risks. Disaster Management experts, particularly in the Johannesburg Metropolitan Council, advise on the 12 point disaster plan as below:

1. Undertake hazard and risk analysis, to identify possible types of potential disasters (a) at the event and (b) within the proximity of the venue that could impact on the event.
2. Identify all potential role players that may / would have to be called upon should any of the potential disasters occur.
3. Within those identified in (2) above, determine: (a) what each role player's primary role should be, and (b) what each role player's secondary role(s) could be.
4. Determine what each role player would require in order to be able fulfil his or her primary role, if called upon.
5. If the support / input from external role players is required (e.g. traffic officials to ensure that access roads are open for emergency vehicles), the event organiser should arrange session(s) either through the venue or directly to finalise such requirements, as part of the planning process.
6. Ensure that all role players take (written) ownership of their agreed upon primary roles and that other role players understand and accept this.
7. Draw up joint plans for those identified scenarios in (1) above.
8. Identify realistic and possible mitigation / prevention projects / strategies that could minimise or prevent adverse consequences from occurring.
9. Identify the various role players for those projects / strategies that are to be implemented in terms of (8) above.
10. Implement and monitor (7) and (8) above.
11. Identify possible command post / coordination facility and the role player(s) to take charge / coordinate the implementation of (7) and (8) above.
12. Revise (at predetermined intervals) all plans and projects / strategies.

As organiser of the event it is imperative that all aspects regarding safety, risk and disaster management are evaluated and that the roles and responsibilities be detailed and a document be developed in managing the safety at an event.

### **Occupational Health and Safety Act 1993 (OHSACT)**

This act has been promulgated to ensure working environments, premises and venues to which the public has access are kept safe and healthy. The OHSACT has several focuses and can be summarised as:

1. To enforce the implementation of the Act and its regulations so as to safeguard workers, contractors, employees and public who may be adversely affected by working activities. This is done through prosecuting transgressors and imposing personal and financial penalties.
2. To put in place legislative structures that will prevent injuries and illness, including reducing incidents of machinery breakdown, fire, etc.
3. To prevent a working environment that could damage or harm surrounding properties and people.

Section 8 of the Act provides that the business owner (in this case the organiser of the event) shall identify and evaluate the hazards to health and safety in the place of work (in this case the SCC) that you hire and take "ownership" of, during your contractual period.

What is important to understand and bear in mind is that Section 37 of the Act does not provide that all steps must be taken but rather the business owner or organiser is expected to take reasonable steps to prevent those risks materialising into harm.

Furthermore, in this section the Company Owner or Chief Executive Officer will be liable for all the transgressions of employees and contractors unless all reasonable steps have been taken to try to prevent the foreseeable risks becoming a reality.

Included in Section 37 (1) the OHSACT provides that the Business or Organiser may be vicariously (indirectly) liable for the transgressions of their employees and contractors. In order to limit the Organiser's liability all contractors employed by the company should sign a Section 37 (2) agreement, and as such in terms of the agreement, Contractor's will then have the status of employers, which means that they have the responsibility for ensuring that they and their employees comply with the OHSACT and its regulations.

#### **SABS 0400 – National Building Regulations**

This code of practice cover provisions for building site operations and building design and construction, both permanent and temporary that is deemed to satisfy the provisions of the National Building Regulations.

Temporary buildings are 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, set building, set designers and scaffolding structures. Before a temporary structure can be authorised by the Local Authorities or by the property owner, the following submissions may be sought:

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

By virtue of the temporary nature of events, it is important to be aware that when temporary structures are being built – stage, special designer stands, double storey or otherwise – they are deemed a potential hazard and organisers must request a detailed layout plan with all the relevant details. Furthermore, the submission of this plan should be made to the SCC, which will assist in analysing and determining the risk. If a recognised stage builder builds the structure, the venue, risk assessor and local Emergency Management Services will inspect the structure for safety purposes and request the authorised builder to provide a Structural Certificate.

Note that if it is determined that there is possible risk attached to the temporary structure, and to people and items around the structure, the SCC or the local Emergency Management Services may order you to take steps to negate the risk which may have a detrimental effect on the opening of your event. Be aware that the local Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure.

This Code of Practice covers provisions for building site operations and building design and construction both permanently and temporarily that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings are 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 a temporary structure can be authorised by the local authorities or by the SCC, the following submissions will be sought:

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

For the purposes of the event / exhibition, it has been determined that any built structure, stage or otherwise is deemed a potential hazard, and, as such, a layout plan with the relevant details is required.

The plan submitted to the SCC will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the SCC, 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 a possible risk to the temporary structure and to the people and items around the structure, the SCC and Emergency Management Services then have the right not to allow person(s) 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 SCC, and these parties will, in turn, bring concerns to the attention of the organiser or managing agent.