

# Part C: SAFETY REGULATIONS

Land Forces International Land Defence Exposition will be held at the Brisbane Conventional and Exhibition Centre from 1-3 June 2021.

## **Important Information**

Please be aware that it is **YOUR** responsibility to ensure that you, your employees, agents, contractors and their respective personnel know about the Work Place Safety Legislation that has been introduced across Australia and act in accordance with it.

For further information, please visit:

<https://www.worksafe.qld.gov.au>

<http://www.safeworkaustralia.gov.au/sites/SWA>

## **COVID-19**

For current **COVID-19** information and guidelines please visit:

<https://www.bcec.com.au/coronavirus-update/>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

<https://www.health.gov.au/>

## **Health and Safety Regulations for Land Forces Australia Indo Asia Pacific**

These regulations must be read in conjunction with the Bcec Venue Event Safety Guidelines (<https://www.bcec.com.au/wp-content/uploads/2020/06/BCEC-Event-Safety-Guidelines-June-2020.pdf>) and all personnel on site must comply with these regulations, the Venue regulations and all Federal and State legislation.

## **Venue safety information for exhibitors and contractors**

This information is designed to provide exhibitors and contractors with site-specific details for the Brisbane Convention and Exhibition Centre (BCEC) and Land Forces, to assist in making it a safer place for everyone.

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## 1. Safety Induction

To gain access to the Venue during bump-in and bump-out of the exhibition, all persons (including all exhibitors) are required to successfully complete the BCEC Online Safety Induction (<https://www.linksafe.com.au/bcec-visitor/>) as well as the Land Forces Accreditation which can be accessed through the relevant Online Portal.

All personnel carrying out construction work (stand build, rigging) **MUST** hold a general construction induction card or white card. As part of the Land Forces accreditation process you will be asked to confirm that you hold a white card, in order to receive a valid contractor badge. No access will be given to the halls to anyone without a valid badge.

## 2. Site Access

The only point of access to the Exhibition centre during the bump-in and bump-out phase of the event for all exhibitors and contractors is via the Service Road off Glenelg Street, South Brisbane.

There is no access for contractors via the public or front of house areas.

Please note; High-visibility clothing is required to access the dock via the Pedestrian walkway clearly marked in yellow and maroon stripes.

## 3. High-visibility Clothing

All exhibitors and contractors must wear high-visibility clothing (e.g. vest, t-shirt) at all times on the BCEC Loading Docks, Pedestrian walkway to Loading Dock and in the Exhibition Halls and Great Hall during the bump-in and bump-out of the exhibition. Persons not complying with this policy will be denied access to these areas. Hi-Visibility vests are available for exhibitors at designated access points and are available for purchase from Exhibitor Services (located on the Exhibition Concourse, entrance to Exhibition Hall 1).

## 4. Pedestrian Safety

During the bump-in and bump-out of events, there is a large amount of vehicle movement, particularly on the Loading Docks, which can make it a hazardous workplace for pedestrians. Therefore, all pedestrians must exercise extreme caution, always wear high-visibility clothing, never assume the forklift operator has seen them and only enter the Loading Dock area if absolutely necessary and authorised to do so. Pedestrian walkways (marked in yellow and Maroon stripes) must be utilised at all times to access the exhibition halls and back of house areas.

## 5. Personal Safety

At all times during bump-in and bump-out, the following minimum personal safety standards are mandatory. These also apply at all times on the Loading Dock:

- No children under the age of 15 years are permitted entry
- All persons must wear covered footwear, i.e. no thongs, sandals or open-toed shoes. Steel capped safety boots are highly recommended.
- Appropriate Personal Protective Equipment must be worn for all tasks that require it (e.g. safety glasses, gloves, hearing protection)
- Nobody is to work while under the influence of drugs or alcohol.

## 6. Emergencies

In the case of an emergency of any type, notify event security or contact the BCEC Security Department. The Emergency (in-house) contact number is '8'. If dialling from a mobile phone or external phone, the number is 3308 3035.

### • Alert Alarm

The alert tone consists of a series of short sharp beeping sounds (beep, beep, beep). This signifies an incident has occurred and requires you to cease your activity (turn equipment off, commence shut down operations), identify fire exits in your immediate area and stand by for further announcements or advice.

### • Evacuation Alarm

The Evacuation Alarm is designed to notify all occupants that immediate evacuation is necessary. The evacuation tone consists of a series of whooping sounds (whoop, whoop, whoop).

On hearing the evacuation tone all persons should proceed immediately to the nearest emergency exit and proceed to the closest emergency assembly point. The BCEC assembly point is located on the grass area on the corner of Merivale and Glenelg streets.

## 7. Smoking

Smoking (this includes vapes and E-Cigarettes), is not permitted anywhere within the BCEC. QLD Government Legislation prohibits smoking within 5 meters of any building entrance, it is your responsibility to smoke only in designated areas outside the venue.

## 8. Safe Work Method Statements (SWMS), Job Safety Analysis (JSA) and Method Statements

A SWMS or JSA must be submitted for all works on site. It must be specific for the work being undertaken and will be reviewed by the Organiser. Once reviewed, any changes required will be communicated or it will be approved. No work will be allowed to commence without an approved SWMS. A dedicated safety team will be operating on site during the whole event to ensure that

safe work procedures outlined in the SWMS are followed and a warning/stop work system will be enforced for all non-compliance. SWMS/JSA can be uploaded via the contractor online portal.

For some builds, e.g. multi storey stands, high structures, a detailed method statement may be requested by the Organiser detailing how a stand is put together and dismantled on site. An assessment of the stand plans and SWMS will be made and if deemed necessary, the Organiser will contact the Contractor and request the method statement.

## **9. Working From Heights/Ladders**

All work above 2m in height must be performed from a platform, scaffold or elevated work platform – i.e. not ladders.

We strongly recommend that platforms are used for all work however any ladders used for work below 2m must comply with all Australian standards, must be industrial rated and must be used according to any manufacturer's instructions and in accordance with WorkCover regulations.

### **Ladders**

The following is to be considered for ladder use at BCEC

- Ladders must only be used for light work and for a short duration
- Ladders must comply with *AS/NZS 1892.5- Portable ladders- Selection, safe use and care*
- Metal ladders must not be used where an electrical hazard exists
- Three points of contact must be maintained at all times
- Ladders must be suitable for the type of work
- Ladders must be used in line with the manufacturer's instructions
- Do not carry anything when climbing or descending
- Do not over-reach. Over-reaching can lead to the ladder tipping sideways. Work with your belt buckle within the ladder stiles
- Do not allow anyone else to be on the ladder at the same time
- Face the ladder when going up or down or when working from it
- Always stand on a rung that is at least 900mm from the top of a single or extension ladder and on or below the second tread below the top
- Never straddle a ladder

Any scaffold must be erected by a trained/competent person. If over 4m in height, a scaffold license is required to erect or modify the scaffold. Manufacturers assembly instructions must be available for reference (please ensure you obtain these from the hire company if hiring a scaffold).

EWP's must only be operated by suitably trained persons and a spotter is required at all times.

## **10. Insurance**

All contractors on site are required to have adequate insurance. The Organiser requires certificates of insurance prior to any work commencing, with a minimum of AU\$20M Public Liability, and Australian Workers Compensation cover. These certificates can be uploaded via the Stand Builder Online Portal

## **11. Electrical Work & Equipment**

All electrical work must be undertaken by suitably qualified persons and comply with all state and federal legislation. All work must be certified by a Registered Electrical Contractor. No live work should be performed – all equipment must be isolated from the supply before work on it commences. A compulsory electrical safety certificate is required for all raw space stands, issued by the official electrical contractor.

All electrical items must be tested and tagged by a competent person before they can be used on site.

A tag should be visible somewhere on the equipment, such as the lead. The tag should show a test date and a date of expiry.

The test should:

- Have been carried out within the last three months, and;
- Have been carried out by an electrician or someone qualified under AS/NZS 3760

## **12. Custom Stand Displays**

All temporary structures built for exhibitions must comply with the Building Code of Australia (BCA) and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, fire safety and flammability rating of materials. All stands must be designed and constructed in accordance with all relevant Australian Standards. In cases where a stand appears structurally unsafe, the Centre may request the stand builder to verify the integrity of the structure or compliance with the BCA, e.g. obtain a structural engineer's certificate.

### **Multiple Storey Structures**

For multiple storey structures the BCEC and Organiser require a structural engineer's design certification for perusal and appraisal. With this, the stand builder must provide drawings showing all features, including access/egress points, stairways and elevators. Full-dimensional drawings are required.

A structural engineer's inspection and further certification is required once any multiple storey structure is built on site. This second certificate must be provided to the BCEC & Organiser prior to the stand being occupied by exhibitors or visitors. Further to this, the Organiser requires certification by a suitably qualified person to confirm the structure complies with the Building Codes of Australia (e.g. by a Registered Building Practitioner or Engineer).

Dependent on method of erection and SWMS documentation, hard hats, harnesses, barricading and signage, etc may be needed during build and dismantle of structures. Each stand will be individually assessed and necessary requirements discussed and agreed to before work commences.

### **13. Work after hours**

The normal operating hours of the exhibition during bump in are 0700-2345. You are required to plan your work around these times and exit the halls by 1900hrs where possible. Should you need to work late, there will be no access to the loading dock after 1900 and access to and from the halls will be restricted. You must ensure that adequate breaks are given to staff to reduce fatigue. Please contact the Organiser for further details.

### **14. Hazard Reporting**

If any person becomes aware of a hazard or believes that their safety is being put at risk by the actions of other people, it should be reported to their supervisor, the Event Organiser or BCEC Security Department.

### **15. Vehicle Safety**

The following should be adhered to when operating vehicles (including cars, trucks, forklifts, boom and scissor lifts etc.) on site:

- Maximum speed limit of 10kmph is to be maintained on the loading dock and in all other areas of the venue
- Drivers must be aware of pedestrians and all occupants in the building.
- Elevated work platform (EWP) operators must ensure that spotters are used at all times within the venue
- Forklift operators must ensure that spotters are used inside the Exhibition Halls once shell scheme or custom stand construction commences and whilst the walls remain erect, or at any time that the forklift operator's vision is obstructed
- Forklifts cannot be left unattended at any time with key in the ignition
- Seatbelts must be worn
- Phones or hand-held radios are not to be used while the vehicle is in motion
- Where relevant, the operator must complete a daily safety check on the vehicle and complete details in the logbook. If the vehicle is defective it is not to be used.
- Forklifts are not to be stored in the Exhibition halls or docks; a storage area allocated on the service road

### **16. Dangerous Goods and Hazardous Substances**

Where a chemical, hazardous substance, including gases, are brought, stored or handled, on site then it shall be accompanied by a Safety Data Sheet (SDS) and produced upon request of BCEC personnel.

### **17. Exits and Fire Fighting Equipment**

Access to emergency exits, fire hose reels and extinguishers must be kept clear at all times. The running of cables through, or in front of, fire services is prohibited. Fire hoses and extinguishers are not to be used for any other purpose than to fight a fire.

### **18. Injury or Incident**

All incidents, injuries or "near misses" (for example, a load falling off a forklift) must be reported to the event Organiser and/or Security Officer immediately. All Security Officers are trained in first aid and can arrange further medical assistance, such as an ambulance, if required. Injury or incident details will be recorded and persons involved are requested to cooperate and provide necessary information.

Notwithstanding this, contractors and Exhibitors should endeavour to provide adequate first aid personnel and supplies to cater for the medical requirements of their workers.

### **19. Safe Work Practices**

The WHS Legislation places a legal requirement on everyone to work in a safe manner, ensuring that they do not put themselves or others in danger by their actions.

To minimise the likelihood of injury, exhibitors and contractors must cooperate and follow safe work practices and any safety requirements set out by their employer, the BCEC, Event Organiser and WorkCover.

Safety inspections will be conducted at random and the site will be monitored by the Event safety team.

Where construction work is to be undertaken in public areas, foyer space, halls or areas which may impede movement of persons or cause a danger to persons then the contractors shall ensure that barricades, safety signage or other appropriate measures are undertaken to ensure the safe flow of pedestrians or traffic.

### **20. Licenses**

Under no circumstances should persons perform any work for which they are not suitably qualified, experienced and competent to carry out. Licences for Forklift Operation, Scaffolding, Rigging, EWP and Electrical Trade etc. must be available for inspection

when requested by the Event Organiser or BCEC representatives. Copies of all licences must be uploaded to the Stand Builder Portal prior to the event for the Organisers records.

### **21. Conduct**

If any contractor is found to be working while under the influence of alcohol or illegal drugs, they will be removed from site immediately. All exhibitors and contractors must follow reasonable directions from the Event Organiser or BCEC representatives. Any person acting in an unruly or violent manner will be evicted from site. Any form of harassment or discrimination will not be tolerated

### **22. Housekeeping and Damage**

Workers are responsible for ensuring their work space is maintained in a clean and safe state, rubbish containers and skips are provided for waste products and the BCEC supports recycling of materials. Building products or waste is not to be stored in or blocking fire exits, firefighting equipment cupboards or egress.

The cutting of materials inside the building is not permitted unless approved by BCEC. Dock areas are to be utilised for cutting, drilling and painting.

The damage to the fabric of carpet, walls, columns, tiles etc will not be tolerated and charges will apply to the individual for any damage sustained.

### **23. COVID-19**

In accordance with BCEC Safe Event Guidelines, all persons on site are expected to conform with the necessary COVID-19 safety measures put in place by the Venue.

It is encouraged that all coming onsite download the COVID Safe app and keep up to date with current Venue and State COVID-19 guidelines.

### **Further Information**

Should you require further information, please contact the Event Organiser.