



AVALON2011
AUSTRALIAN INTERNATIONAL AIRSHOW
AND AEROSPACE & DEFENCE EXPOSITION

1-6 MARCH 2011 GEELONG VICTORIA
www.airshow.com.au

EXHIBITION REGULATIONS PART E EVENT SAFETY GUIDELINES



AEROSPACE AUSTRALIA
LIMITED



CONTENTS

E1	Introduction	3
E2	Disclaimer	3
E3	Alcohol & Drugs	3
E4	Aircraft Displays	3
E5	Compliance	4
E6	Controlling Risks	5
E7	Danger Tags	7
E8	Electrical Safety	7
E9	Electrical Testing & Tagging	7
E10	Elevated Work Plaforms	8
E11	Emergencies	8
E12	Emergency Procedures & Evacuation	8
E13	Floor Loading	8
E14	Foreign Labour	9
E15	Hazard Reporting	9
E16	Incident Reporting	9
E17	Induction & Contractor Badges	10
E18	Ladders	10
E19	Machinery within Exhibits/Displays	11
E20	Materials Handling Equipment (MHE) / Moving Plant and Elevated Work Platforms (EWP)	11
E21	Material Safety Data Sheets	13
E22	Multi Storey Stands	13
E23	Music	13
E24	Personnel Safety	13
E25	Personal Protective Equipment	14
E26	Power Tools	15
E27	Raised Floors, Steps & Ramps	15
E28	Risk Assessment	17
E29	Safe Work Method Statement	17
E30	Scaffolding	17
E31	Spills	18
E32	Spotters	18
E33	Stand Erection/Building	18
E34	Stand Design	18
E35	WorkSafe Authority	19
E36	Working at Heights	19
E37	Work Practices	19



E1 INTRODUCTION

The purpose of this guide is to help Contractors and Exhibitors understand the legislative obligations and guidelines for working at The Australian International Airshow and Aerospace & Defence Exposition (AVALON 2011) (the site) at Avalon Airport, Geelong (the Venue).

E2 DISCLAIMER

The reader should understand their responsibilities and obligations under the Victorian Occupational Health and Safety Act 2004 and remain informed of changes to this Act and The Victorian OHS Regulations 2007 when they occur.

There may be other Victorian and Australian legislation, standards and codes which require compliance. It is the reader's responsibility to undertake their own research and ensure that this document is read in conjunction with all relevant legislation in force in Victoria and Australia. Where possible, references have been made to relevant sections of codes, regulations and standards to enable the reader to source additional information from these publications.

Whilst all care has been taken in the compilation of this document, the Organiser will not accept responsibility for the accuracy or omissions of any statement, opinion, advice or information, nor the practical applicability of any advice or opinion offered. The Organiser has prepared these guidelines as a simplified summary and do not represent themselves as legal authorities or representatives of any of the agencies referenced.

E3 ALCOHOL AND DRUGS

- It is prohibited for any Exhibitor, Chalet Holder or their Contractors Personnel to be under the influence of alcohol or illegal drugs while working on the site or while performing site activities, including operating vehicles or equipment.
- The manufacture, distribution, possession, use or sale of illegal drugs or alcohol on site during any phase of the Exposition is strictly prohibited.
- Persons determined to be in a state that is hazardous to themselves or others will be asked to cease work and leave the site, and will not be allowed to return to the site until they are determined by their Responsible Officer and the Organiser to be able to work in a safe manner.

E4 AIRCRAFT DISPLAYS

To ensure a safe environment for staff and visitors and reduce the risk of injury, the following measures should be taken when displaying aircraft:

- Install covers or protectors for any tow bar couplings.
- Install head strike warning streamers where necessary.
- Position aircraft entirely within the contracted space.
- Carefully position propellers, with use of barriers, plants etc, for protection where appropriate.
- Ensure aircraft are securely tied down.
- Ensure wheels are chocked.



E5 COMPLIANCE

All Exhibitors and their Contractors (and their respective subcontractors and Personnel), must comply with all statutory and regulatory requirements in relation to Occupational Health and Safety.

Without limiting the generality of the foregoing, Exhibitors, Corporate Reception Chalet Holders and their Contractors will (and will ensure that their subcontractors and their respective Personnel comply) at all times with the provisions of the Victorian Occupational Health and Safety Act 2004 (and all statutory re-enactments and amendments thereto) and all regulations pursuant to that Act.

Exhibitors, Corporate Reception Chalet Holders and their Contractors will comply (and will ensure that their subcontractors and their respective Personnel comply) with all directions issued by appropriate Officials appointed pursuant to the Victorian Occupational Health and Safety Act 2004 (and all statutory re-enactments and amendments thereto) or the Regulations thereunder and all reasonable directions or instructions issued by the Organiser in respect of Occupational Health and Safety relating to their activities at the Exposition or at the Exposition Site or in respect of public safety at or, in respect of, the Exposition.

Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents), shall ensure (and if required) must provide evidence that they hold all licences or permits typically required by companies and/or individuals in order to conduct the businesses in which they are involved or to undertake the risks associated with their operations at the Exposition Site or in respect of the Exposition.

Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents), shall ensure (and, if required, shall provide evidence) that all plant and equipment used at the Exposition is appropriate for the required tasks and is maintained in a safe condition.

Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents), shall ensure (and, if required, provide evidence) that all employees are adequately trained, experienced and aware of hazards and applicable hazard controls pertaining to the tasks to be undertaken at the Exposition Site and in respect of the Exposition.

Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents) will, on request by the Organiser, provide the Organiser with an outline of any emergency procedure to be adopted during the course of work or activities by the Exhibitor, Corporate Reception Chalet Holder or Contractors at the Exposition or at the Exposition Site.



E6 CONTROLLING RISKS

The Organisers have been working towards an improved level of safety consistent with the National Standard for Construction and the Victorian Occupational Health and Safety Regulation 2007. The Organisers have also been working closely with WorkSafe Victoria and will be introducing new working regulations to:

- Where ever it is reasonably practicable, the Organiser must eliminate any risk to health and safety arising from installation work.
- If it is not reasonably practicable to eliminate the risk, the risk must be reduced so far as is reasonably practicable by applying the following control measures, in descending order of priority:
 - o Substituting the hazard with a safer activity, procedure, plant, process or substance.
 - o Using engineering controls, such as mechanical or electrical devices
 - o Isolate the hazard from people, such as barricading, fencing or guard railing.
- If there is still any risk, administrative controls must be used to reduce the risk so far as is reasonably practicable.
- If there is still any risk, suitable personal protective equipment (PPE), such as hard hats, protective clothing and sunscreen must be used to control the risk.

To achieve this, the Organiser has introduced a zoning system for the move in and move out of the 2001 Australian International Airshow and Aerospace & Defence Exposition. At the Organiser's discretion, some activities will require contractors to zone off their area of works.

Definitions

For the purposes of the event, the following points form the Organisers definition of works that require zoning off:

The delivery, building/installation and dismantling of portable buildings, tents and exhibition displays that involves:-

- A risk of a person falling more than two metres
- Build/installation that involves any sort of temporary support to elevate into place or to avoid collapse
- More than one single ground floor level (ie double storey exhibition stands, multi level portable buildings)
- Where there is any operation of cranes, hoists, scaffolding or rigging
- Exhibition stands over 100sqm that include complex building systems
- Tents and Portable buildings that must have Building Commission Permit approvals

All personnel working within zoned areas must:-

- Have Completed a Construction Induction Course (approved by Worksafe Victoria, or equivalent), e.g. VIC White Card
- Have completed the Site Induction and accreditation process by the Organisers
- Wear a High Visibility safety vest
- Wear Approved Safety Footwear
- Wear hard hats for any overhead operations
- Wear any other Personal Protective Equipment or clothing appropriate for tasks being carried out.

All portable buildings, tents, exhibition displays that are deemed as requiring zoning off by the Organisers must have the following supplied by the Master Contractor:-

- A means to isolate the area from people by using barricading or fencing approved by the Organisers.
- A prominently displayed Construction Sign with contact details of the supervisor, company and contact phone number.



Schedule of Works

- **Monday 14 Feb – Sat 19 Feb – Move in Week 1 – Exhibition Contractors - *restricted***
- **Monday 21 Feb – Monday 29 Feb – Move in Week 2 – Exhibition Contractors - *unrestricted***

Monday 14 February – Saturday 19 February 2011

All exhibitor supplied portable buildings and display stands that are deemed as requiring zoning off and that have received final approved in writing from the Organisers will have scheduled access to commence build/installation from Monday 14 February. All works that are deemed as requiring zoning off must be completed, and where required, Building Commission Compliance forms signed, by COB Saturday 19 February 2011.

Sunday 20 February 2011

Organiser Site Cleaning Day – No access to all exhibition contractors.

Monday 21 February – Sunday 28 February 2011

Exhibition contractors of work deemed as not requiring zoning have access from Monday 21 February, e.g. single storey customs stands, furniture/AV/plant delivery etc. All stand build and installation must be completed by COB Sunday 28 February and all plant or equipment utilized for stand build/installation must be removed from the site.

Monday 29 February 2011 – Site opens at 0900hrs – 1700hrs only

In accordance with Victorian Occupational Health and Safety Regulation 2007 Regulation 3.5.24

- An employer must ensure that any risk associated with plant is eliminated so far as reasonably practicable by:-
 - o Substitution of the plant with plant which has a lower level of risk or
 - o Isolation of the plant from people

To meet with this regulation, the Organisers shall be ceasing fork lift activity from the Expo Halls from 0900hrs Monday 29 February. All deliveries to be made to stands will need to be made by Schenker (Official Logistics Provider) by pallet jack or hand carried by the exhibitor/contractor between the hours of 0900 – 1700hrs OR pre booked with Schenker for the delivery and removal of crates to stands by forklift prior to 0900hrs.

The Expo Halls will open to all exhibitors and their contractors from 0900hrs to complete their stand dressing, cleaning, audio visual set ups etc. At 1700hrs the Expo Halls will be closed to allow for cleaning and full security check.

Tuesday 1 March – Sunday 6 March 2011

Event Open – Limited access to contractors from 0800 hrs – 1000hrs only.

If an exhibitor requests their contractor to remain on site after this time the contractor must obtain an exhibitor badge from the exhibitors allocation and be in business attire at all times.

Monday 7 March – Tuesday 8 March 2011

Bump out commences for all areas, with the exception of any work deemed as requiring zoning off.

Wednesday 9 March – Friday 11 March

Bump out continues with areas of work requiring zoning off under the same conditions as for install, i.e. barricades, inducted personnel only, etc.



E7 DANGER TAGS

When an individual is in a position where the operation of Plant which is controlled by a switch, valve or other isolation point may place them in danger, a 'danger' tag and lock should be used on the switch, valve or other isolation point. The placing of a danger tag is the responsibility of the person performing the work.

When two or more individuals are working on the same job, each person needs to attach their own danger tag to each isolation point. Every danger tag needs to be complete, with all information written clearly in the spaces provided.

When the possibility of danger no longer exists (or when the work has been completed), the danger tag is to be removed by the person who placed it. No one should ever remove a danger tag placed by another individual.

E8 ELECTRICAL SAFETY

Exhibitors, Corporate Reception Chalet Holders and their Contractors are responsible for ensuring electrical equipment at the event is safe, regularly inspected and maintained.

Legislation requires that electrical work must only be performed by a person who is certified as competent to undertake such work. Danger tags and locks should be utilised wherever a risk to safety exists as a result of electrical work. Under the Victorian OHS Regulations 2007 it is illegal to work "live", unless it is an emergency situation.

Double adaptors are not to be used and power boards must be of a design that incorporates individually switched outlets.

Care should be taken to ensure that any extension leads or cables are unwound completely and secured in a manner that ensures they do not create a trip hazard or any other form of risk. If this is unavoidable, they should be covered by a strong cable tray or secured down with gaffer tape. If they are used in a high pedestrian traffic area, yellow and black hazard tape is recommended to increase visibility.

E9 ELECTRICAL TESTING AND TAGGING

All electrical items and equipment must be tested in accordance with AS/NZS 3760:2003 before it can be used on site.

The Organiser and/or the Official Electrical Contractor reserve the right to inspect all and any equipment, used by Contractors and Exhibitors, for compliance with AS/NZS3760:2003. Any equipment or items found to be untested or out-of-date will be removed from site. The electrical equipment will need to be tested, approved and tagged (by a person qualified under AS/NZS3760 or a qualified electrical tradesman) before use on site.

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

1. Have been carried out within the last six months, and;
2. Have been carried out by an electrician or someone qualified under AS/NZS 3760:2003

The equipment owner may produce a log book of test results to prove electrical compliance of their portable electrical equipment. Upon request, the log book must be presented to the Organiser within 24 hours.

Failure to provide the log book within the allocated time will deem that the electrical equipment is non-compliant and will be removed from site.

A limited Testing service will be available on site the week prior to the Exposition.

A charge per item will be applicable.



E10 ELEVATED WORK PLATFORMS

Boom lifts may only be legally operated by individuals holding an elevated work platform licence. Boom lift operators have a responsibility to carry out a daily inspection of the vehicle and complete the logbook.

Whilst in the bucket, boom lift operators should always wear a harness and ensure it is attached to one of the designed attachment points.

When using an elevated work platform in the raised position, a person should be stationed at ground level to ensure that the space under the working area is kept clear, and to lower the bucket in an emergency.

A spotter is required at all times.



E11 EMERGENCIES

The emergency telephone numbers at the Site are:

- **03 5220 8113 – external. Avalon Airport Emergency number. This number may be called from a mobile telephone.**
- **000 – external. This number may also be called from a mobile telephone and is the Australian Equivalent of “911”. This will place the caller in direct contact with either the Police, Ambulance Service or Fire Fighting Services.**

Avalon Airport’s Security Department controls any emergency response within the site and has established emergency procedures and systems.

In the event of an evacuation of the Exhibition Pavilion, an evacuation alarm will sound, making a “whoop whoop whoop” noise. On hearing the evacuation alarm, all individuals in the venue should make their way to the nearest exit and follow any direction given over the public address system or from the emergency wardens.

E12 EMERGENCY PROCEDURES AND EVACUATION

The Organiser will produce Emergency and Evacuation Procedures for all areas of the Exposition. These procedures will be provided to all Exhibitors, Corporate Reception Chalet Holders and their Contractors who must familiarise themselves with the procedures and strictly adhere to them in the event of an Emergency or Evacuation situation.

E13 FLOOR LOADING

Standard flooring within the 2011 Australian International Aerospace and Defence Exposition Pavilion will be bitumen with a load-bearing capacity of 5 tonne/sqm. When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area being worked in and also the path available to that area.

Any person working in any area of the Exhibition Pavilions will need to factor in:

- The weight of the item.
- The dimensions of the item.
- How it will be transported within the Exhibition Pavilion.
- The weight of any handling device (e.g. forklift).
- The footprint of both the item and its handling device

If any doubt exists as to whether the floor loading is sufficient for the intended use, the Organiser should be consulted well in advance of the event or activity.



E14 FOREIGN LABOUR

Where an Exhibitor, Corporate Reception Chalet Holder, Contractor or any of their respective sub-contractors engages employees from overseas, the Exhibitor, Corporate Reception Chalet Holder and subcontractor must ensure that it complies with all regulatory requirements and government guidelines governing the employment of overseas workers.

All companies working on the event (including Overseas Companies) must have relevant insurance and must use appropriate equipment and safe work practices.

It should be noted that Inspectors from the WorkCover Authority have the power to confiscate equipment and stop work on events, if they identify breaches of the OHS or Workers Compensation legislation.

Any non-Australian companies and contractors, involved in the onsite operation of the event or constructing stands, must ensure that they take out a workers compensation insurance policy that meets the statutory requirements applicable in Victoria.

Note: workers compensation policies with non-Australian insurers may not meet such requirements.

The Organiser **STRONGLY SUGGESTS** that any foreign company involved in the installation of stands or other structures purchase or hire their tools and equipment in Australia.

It is common for tools and equipment (eg, scaffold, ladders and electrical tools) brought in from other countries to be non-compliant with the minimum safety requirements for Australian Standards.

Refer Sections E17 Ladders, E34 Working at Heights and E8 Electrical Equipment Testing and Tagging (in this document).

Every team of Foreign Workers MUST HAVE WITH THEM AT ALL TIMES an interpreter proficient in both the English language and all languages spoken by the team.

Any instructions or directions issued by the Organiser or any other authorised person (eg Workcover) must be instantly translated to the foreign worker team.

If a special or on-site induction or tool-box meeting is required to be held by the Organiser, the "interpreter" must be available to translate and to sign a document stating that all members of his/her team have had the instructions passed onto all the team members in their native language and that the instructions have been understood and accepted.

E15 HAZARD REPORTING

All persons entering the Site have a responsibility to identify and report any unexpected or uncontrolled hazards. A hazard is defined as anything (including work practices or procedures) that has the potential to adversely affect the health or safety of a person. If you are not able or qualified to rectify a hazard, it should be reported to the event Organiser.

E16 INCIDENT REPORTING

Exhibitors, Corporate Reception Chalet Holders, Contractors and/or Suppliers must advise the Organiser of all injuries, serious safety incidents and building damage immediately.

All "Incidents" as stipulated under the Victorian Occupational Health and Safety Act 2004 will be reported to the WorkSafe Authority immediately by the Organiser.

Where there has been a serious incident, the Organiser in conjunction with the Contractor/Supplier will ensure that the "Non-disturbance" provision of the Victorian Occupational Health and Safety Act 2004 for the incident site is not breached.



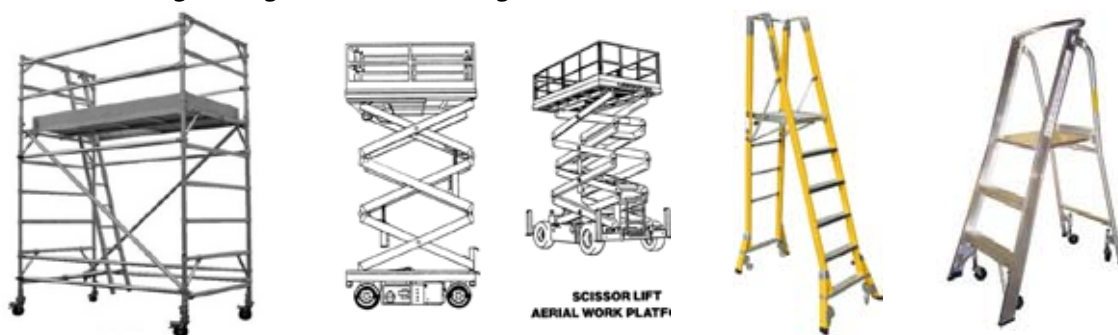
E17 INDUCTION AND CONTRACTOR BADGES

All Exhibitors, Corporate Reception Chalet Holders and their Contractors (together with all of their respective agents, contractors and Personnel) and Participants who wish to work on the Exposition Site during the Move-In and Move-Out phases must complete an on-line (internet based) Safety Induction devised by the Organiser that covers safety issues, rules and regulations of the site.

1. The Induction will take approximately 20 minutes and at the successful completion of that Induction, the contractors name and details will be added to the Organisers database, allowing the generation of a Contractor Badge which will be supplied at the event.
2. Proof of successful completion of the Safety Induction session will be required before Contractor Badges (enabling access to the work site) will be issued by the Organiser.
3. Photo ID will be required to pick up the badge.
4. Whilst the badge need not be worn, it must be available to be presented when requested at all times when on site.
5. No Induction completed means NO Badge – means NO work!
6. After the first day on site, the Badge will need to be shown to security personnel by all persons entering the site to gain access.
7. Once a contractor has had a Badge issued, they are free to enter and exit the site during normal Move-In hours as and when required.
8. Contractor staff must remember to carry Photo ID at all times as random security checks on the ID of all persons on site will be taking place.

E18 LADDERS

(See also Working at Heights and Scaffolding in this document)



Where there is potential for a fall of 2m or more, then a ladder is most probably not the right equipment. At this height, if on a ladder, three points of contact **MUST** be maintained with the ladder – two feet and one hand.

This means that tasks requiring two hands cannot be legally carried out using a ladder where there is potential for a fall of 2m or more.

The Organiser suggests that in most cases work platforms, step platforms platform ladders, scaffolding or scissor lifts should be used.

When using portable ladders, the following WorkSafe Victoria suggestions for controlling risk **MUST** be considered:

- Only use industrial ladders – domestic ladders should not be used.
- Ladders should be firmly secured, tied off or held firmly by another person.
- A ladder should not be “walked” by the person standing on the ladder.



- Only one (1) person on a ladder at a time.
- Do not climb higher than the third rung from the top of the ladder.
- Do not straddle the top of the ladder.
- Only work on a job within easy arm's reach from the ladder.
- Climb and descend facing the ladder maintaining three (3) points of contact.
- Do not carry anything when climbing or descending.
- Do not place ladders in vehicle or pedestrian traffic areas.
- Stepladders should only be used in the fully open position.
- Slip-resistant footwear should be worn when using ladders.

An inability to comply with any of the above requirements indicates that a ladder is inappropriate for the work required, and should be replaced with a more suitable temporary work platform (e.g. scissor lift, scaffold, portable platform).

The document "PREVENTION OF FALLS - LADDERS" published by WorkSafe is available to download from the WorkSafe website - www.worksafe.vic.gov.au

E19 MACHINERY WITHIN EXHIBITS/DISPLAYS

To ensure a safe environment for staff and visitors, all machinery should be fitted with guarding, fencing, immobilisation locks etc. Signage above the machine is not acceptable as a protective method.

E20 MATERIALS HANDLING EQUIPMENT (MHE) / MOVING PLANT AND ELEVATED WORK PLATFORMS (EWP)

General

Companies which require MHE / Moving Plant and EWPs for use onsite during events must notify the Organiser in advance as to what equipment will be used and when it will be delivered.

All the following equipment will require the above notification:

- Pallet Trucks / Pallet Jacks
- Forklifts
- Manitou's - Non-Slewing Crane's (NSC's)
- Cranes
- Man Lifts
- Scissor Lifts
- Boom Lifts

Please note that Forklifts, Cranes and Man Lifts may only be operated and delivered on-site by the Official On-Site Handling Agent.

Boom Lift operation needs special approval by the Organiser in advance.

Scissor Lifts may be used and operated by competent persons.

Delivery of MHE / Moving Plant and EWPs

MHE / Moving Plant and EWPs must not be delivered to the site before February 21st 2011 and must be removed from site prior to the opening of the Exposition on Tuesday 1st March 2011. Delivery for "Move-Out" should not take place until Monday 7th March 2011.



Any machinery left on site (without prior arrangements) outside of the above times may incur a daily storage fee for each machine.

Notification of equipment deliveries should be forwarded to the Organiser at least two (2) days prior to the delivery of that equipment. Failure to provide this information may result in denied access to the site.

When delivered, materials handling equipment must be labeled with the user company's identification details.

Elevating Work Platforms (EWP)

Elevating Work Platforms (EWP) include items such as boom lifts, scissor lifts and licensed forklift cages.

It is the responsibility of the Contractor/Supplier operating EWP to ensure that:-

- All persons using EWP are trained and / or hold the relevant certificate of competency or national licence
- All operators of EWP are not under the influence of alcohol or any other substance or drug, including prescription or non-prescription drugs, which may affect their ability to operate the EWP in a safe manner
- All operators are instructed in the hazards associated with EWP and carrying out work on this site
- The EWP operator is employing systems of work that ensure the safety of persons who are working with EWP, as well as persons in the vicinity of or below EWP

Safe Work Method Statements (SWMS)

Systems of work must ensure that no persons are at risk when working with or near EWP. Safe work method statements should be developed to assist in ensuring the safety of all persons where EWP is being used.

Basic Safety When Working with EWP

It is the responsibility of each operator and their supervisor to:

- Ensure the operator has read and understood the machine's operating instructions and is aware of the limitations before use
- Carry out pre-operation safety checks before the machine is used and record all faults in the relevant log book
- Make sure the area of operation is free from obstructions, such as equipment, materials and pedestrians
- Ensure a competent person is in the immediate area to assist in case of an emergency.
- Ensure Operators should never work in total isolation from another person
- Make sure that each occupant in a boom lift or forklift cage is wearing a safety harness, which should be attached to the anchorage point within the basket
- Ensure that there are controls for pedestrians working near the EWP. These controls include the use of a competent spotter, warning signs and safety barriers
- Ensure that all EWP should be accompanied by a spotter. (The duty of the spotter is to forewarn the operator and those working in the vicinity of the EWP of the possibility of danger).

Speed Limit on the Site

A speed limit of 5kph is applicable around the site.

Speed Limit Inside the Exhibition Halls

A speed limit equivalent to walking pace is applicable inside the exhibition halls.

A spotter is required at all times for all moving plant.



E21 MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) are documents issued by the manufacturer of a hazardous substance. An MSDS provides detailed information on the safe handling, use and disposal of a substance, and recommended first aid treatment if required. They can usually be downloaded from the individual manufacturer's website and should be adhered to whenever a hazardous substance is used.

E22 MULTI STOREY STANDS

Certification by an engineer is required for stands/structures of two storeys or more where the second or subsequent storey will be occupied.

A certificate of Compliance – Design (Form 11) approving the structural design AND the Building design (compliance with part D of the Building Codes of Australia) must be submitted to the Organiser before installation begins. When installation is completed an Engineer must certify the structure by completing a Certificate of Compliance – Inspection (Form 12). A maximum occupancy limit of the upper levels must also be provided, and this must be displayed on the structure.

Please note – The certificates of compliance must be signed by a registered building practitioner to ensure the structures comply with the Building Code of Australia and relevant standards.

Where a stand is erected that requires certification, as described above, or a stand with a roof area greater than 18 m² and more than 3 metres in width, the person responsible must:

- a) Install smoke detectors of the type which comply with Australian Standard AS 3786-1993 and relevant amendments.
- b) Install fire extinguishers which are of the A:B:(E) dry powder type or CO². These extinguishers are safe to use in an environment where electricity may be present.

E23 MUSIC

Whilst background music can create an enjoyable work environment, it may also limit the ability of individuals to hear important sounds around them, such as forklift warning signals or commands from spotters. In the interest of improving safety, music during Move-in and Move-out of an exhibition should be avoided or only played at a level that does not interfere with the rights of others to work safely.

E24 PERSONNEL SAFETY

(See also Personal Protective Equipment)

The following MINIMUM personnel safety standards are required at all times on the Loading Dock:

- No children under the age of 16 years are permitted entry.
- All personnel of contractors and Exposition Organisers must wear high visibility vests or clothing.
- All persons must wear **Approved Safety Footwear**
- No one is to work while under the influence of drugs or alcohol.
- All persons are to comply with reasonable requests from Organiser representatives.

The following MINIMUM personnel safety standards are required at all times in the External Exhibition Precinct, Exhibitor Supplied Structure zones and in the Exposition Halls during Move-in Week 1, Move-in Week 2 up to and including Sunday 27th February 2011 and Move-out:



- No children under the age of 16 years are permitted entry.
- All personnel of contractors and Exposition Organisers must wear high visibility vests or clothing.
- All persons must wear Approved Safety Footwear, i.e. no thongs, sandals or open-toed shoes. **(Note – Inside the Exhibition Pavilion and the Chalet Line, during Move-in Week 1 and also Move-in Week 2 up to and including Sunday 27th February 2011, the Move-out period, within Exhibitor Supplied Structure installation zones, or if mobile plant is being used, Approved Safety Footwear MUST be worn)**
- At any stage during Move-In or Move-Out, open toe shoes, sandals, thongs etc. are unacceptable and you may be refused access to the site.
- No one is to work while under the influence of drugs or alcohol.
- All persons are to comply with reasonable requests from Organiser representatives.
- All Contractors personnel must be provided with appropriate personal protective equipment for the tasks they are performing.

E25 PERSONAL PROTECTIVE EQUIPMENT

All employers have a legal responsibility to provide Personal Protective Equipment (PPE) to their staff and to ensure it is worn when required. Individual workers also have a legal responsibility to cooperate with the requirement to wear required PPE.

Any PPE used needs to be appropriate to the tasks being performed, and should comply with the relevant Australian Standard.

Care should be taken to ensure that PPE is clean, well maintained and that employees are instructed in how to use it correctly.

Each activity can be viewed individually and analysed as to whether safety footwear is required but **inside the Exhibition Pavilion and the Chalet Line, during what is considered the “Custom Display Stand Erection and Dismantling” phases of the event, within Exhibitor Supplied Structure installation zones, or if mobile plant is being used, Approved Safety Footwear MUST be worn.**

Hearing protection should be utilised when using power tools such as circular saws or when striking steel with hammers etc. Noise at certain high levels can cause immediate hearing loss and exposure for long periods can cause hearing loss over time.

Eye protection such as face shields and safety glasses should be utilised when there is risk of foreign objects entering the eyes such as using power tools, creating dust, demolishing materials that can splinter and when nail guns and staple guns are used.

Hand protection such as riggers gloves should be worn when there is a risk of cuts and abrasions, splinters etc. During demolition there are materials with nails sticking out, splintered wood etc.

The need to wear PPE must to be highlighted in the SWMS developed for the individual tasks.

High Visibility Clothing

- All personnel of Exhibitors, Corporate Reception Chalet Holders, Exhibition Studio Holders, members of the ADF and their Contractors working within the Exposition during the Move-In and Move-Out phases, must wear high visibility clothing, to minimise risks associated with plant and vehicle movements.
- Such high visibility clothing can be in the form of high visibility vests or uniforms and must



meet the requirements of AS/NZS 4602.

- Specifically, high visibility clothing must be worn:
 - o At all times in the loading dock area
 - o At all times inside the Exposition Halls during the Move-in or Move-out of the Exposition
 - o At all times in the Chalet Line during the Move-in or Move-out of the Exposition
- High visibility clothing must be worn correctly and be appropriate to the tasks the individuals must perform.
- Without exception, the above requirements must be observed by Exhibitors, Corporate Reception Chalet Holders and their Contractors and their staff working on the Exposition.
- The Move-In period of the Exposition is from 0700hrs Monday 14 February 2011 until 1700hrs Monday 28th February 2011.
- The Move-Out period of the Exposition begins at 0700hrs Monday 7 March until 2100 hrs Wednesday 9 March 2011. (Restricted Move-out until Friday March 11 - See Section E6)

E26 POWERTOOLS

Power tools include drop saws, drills, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saws.

The following requirements apply when using power hand tools and brick cutting saws:

- All operators should be sufficiently trained so as to reduce the risk of injury.
- Noise management provisions must be made so that noise levels do not become a risk to hearing or health.
- Eye protection must be worn.
- All aspects of electrical safety must be considered.
- Dust extractors **MUST** be used when cutting or sanding timber inside the pavilions and chalets. A dedicated external area will be provided for cutting and must be used whenever possible. MDF Cutting and sanding **MUST** be performed in the dedicated external area.
- Building surfaces and carpet must be protected from dust produced by any power tools.
- When angle grinders are used, consideration must be given to the generation of sparks and the risk of fire. A Hot Work Permit must be obtained from the Organiser before undertaking this type of work.
- Brick and tile cutting saws may only be used in an appropriate location on the loading dock and not inside the venue. Brick and tile slurry needs to be contained and removed from site by the sub-contractor or stand builder, in accordance with the current Department of Environment and Climate Change Authority requirements. Under no circumstances is slurry or residue to flow into stormwater drains.

E27 RAISED FLOORS, STEPS AND RAMPS

The Building Code of Australia (BCA) provides direction as to the requirements for stand erection/building and access. The following is a summarised version of the principal elements, which will assist designers and builders in meeting the Code's obligations and the standard for access and mobility. It can also assist with reducing the frequency of slip and trip incidences.

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space and have a minimum 30% contrast as required by AS 1428.1 Design for Access and Mobility.
- All raised floor sections or ramped edges should not contain sharp or dangerous edges and



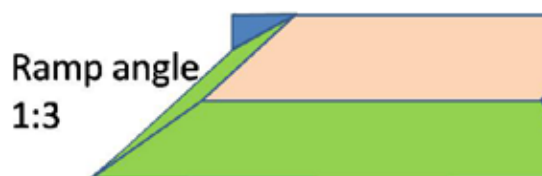
must not cause a trip hazard.

- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, should have the edges taped down or firmly secured, and should not be deemed to cause a trip hazard.
- Consideration should be given to NOT using flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. If this type of flooring is used it should be steady under foot and should not be a trip hazard.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it should be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900 mm minimum in height should be installed.

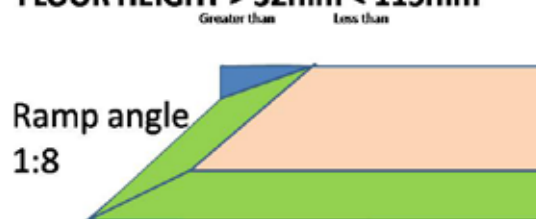
Raised Floors Under 115mm in Height

- All raised floors with a height of less than 115 mm must have a clearly distinguishable ramped edge installed.
- Ramped edging with a gradient no less than 1:3 is generally acceptable in the exhibition industry to prevent a trip hazard on standard 32 mm high raised floors; however please note that a 1:3 ramped edge does not constitute a disabled access ramp (see Disabled Access below).
- For raised floors above 32 mm and below 115 mm it is recommended that the gradient of the ramped edging is decreased to 1:8.
- All ramped edges must be contained within the contracted space.

FLOOR HEIGHT 32mm



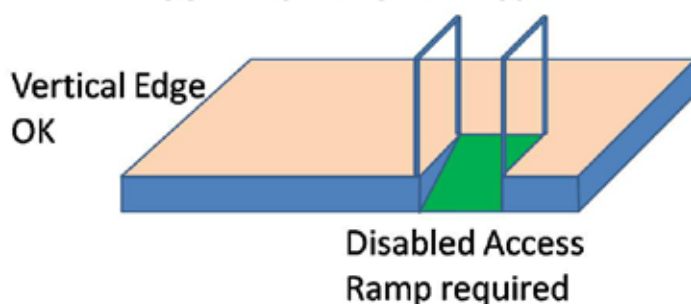
FLOOR HEIGHT > 32mm < 115mm



Raised Floors Over 115mm in Height

- All raised floors with a height greater than 115 mm, but less than 190mm are considered a step and therefore do not require ramped edging.
- Where the flooring height exceeds 190 mm, a series of steps should be constructed as per BCA requirements. Each step should be no less than 115 mm in height.
- When a step is installed, an approved stair-nosing must also be installed, as per BCA requirements for steps in public places.
- Where two (2) or more steps (risers) are provided, a handrail is to be provided to at least one side of the steps, as per BCA.

FLOOR HEIGHT 115mm – 180mm



Disabled Access

- Disabled access to the stand should be provided.
- Disabled access ramps must be clearly distinguishable from the remainder of raised floor



- surrounding it.
- To reduce the risk of a trip hazard, a handrail, block-off panel or suitable barrier of 900 mm minimum in height should be installed.
- The ramp is to have a gradient of no less than 1:8 if the rise is 190 mm or less.
- The ramp is to have a gradient of no less than 1:14 if the rise exceeds 190 mm.
- The ramp is to be a minimum of 1000 mm in width, with a clear landing area of at least 1200 mm top and bottom.

Handrails for Ramps, Stairs or Raised Platforms

- These must be between 900 – 1100 mm in height.
- They are required for platforms accessed by two (2) or more steps.

E28 RISK ASSESSMENT

It is a requirement under the Victorian OHS Regulations 2007 that all hazards in a work place are identified, assessed and controlled. Therefore, all employers have a legal responsibility to undertake risk assessments for the work they perform on events.

To be effective, the risk assessment should be specific to the task or event being performed. The document has no value if it is recycled from previous jobs. The WorkCover "Subby Pack" publication provides guidance to assist with compliance. It can be downloaded from the WorkCover website.

E29 SAFE WORK METHOD STATEMENTS (SWMS)

Safe work method statements are required by the Organiser for specific activities conducted within the Exposition or for high risk work performed by Exhibitor's contractors.

JOB SPECIFIC Safe work method statements are required for EVERY CUSTOM STAND

E30 SCAFFOLDING

When properly installed and maintained, scaffolding is an appropriate control measure for persons working at heights.

All scaffolding should comply with AS 1576 Scaffolding and only be erected and dismantled by competent persons.

The Victorian OHS Regulations 2007 requires that any person erecting scaffolding with a work platform over four (4) metres in height, must be a certified scaffolder. In this instance, once the scaffold is erect, the scaffolder must provide certification to the company commissioning the work.

No alterations are permitted to such certified scaffolds without re-certification by a certified scaffolder.

Scaffolding requires an internal access ladder. Each working platform must have full edge protection comprising handrail, mid-rail and toe board, or a handrail and infill panel.

Mobile scaffold wheel locks should be engaged before any person works from the scaffold.

Before the scaffold is moved, persons working on the structure must exit until it is secured again.





E31 SPILLS

Due to the close proximity of the Event to Corio Bay and environmental wetlands and the fact the Event is held on a port, the containment of hazardous substance spills must be treated as a priority. Should a spill occur, an individual should endeavour to use bunding or a suitable alternative to arrest the flow of the substance. They should ensure that they and others are not at risk by doing so. Please advise the Organiser immediately as they will assist in managing the situation.

E32 SPOTTERS

The Organiser has a policy requiring forklift spotters as well as spotters for all moving plant.

Spotters must be used from Day 1 of Move in Week 1 – Exhibition Contractors – restricted ie Monday 14 February – through to last day of bump out Friday 11 March.

Please note that the Organiser also has a mandatory requirement for spotters to accompany all elevated work platforms and cranes at all times.

E33 STAND ERECTION/BUILDING

To meet fire safety and Building Code of Australia (BCA) requirements, the following points should be considered during stand erection/building:

- A stand that has a roof or ceiling is required to provide additional fire protection equipment, such as the fitting of a smoke detector and portable CO² or dry chemical extinguisher.
- Where halogen tube lights are used, the globe unit must be protected with safety glass to minimise the risk of explosion and fire.
- All temporary spot lights or the like are to be a minimum of 300 mm from the partitions or combustible goods.
- Any custom-built stand with a floor area of more than fifty (50) square metres is to be provided with at least one (1) alternative means of egress to the walkways.
- Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards by the use of a push bar or lever handle.
- Any door incorporated into the stand and not providing an alternative means of egress is to have a sign affixed and labelled "NO EXIT".
- Any barriers incorporated into the custom-built stand are to be designed so that they yield to pressure without toppling.
- The BCA requires that materials used for stand erection/building must comply with the Fire Hazard Properties set out in clause C1.10 of the BCA.

E34 STAND DESIGN

The designer of a stand should consider the following:

- Compliance with the Building Code of Australia (BCA) and all other relevant Australian Standards is required.
- **How the builder will be able to safely erect and dismantle the stand once on site in the time frame allocated to them by the Organiser of the event.**
- The allocated space in which it is intended to fit. The stand builder needs to ensure that there is sufficient clearance beneath pavilion structure ceilings and air-conditioning ducts and that the stand is of correct dimensions to fit within the allocated space.
- The BCA requires that materials used for stand erection/building must comply with the Fire Hazard Properties set out in clause C1.10 of the BCA.



E35 WORKSAFE VICTORIA

WorkSafe is the Victorian State Government Authority responsible for the enforcement of OHS and Workers Compensation legislation. Inspectors from WorkSafe have a legal right of entry to any workplace, at any time, to investigate suspected breaches of the legislation.

Inspectors may confiscate equipment, stop work on events and issue notices depending on the severity of any breaches found.

Non compliance with the Victorian OHS Act 2004 and the Victorian OHS Regulations 2007 can lead to prosecution.

WorkSafe also offers advice regarding the requirements of OHS and Workers Compensation legislation. For further information, contact the WorkSafe Information Centre Ph: 1800 136 089 or their website at www.worksafe.vic.gov.au

E36 WORKING AT HEIGHTS

The the Victorian OHS Regulations 2007 (Part 3.3 Prevention of Falls) requires that certain measures are taken to control the risks associated with working at heights. There is a mandatory hierarchy of controls, which relate solely to the risks associated with people falling from heights.

The control measures in descending order of priority are:

1. The provision and maintenance of a stable and securely fenced work platform (such as scaffolding or other form of portable work platform).
2. If compliance with point 1 is not reasonably practicable, the provision and maintenance of secure perimeter screens, fencing, handrails or other forms of physical barriers that are capable of preventing the fall of a person.
3. If compliance with point 2 is not reasonably practicable, the provision of other forms of physical restraints which are capable of preventing or arresting the fall of a person from a height of more than two (2) metres.

If it is not practicable to use the control measures specified, a ladder may be used to carry out lightweight work of short duration, but only as a last resort.

The document "BASIC STEPS TO PREVENTING FALLS FROM HEIGHTS" is published by WorkSafe and is available for download from their website - www.worksafe.vic.gov.au

E37 WORK PRACTICES

In accordance with the requirements of the Victorian Occupational Health and Safety Act 2004, all employers (including contractors, sub-contractors and their staff) are required to devise and maintain safe systems of work. Where regulatory requirements are specified (such as working safely in confined spaces, the design and erection of scaffolding) or there are approved codes of practice (such as working at heights) the Contractor or sub-contractor must adhere to those requirements.



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