

# **Exhibitor Occupational Health & Safety Manual**

## **A Commitment to Occupational Health and Safety**

EENZ is committed to ensuring that our exhibitions are a safe environment for our staff exhibitors, contractors and visitors.

EENZ considers that accidents, injuries and incidents can be prevented through appropriate management and planning and accordingly we have developed policies and procedures that aim to protect the health and safety of all.

## **Exhibitor Health and Safety Policy**

It is the policy of EENZ to seek the co-operation of Staff, Exhibitors, Contractors, Venues and Visitors to ensure that highest standards of Health and Safety are maintained.

EENZ and our respective venue partners have a responsibility, within the scope of their policies, to maintain safe-working practices at all times. This responsibility includes the practice by which EENZ reminds exhibitors and contractors of their own responsibilities for safe work practices and compliance with relevant legislation whilst participating in a EENZ exhibition.

As an exhibitor, contractor or agent you have a duty under Occupational Health and Safety Legislation to ensure that your employees, agents or personnel contracted by you are aware of their own responsibilities for health and safety and for complying with health and safety procedures, rules and safe systems of work. This includes the provision of information, training and supervision to employees, agents or contracted personnel to ensure the safety of themselves and of others whilst participating in a EENZ exhibition.

Where hazardous substances are used, handled or stored at a EENZ event, under Occupational Health and Safety Legislation, all exhibitors and contractors are required to carry out an assessment of the activities involving the use handling and storage of those hazardous substances within the workplace. Accordingly, EENZ will undertake an assessment of how any substances used, handled or stored at any exhibition may affect others and if precautions are needed, to ensure that they are put into place.

As an exhibitor at a EENZ event, you are required to have in your possession, and to produce if requested during the exhibition:

- ξ Your Occupational Health & Safety Policy;
- ξ A copy of the Health & Safety Policy document of each contractor employed by you;
- ξ A Certificate of Currency for your Work cover Policy;
- ξ A Certificate of Currency for your Public Liability cover (at least \$5 million);

This manual lists some of the principal areas that need to be brought to your attention. Please ensure that all contractors and staff working on your stand read this document and understand their responsibilities. If you have any queries, please contact Shannon Gallagher on (09) 976 8307 or 021 619 902

**Occupational Health and Safety is everyone's responsibility.**

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## 1.0 Guidelines - Exhibition Health and Safety Matters

The following guidelines outline specific work practices that will contribute to a safe exhibition environment. These guidelines are not intended to be exhaustive nor are they a substitute for or a replacement of contractors or exhibitors own Occupational Health and Safety Policies and Procedures.

It is the responsibility of the exhibitor, contractor and/or agent to comply with the requirements of Occupational Health and Safety Legislation, Health and Safety Regulations, other applicable rules and regulations and work practices.

### 1.1 Aisles and Aisle Clearways:

- ξ Aisles are public walkways and must not be used to display goods or to approach visitors.
- ξ When conducting product demonstrations on your stand, you must place your demonstration counter at least one meter back from the front of your stand, to avoid crowds obstructing aisles;
- ξ Exits and emergency equipment must not be obstructed;
- ξ Aisle ways and fire exits should be clear of general waste and packaging materials; this includes the period during move-in and move-out.

**Absolutely NO CHILDREN in the halls during move-in and move-out.**

### 1.2 Fire Risk:

- ξ The use of readily flammable material in stand construction, e.g. crepe paper, corrugated cardboard, straw, untreated Hessian, polystyrene or PVC sheet<sup>1</sup> is prohibited unless you have venue approval. (refer to Exhibitor Manual);
- ξ Where sawdust, tan bark or wood chips (of reasonable size) is used to decorate floors, a protective membrane must be laid first and the chips kept slightly moist at all times.

### 1.3 Stand construction & design:

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

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<sup>1</sup> Except on floors as a protective membrane

- Materials used for stand construction or display purposes must conform to the Building Code (AS/NZS 1530.3:1999) and be:

Of non combustible material;

Of inherently non flammable materials;

Use flame-proofed fabric – (documented evidence of such must be provided);

- Where your stand has a 'ceiling' or 'canopy':

The material used must be flame-proof (documented proof of such must be provided);

You must have a current/valid fire extinguisher and smoke detector on your stand;

- The Venue requires that stands are open for visual inspection at all times. No stands are to be enclosed by any fabric or material at any time.

**See page 16 for stands that require approval  
from Venue management**

#### **1.4 Lighting on your stand:**

- Lighting must be industry-approved: HPM Series 600, 500W are available from all leading lighting and hardware suppliers.
- All lighting must be at least 2.2m above floor level or protected in an approved way to prevent accidental burning.
- High-powered lights must be 1 meter away from flammable materials;
- Lighting and/or lighting equipment intended to be connected to the mains supply must be tested and tagged. To book testing and tagging prior to the show, please contact your show team for details of our electrical contractor;
- Our electrical contractors may check lighting and/or lighting equipment on site for compliance. Exhibitors will be required to disconnect lighting and/or lighting equipment that is found to be unsafe or that is not tested or tagged.
- All lighting and/or lighting equipment must have appropriate certification of Approval (i.e. meet Australian/NZ Standards);
- All lighting and/or lighting equipment must be switched off and disconnected from the mains supply prior to leaving each night.
- All personnel working at the stand must be informed of the requirements for lighting and lighting equipment.

### 1.5 Electrical Equipment and Electrical Cables:

- The use of double adaptors is prohibited – Please use power boards.
- All cables should be routed away from pedestrian traffic, and taped down to minimise a tripping hazard;
- Electrical equipment intended to be connected to mains supply must be tested and tagged. To book testing and tagging prior to the show, contact your show team for details of our electrical contractor;
- Our electrical contractors may check electrical equipment on site for compliance. Exhibitors will be required to disconnect electrical equipment found to be unsafe or that is not tested or tagged.
- Electrical equipment includes light fittings, computers, appliances, etc.
- All personnel working at the stand must be informed of the requirements for electrical equipment.

**NO ALCOHOL**  
**to be consumed during move-in or move-out**

### 1.6 Stand Certification / Structural Integrity

- Certification is required for stands of
  - two storeys or more - where the second or subsequent storey will be occupied; and/or
  - where the stand has a roof area greater than 18sqm & more than 3m in width;  
Fire protection requirements = a smoke detector and dry powder-type fire extinguisher;
- The onus is on the builder of a stand to prove that the stand is structurally sound, safe for occupancy, and complies with the building code.
- Detailed plans of the stand, certified by an Engineer, must be lodged with the venue 30 days prior to the opening of the show.
- The completed stand must be inspected and certified by the Engineer.

### **1.7 Naked Flames (i.e. candles, incense, oil burners, gas appliances, etc):**

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

### **1.8 LP Gas bottles:**

- Where exhibitors intend to use or store LPG or other flammable gas bottles on site, the venue must be advised prior to the show.
- LPG fueled appliances must be installed and tested for leaks by a licensed gas fitter before they are used;
- Gas cylinders, exposed gas pipes and all connections to the cylinder must be protected from damage at all times;
- Gas cylinder must be protected by a fire-proof covering at all times (fire blanket);
- Fire extinguisher, (dry chemical) must be clearly visible at all times.
- Gas bottles are stored in cages outside the Venue when not in use.
- All personnel working at the stand must be informed of the requirements for the use and storage of gas bottles.

### **1.9 Heat-generating displays ( i.e. steam irons, etc):**

- You must ensure that heat-generating appliances are operated without risk to visitor health and safety e.g. consider using a barrier around your appliance, either within a roped-off area or operate behind a Perspex shield;
- When demonstrating heat-generating equipment, your display should not be on the perimeter of the stand. Rather it should be set back 1 meter within your stand area adjacent to the aisle e.g. when demonstrating an ironing board, place the board at right-angles to the aisle so the public can't brush past the hot iron and burn themselves;
- dmgs Health & Safety Officer will visit your stand to satisfy themselves that your exhibit complies with basic OH&S principles. You may be asked to provide safety barriers for your display. If you do not have any available, you may be required to hire them on-site.
- All personnel working at the stand must be informed of the requirements for the use operation of heat generating equipment.

## 1.10 Raised floors greater than 40mm high:

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

## 1.11 Cooking demonstrations:

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

## 1.12 Food Handling and Food Hygiene

*Food handling and food-service regulations is a complex area and is not covered in detail here due to the differing requirements of the various local Councils. It is the responsibility of the exhibitor, contractor or agent to ensure that food handling and food hygiene procedures comply with local council rules and regulations.*

- Hand washing facilities must be provided for the exclusive use of food-handlers.
- Utensil washing facilities – a hot water urn or other heating device for hot water, towels and detergents must be provided.
- Please ensure that the manufacturers food storage requirements are satisfied i.e. industry standards suggest:
  - 5 degrees C is appropriate for food requiring refrigeration.
  - Frozen food must be kept frozen below –15 degrees C.
  - Hot food must be kept at a temperature of at least 60 degrees C.
- Ensure adequate storage is provided for food scraps;
- All surfaces washable and free of cracks and crevices;
- Provide disposable containers for samples of food offered to visitors;
- All food-handling personnel must be adequately trained and informed of food hygiene requirements.

## 1.13 Motor vehicles on display:

- Fire extinguishers (dry powder) must be mounted in a prominent position.
- Where flammable liquid-powered motor vehicles are on display, the fuel tank is to contain more than 80% **OR** less than 5% of the tank capacity;
- Please disconnect the battery prior to the show opening.
- Please provide a protective floor tray.
- Ensure that the motor vehicle fuel filler cap is sealed or secured to prevent the unauthorised removal of the fuel cap;
- Fuel must not be decanted or vehicles filled on the loading dock or in or around the Venue Halls;
- LPG-powered motor vehicles must have their systems fitted in accordance with AS1425-1989 LPG Gas Fuel Systems for Vehicle Engines.
- The LPG fuel tank must be isolated from the engine mechanically by closing the 'Service Tap' on the fitted fuel tank.
- The LPG motor vehicle's engine is to be run until all fuel in the fuel line and converter is exhausted.
- Vehicles in the exhibition must not be started and run without the prior permission of the Venue.
- Ignition keys must be secured and strictly controlled by the exhibitor during the exhibition.

## 1.14 Other

- Standing on chairs, tables and other rental furniture is prohibited. Use purpose-designed equipment such as ladders and steps etc. dmg cannot be held responsible for injuries, falls or damage caused by the improper use of this equipment.
- Please look out and listen for forklifts;
- Please be aware of overhead works;
- Please do not obstruct any plant machinery;
- Please keep the loading dock doors clear at all times;
- Please maintain clear aisles at all times, keeping product on your stand, and removing packaging and vehicles as soon as is practicable;
- Appropriate footwear is essential;
- **NO CHILDREN** are allowed in the hall during Move-in and Move-out. For the purpose of OH&S, children are under 16 years of age;
- **Do not smoke** in Exhibition Halls.
- **NO ALCOHOL** to be consumed during move-in and move-out.

**Report Unsafe Work Practices to the Organiser!**

## **2.0 General Health and Safety Matters**

### **Exhibitions & Events New Zealand is serious about health and safety.**

#### **2.1 Emergency Procedures**

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

#### **2.2 Department of Health**

Contact local council/Dept of Health offices for up-to-date and fully comprehensive guidelines/regulations on the following topics:

- i. Food Handling demonstrations;
- ii. Personal grooming exhibits *i.e., body piercing, make-up application, etc;*
- iii. Pool/spa water hygiene.

#### **2.3 Exhibitor Responsibilities**

- i. Ensure that persons in your employment and any others affected by your actions and omissions are safe and are not at risk to their health and safety.
- ii. Ensure that relevant risk assessments have been carried out in relation to your own stand/area during move-in and move-out.
- iii. Co-operate/co-ordinate your actions with the organizers/contractors on-site.
- iv. Where potential risks are identified during the risk assessment process make all parties aware of any potential risks as might arise during move-in and move-out.
- v. Ensure that your workman/contractors are both competent and following safe systems of work.
- vi. Seek advice where necessary from the on-site health and safety official, this will enable you to comply with the relevant statutory provisions.



## 2.4 Contractor Responsibilities

- i. Ensure the health, safety and welfare of any persons including sub-contractors on-site during move-in and move-out.
- ii. Work is to be carried out by licensed trade's people as appropriate.
- iii. Where significant risks are involved ensure that risk assessment and method statements detailing methods of work are completed.
- iv. Ensure that risk assessment and method statements are produced in pre-show meetings.
- v. Comply with Occupational Health & Safety Legislation, during move-in and move-out and comply with all legal requirements that are relevant to their operations.
- vi. Ensure the competence of employees and sub-contractors to carry out the designated work.
- vii. Co-operate and co-ordinate your actions.

## 2.5 Stand Designers

- i. Must be competent and have the necessary skills, knowledge and experience pertaining to stand design backed up by the relevant qualifications.
- ii. Ensure that erection and maintenance of the design, has the ability to be carried out safely and in accordance with the relevant legislations by the contractors in the time available.
- iii. Comply with regulation 13 of the construction and design regulation 1994 designers' duties and related legislation to stand construction.

## 2.6 Working at Heights

- i. The task to be performed must be reviewed to ensure suitable access equipment is used.
- ii. For all tasks involving works from heights, preference should be given to the use of scissor lifts, scaffolding or elevated work platforms.
- iii. Wherever possible ladders should only be used as a means of access or egress.

## **2.7 Insurance**

- iv. Neither EENZ, the venue or any staff, employees, agents or other representatives of EENZ or the venue shall be held accountable or liable for any damage, loss harm or injury to the exhibitor, employees, agents or other representatives of the exhibitor or for goods sent to the venue before or remaining after the exhibition, or whilst in transit to or from, or during the exhibition.
- v. Exhibitors should consult their own insurance companies and/or broker for proper coverage of their exhibits and display area.
- vi. It is a requirement that exhibitors have appropriate insurance cover for their stand area, including public liability.

## 2.8 Guidelines for Move-in & Move-out and during the Exhibition

- i. No children are allowed on the premises (either the Hall or Dock areas) during move-in or move-out. For the purpose of OH&S, children are under 16 years of age.
- ii. NO ALCOHOL to be consumed during move-in or move-out.
- iii. A person must be appointed who is responsible for health and safety matters on the stand during move-in, move-out and during the duration of the show.
- iv. Keep clear aisle ways, as indicated on the floor plans, at all times.
- v. During the move-in and move-out periods, your staff and sub-contractors should be constantly reminded of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
- vi. Any violations or concerns regarding any of the above points should be reported to our on-site Occupational Health & Safety Officer or to the Organiser's Office.
- vii. Portable electric tools must be used with the minimum length of trailing leads and such equipment should not be left unattended with a live power supply to it.
- viii. Electrical cables must not cross aisle ways and fire exits. All portable electrical equipment should have a current inspection tag attached, and when in use, should be connected to a Residual Current Device.
- ix. Before starting work overhead, the area directly beneath the workplace is to be cleared and cordoned off with signage displayed to indicate overhead work is in progress. **No work is to be carried out above any person.**
- x. Operatives should wear suitable protective clothing relevant to their job, which includes eye, hearing, foot, head and hand protection.
- xi. Work areas should be maintained free from general waste and packaging materials, which could be hazardous to operatives.
- xii. All parking restrictions and speed limits must be adhered to.
- xiii. Fire exits and emergency equipment must not be obstructed.
- xiv. You must ensure that portable power equipment is used for the purposes for which they were designed and that re-wired units comply with regulations before they are installed on site.
- xv. Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- xvi. Proper scaffolding must be used during the construction of any building within the halls, safety features of the scaffolding is provided as per laid down standards, and that any tower scaffold in use is properly stabilized and propped.

## 2.9 Notes on Demonstrations

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

## 2.10 Manual Handling

For loads that can be carried by the individual:

- i. Stand as close to the load, with feet apart for good balance, bending your knees and straddling the load;
- ii. Always try to lift when standing or at least half squatting rather than kneeling or not using your legs;
- iii. Keep your back as straight as possible whilst lifting and carrying; and
- iv. Always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going
- v. Do not twist your body to change direction, use your feet

Any mechanical lifting devices utilised must be maintained and users must be trained in their use. No one shall operate a lifting device if it requires certification.

Loads carried mechanically should be within device size and weight limits. These should be carried safely and evenly balanced to prevent load slipping.

## 2.11 Lifting/Packing Cases

- i. Forklifts are not to be used by anyone other than fully trained and licensed personnel.
- ii. Work areas and exits should be maintained free from general waste and packaging materials, which could hazard operatives.
- iii. Packing cases must not be allowed to obstruct aisle ways, passageways and fire exits.
- iv. Nails, etc, must not be left protruding from any packing case or material.
- v. All packing cases and materials must be removed from the exhibition hall as soon as possible.
- vi. All equipment must be regularly serviced and inspected.

## 2.12 Machinery on Stands

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

## 2.13 Exhibits Requiring Additional Safety Precautions/Written Approval

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

- i. A second storey – (Refer Stand Certification – Point 1.6)
- ii. A solid ceiling or roof area more than 18 sqm – (Refer Stand Certification– point 1.6)
- iii. A structure more than 3m high; the onus is on the Exhibitor to prove that the structure is stable.
- iv. A motor vehicle (Refer Motor Vehicle on Display – point 1.13)
- v. Dangerous Goods – advise of type, size, volume and purpose of the dangerous goods, and supply Material Safety Data Sheets (MSDS) – obtained from the manufacturer of the product.
- vi. A discharge of noxious waste – not to be discharged through the sewage system – collect and dispose of in a lawful manner.
- vii. An LPG gas cylinder – (Refer LP Gas Bottles – Point 1.8)
- viii. A cylinder containing compressed gas (other than LPG)
- ix. A naked flame – (Refer naked flames – Point 1.7)
- x. Lighting or signage lower than 2.2m above floor level
- xi. Animals
- xii. Balloons
- xiii. Special effects – pyrotechnics, smoke-generation, etc.

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TASK	HAZARD	RISK LEVEL - TO WHO/ WHAT. WHAT LEVEL?		PRECAUTIONS / CONTROL MEASURES
<p>Considering each task in turn, how and when will the work be done? Where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will lifting and vehicle movements take place? Will there be error and tiredness caused by late working?</p>		<p>Who will be affected by the work and most at risk? Employees? Contractors? Visitors? Exhibitors on or around your stand? To what extent?</p>		<p>Evaluation of the risks enables you to decide on the appropriate action. Can the hazard or risk be removed completely or done differently? If the risk can't be eliminated, can it be controlled? Can protective measures be taken to protect the entire on-site workforce? Safe working depends on co-operation between companies on-site so consider this and take precautions on every aspect of work being carried out. Make sure people are trained, provided with relevant information and briefed about risks.</p>
<b>EXAMPLE:</b>				
Overhead working	Falls of men & equipment causing injury. Scaffold collapse.	Risk to contractors working underneath and on stand, & to surrounding contractors/exhibitors.	High? <input type="checkbox"/> Medium? <input type="checkbox"/> Low? <input type="checkbox"/>	Restrict access to stand via cordoning off overhead working area. Hard hats to be worn. Ensure scaffolding is erected safely and contractors familiar with its safe and proper use.
Unloading of Packaging	Trips – From Discarded Packaging	Exhibitors, Contractors, Organisers, All Venue Staff	High? <input type="checkbox"/> Medium? <input type="checkbox"/> Low <input type="checkbox"/>	Remove all packaging as it's produced. Ensure it is stored & disposed off appropriately.
Working Machine Exhibit	All Stand Staff & Visitors		High? <input type="checkbox"/> Medium? <input type="checkbox"/> Low <input type="checkbox"/>	The machine will be operated only by trained stand staff. The machine controls will be cited beyond public reach. Guarding will protect staff and visitors from all moving parts. Adequate crowd space will be incorporated into stand design
			High? <input type="checkbox"/> Medium? <input type="checkbox"/> Low <input type="checkbox"/>	
			High? <input type="checkbox"/> Medium? <input type="checkbox"/> Low <input type="checkbox"/>	

sample risk assessment form

RISK ASSESSMENT FOR: ..... ASSESSMENT BY: .....

LOCATION: ..... TITLE: .....

..... DATE: .....

## SUPPLIERS:

### **FIRE EXTINGUISHERS**

#### CONTACT

Fiona Haplin  
Displayworks Ltd  
09 441 2386  
[fiona@displayworks.co.nz](mailto:fiona@displayworks.co.nz)

### **FIRE BLANKETS & SMOKE DETECTORS**

#### CONTACT

Phil Van Pelt  
Wormald Fire Protection  
Phone: 0800 4 WORMALD  
09 826 1700  
[www.wormald.co.nz](http://www.wormald.co.nz)

Leo Keohane  
Chubb Systems & Services  
Phone: 09 270 7249  
Fax: 09 270 7297  
[www.chubb.co.nz](http://www.chubb.co.nz)

### **FIRE RETARDANT**

#### CONTACT

David Carran / Seamus  
Knox Fire Pro  
Phone: 09 579 0367  
Fax: 09 579 2511  
[www.firepro.co.nz](http://www.firepro.co.nz)