

## OCCUPATIONAL HEALTH AND SAFETY MANUAL FOR EXHIBITORS, LESSEES AND SUBCONTRACTORS

### PREAMBLE

Our company prioritizes the principle of “OCCUPATIONAL HEALTH AND SAFETY FIRST”.

Our main goal is to control the risks that the venue personnel are exposed to, prevent occupational accidents or diseases and demonstrate the utmost effort to do so by abiding by the legal requirements.

Doing this, we have to look after health and safety of our customers, contractors, lessees, subcontractors and their personnel as well as our visitors.

This manual is prepared for the purpose of identifying and explaining the fundamental occupational health and safety rules that all personnel in the exhibition venue must follow and arranged by considering the issues specified in the Istanbul Congress Center (ICC) OCCUPATIONAL HEALTH AND SAFETY Instructions.

Hence,

**Managers of the exhibitor companies and stand application personnel** are liable to comply with the legal requirements and issues specified herein, warn their personnel against hazards, take all necessary precautions, train and check their personnel, make all necessary tools and devices available and utilized in order to protect their personnel and subcontractors from occupational accidents and diseases.

**All lessee and exhibitor personnel as well as the subcontractor personnel working in Istanbul Congress Center’s venues** are liable to follow legal requirements as well as the rules specified below.

**Suitable Personal Protective Outfits, Hardware and Equipment shall be used during work.**

I wish that the manual is beneficial to all our exhibitors and stand application personnel and I wish you all accident and disease-free, peaceful and productive working days.

**GENERAL MANAGER**

PERVİN YALAZAN

**OCCUPATIONAL HEALTH AND SAFETY MANUAL FOR  
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## OCCUPATIONAL HEALTH AND SAFETY MANUAL FOR EXHIBITORS, LESSEES AND SUBCONTRACTORS

### 1. PURPOSE, SCOPE, IMPLEMENTATION AND DEFINITIONS

#### 1.1. PURPOSE

It is the responsibility of organizers, exhibitors, lessees, subcontractors and employees working in ICC Venues to act in full compliance with the Occupational Health and Safety Law enacted on 20 June 2012 and published in the Official Gazette dated June 30, 2012. This guide is prepared pursuant to the Occupational Health and Safety Law No. 6331, and covers works of any nature to protect health and safety of the staff working in the exhibition center.

#### 1.2. SCOPE

Rules included in this guide, along with the ICC OCCUPATIONAL HEALTH AND SAFETY directive, cover organizers, lessees, exhibitors, subcontractors and their staff in the venues of ICC Exhibition Group Companies.

#### 1.3. IMPLEMENTATION

It is ICC Operation, Technical Office and Occupational Health Safety divisions' responsibility to ensure application of the principles in this guide. These divisions have the authority to suspend organizers', lessees', subcontractors' and their staff's works on violation of the principles. Organizers, lessees, exhibitors and subcontractors are responsible for covering all damages and losses arising from the suspension.

#### 1.4. DEFINITIONS

**Employer:** means real or legal persons or entities that employ staff. Employers' representatives who act on behalf of the employers and are active in the management of the business and the workplace are deemed employers.

**Employee:** means, notwithstanding their legal status in special laws, natural persons employed in public and private workplaces.

**Workplace:** means a place where employees are organized along with tangible and non-tangible resources by the employers to produce goods or services.

**Business Relationship:** means the relationship between an employer and employee and/or Exhibitor and Lessee.

**Risk Assessment:** means all works to identify internal (workplace) or external hazards, analyze and rate factors that turn these hazards into risks as well as risks caused by these hazards, and determine control measures to be taken.

**Authorized Person:** means persons who received occupational education from educational institutions authorized and regulated by the applicable laws and regulations, and are found learned, skilled and competent for the relevant work.

**Organizer/Lessee:** means company/legal person organizing the show in the exhibition center. Organizer shall notify the exhibition management of their representative in charge.

## 2. OCCUPATIONAL HEALTH AND SAFETY RULES TO BE FOLLOWED IN ICC EXHIBITION CENTERS

### 2.1. GENERAL RULES

Lessee, exhibitor and subcontractor staff operating in ICC Exhibitions Group of Companies premises are obliged to follow relevant laws and the provisions stated below.

In the exhibition center:

- a) Prioritize your health and safety;
- b) Operate in compliance with the written/verbal instructions;
- c) Understand and apply OHS principles and warnings hereby given;
- d) Avoid interfering in operations for which you are not informed, trained or authorized;
- e) Do your work right and avoid damaging equipment;
- f) Avoid interrupting the work of equipment;
- g) Do not remove equipment protection unless required;
- h) Do not operate malfunctioning equipment and inform the authorities;
- i) Always wear protective equipment while working such as hard hats, masks, safety belts and gloves;
- j) Store protective equipment up after completion of the works;
- k) Avoid demonstrating behaviors that may do harm to the exhibition center, other exhibitors and their staff;
- l) Do not act in the exhibition hall to harm yourself or your surroundings;
- m) Immediately report important hazards, fires or occupational accidents to the Technical Office or ICC Security;
- n) Do not smoke indoors;
- o) Do not enter places where you are unauthorized;
- p) Avoid using alcohol, drugs, etc. that may jeopardize your operation;
- q) Leave space before fire extinguishers and emergency exits, and do not block such areas and stairways;
- r) Do not relocate equipment like fire extinguishers and first aid kits;
- s) Keep one hand on the rail guard moving up and down the stairs;
- t) Abide by all of the rules in the exhibition center;
- u) Keep your stand and surrounding area always clean;
- v) Immediately clean any accidental spillage of oils and slippery substances to prevent falls and further contamination.
- w) Utility covers can be serviced by ICC's authorized personnel only;
- x) Mind utility risers and covers beneath carpeting when walking.

### 2.2. ELECTRIC WORKS

#### INSTALLATION-RELATED

- a) Do not enter High-Voltage areas.
- b) Do not enter generator areas.
- c) Do not draw current from any outlets except the ones indicated to you, and do not attempt to interfere with the power outlets.
- d) Adhere to the warning signs.
- e) To be able to draw current from the main circuit line, apply to the Technical Office and have your application approved.
- f) Do not attempt to get electricity from power boards on your own. Power will be provided to your stand after an installation check.

## STAND-RELATED

a) Approval and installation requirements for providing power to stands:

- Electrical connections inside the stand will be provided by the lessees' subcontractors. Electric works in the stand must be provided by certified electricians using proper materials in conformity with the project and applicable laws.
- Exhibitors must inform the Technical Office of the number of electrical sockets adequate for their stand equipment, and the corresponding line loads, at least 1 week prior to the first day of the exhibition. ICC authorities and/or organizer company will refuse any responsibilities in case of delays or nonperformance of the last-minute demands under existing circumstances.
- ICC authorities and/or the organizer have the right to cut off electrical supply or not supply electricity to stands that do not meet wiring or material requirements by giving prior notice. In case of emergency, a notice may not be given.

b) Electrical circuit protection:

- Circuits must be protected from overload, short circuit or grounding faults with correctly rated fuses or circuit breakers.
- Protected by residual current relays, power boards should be in compliance with the regulations.
- All electrical circuits must be properly earthed and insulated.

c) Insulation and cable protection:

- Cables and cable harnesses should be defect- and damage-free.
- Floor covering should be constructed in a way to protect underfloor cables from being pinched or crushed, and nothing should be located on top of power lines or manhole covers.
- Electric circuits should be properly insulated. There must be no exposure of live cables or live surfaces.
- Cables must be protected from potential damage or exposure. Exposed cables must be tightly fixed with clips.
- Extension cables should not be trailed across the floor where they can be damaged by moving vehicles.
- Extension leads must be no longer than 2m. Only one extension lead per socket will be permitted. The use of block sockets for multiple plugs will not be permitted.
- Leads –hanging loose, damaged, etc.– should not be used in electrical installation on stand. Sheathed conductors may only be used for temporary works.
- Portable leads should be coated by a durable material, and reinforced by a flexible metal sheath.
- Portable leads must be plugged in earthed sockets.
- Portable leads should not be left plugged and laid on the floor.
- Leads should not be extended unless it is necessary, and extensions should not be used on open areas and wet floors.

d) Protection Against Electric Shock:

- All circuits must be fully protected by Residual Current Devices (RCD) with a 30 mA trip.
- Working on live circuits is not permitted at any time.

e) Inspection and Testing:

- All stands must be visually inspected by the exhibitor or their subcontractor to ensure that the electrical installations and equipment are complete and that installations and equipment are free from obvious defect or fault which is unsafe. It is lessee's responsibility to cover all damages arising from improperly designed materials and improperly delivered labor.

f) Fire Safety of Electrical Installations:

- Excessive bunching or coiling of electric cable, particularly in stand areas and storage/wall box spaces will not be permitted. Extension reels must be fully extended when in use.
- Distribution boxes and/or fuse boxes should be accessible and should ideally be fitted 2m from the floor. All electrical installations and equipment must be clear of combustible materials such as paper and cardboard.
- Electrical panels may not be kept under lock or in an enclosed section. Also see (“Building Fire Safety”).

### 2.3. EMERGENCIES

The organizer and venue management are authorized to order closing of the halls or evacuation of the buildings for safety and security reasons. Exhibitors must comply with such instructions.

All authorities and staff are aware of the locations of circuit breakers, emergency stop buttons, shutdown units, emergency tools and equipment to be used in an incident. Facilities and training personnel are also informed. Please abide by the directions of ICC Authorities in emergency situations.

Muster Points plan is available on the back page of this guide.

#### a) Natural Disaster Emergencies

**1. Lightning:** Lightning will be most damaging if it strikes the command and control room. If this section is damaged, power mains in the facility will cut out. Therefore,

- Open spaces must be avoided under thunderous weather conditions. Single tall trees, towers or power poles must be avoided.
- Metal conductors (such as power lines or metal fences) must be avoided. It is dangerous to use metallic objects with spike ends such as umbrellas.
- In case of such a natural event, bend your head down, stay in crouching position, minimize your height.
- Do not lie down. If you are within the space generating potential difference, electricity will flow through your body because of the potential difference between two end points of your body.
- Electric appliances should not be plugged and/or used.

#### 2. During earthquake:

- If you are within the exhibition center at the time of an earthquake, position yourself under a durable table, etc. Stay away from stands, windows, door sills and heavy furniture. Do not hurry to evacuate. Do not use elevators or stairs during the tremor.
- If you are outside, proceed to an open area, stay away from the building and power transmission lines.

#### 3. After earthquake:

- Try to keep calm.
- Count your staff and ensure that they are safe and uninjured. Report any injuries to authorities.
- Follow ICC authorities’ directions and immediately proceed to the Muster Point.
- Inspect the building for structural damage before entering. If building does not seem safe or the lighting is insufficient, do not enter.
- Do not use open flame such as lighters and candles. If you suspect there is a gas leak, do not operate electrical appliances.

**4. Flood:** Rain water causing flood may pose risk for the exhibition center. Under these circumstances,

- Shut off stand electricity immediately.
- If you are on lower floors, go up to the ground floor and above, and wait till danger has passed.

#### b) Human-Induced / Technological Emergencies

**1) Defective workmanship:** means all types of problems resulting from a defective equipment used on the stand and defective workmanship.

- A liquid spilled on the floor creates an accident risk, which may be avoided immediately cleaning the liquid-spill.
- Pay attention to the liquid-spill on the floor as it may be dangerous.
- If liquid is of easily combustible nature, sources of ignition should be kept away from the leak or spill.
- If there are any liquids that may get spilled and pose danger within the stand area, sufficient amount of absorbents such as sawdust should be kept in the inventory just in case.

## 2) Stand Collapse

- The collapse of a stand under construction, for any reason, must be immediately reported to ICC Technical Office.
- Then the stand area must be evacuated, circled with safety tape, and unauthorized persons should not be allowed.
- Rescue and Fire crews cooperate to pull casualties (if any) from the wreckage, carrying them to a safe place.
- First-aid crew does the first aid and send seriously injured casualties to hospital.
- In case of a stand collapse, the incident site may not be cleared before an official inspection of the site is completed.
- **Vehicle accidents:** There is a speed limit indicated by warning signs within the exhibition center. However, vehicle accidents should be reported to the first-aid crew and emergency contact numbers should be dialed for service.

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## 2.4. FIRST-AID RESPONSE

a) Following information must be reported to the first aid crew for fast and effective treatment:

- Place where injury happened. For example, hall name, stand name and number;
- Nature of the accident. For example, incision, broken bones, fainting or a potential cardiac problem;

b) All responses must be recorded and reported to the Organizer. Accident record should include at a minimum:

- Personal information (name, address, mobile number and other contact information) of the injured;
- Nature of the injury;
- Response;
- Hospital where they were sent, if done.

## 2.5. FIRE SAFETY

It is Administrative Affairs/Security and Operation divisions' responsibility to assess, prevent and respond to the fire risks within the exhibition center. ICC Technical Office reviews the measures already taken. Attendants should avoid any behavior that may cause fire, and it is their responsibility to notify Security, Technical Office and Maintenance and Repair Division of any condition creating a risk.

There are three types of fires: class A, class B and class C.

Class A Fires consist of wood, paper, straw or fabrics. Water, foam extinguishers and CO2 fire extinguishers may be used to respond to Class A fires.

Class B Fires consist of fuel, oil, paint, thinner and other inflammable materials. These type of fires should be responded to using CO2, foam and dry chemical extinguishers.

Class C Fires consist of electrical installations and equipment. These type of fires should be responded to using CO2 and dry chemical extinguishers.

### a) Fire prevention

- Smoking in the hall is not allowed.
- Cooking in the hall is not allowed during stand construction and disassembly.
- Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area by exhibitors and/or their subcontractors.
- Contractors and exhibitors are not to dump large items of waste in the aisles.
- Highly combustible liquids such as glues are not permitted in the halls except special conditions. If necessary, only the minimum required quantities will be permitted to the hall under the control of ICC Technical Office.
- Motor vehicles and equipment such as generators must not be refueled in or close to public areas and certainly not in the halls.
- Vehicles for display require at least 60 days' notice. Permission will only be granted where there is sufficient documentation to show how essential fire safety precautions will be met and is subject to final approval on site. Vehicles used as an exhibit should only have sufficient fuel to move the vehicle. The vehicle fuel tank should be sealed and locked at all times.
- With the exception of Hot Works during build up and break down (see below), no form of naked flame such as candles are permitted on stands.
- Electrical circuits must comply with the electrical safety requirements to prevent overloading of circuits.
- Cables must not trail across aisles where they can become damaged by vehicles. (See Electrical Installations and Equipment).
- Welding is not allowed inside the building.
- It is forbidden to use pressurized vessels inside the building.

#### **b) Fire Emergency Response and Evacuation Routes**

- Lateral (on the same floor) and vertical (among floors) fire evacuation routes must be available from every location in the venue. These routes must be kept clear at all times.
- During build up and break down, emergency aisles are required to be clear for evacuation and emergency vehicle pass.
- Fire extinguishing vehicle routes must always be clear.
- Fire hose reel must be accessible, and emergency chests should never be blocked by stand construction items. For the same reason, the space between the stand and the wall of the structure may not be used for storage.

#### **c) Use of advertising materials filled with lighter than air gases**

Demonstration and advertising devices and balloons with combustible and volatile gases are prohibited indoors. Exhibitors to use non-combustible gas-filled items are required to apply for a written permission by ICC Technical Office, along with "MSDS" document and certificates. If the certification is deemed appropriate, ICC will grant approval.

## **2.6. FOOD SAFETY**

It is forbidden to bring food or beverages to the building. All catering services shall be provided by ICC. Details of proposed preparation, cooking and dispensing of food from stands or temporary catering areas, including sampling, must be discussed with the organizer during the planning stages of the event. The organizer's approval is required in writing for such activities. The organizer requires 30 days' notice of such requirements.

#### **a) Kitchens or stands processing and serving foods**

- Stands may not be used to process or serve food if they are in poor sanitary condition likely to expose food to risk of contamination.

- The kitchen/food preparation area must be of adequate size to meet the potential demand and should include adequate storage, refrigeration, water and waste facilities.

#### **b) Equipment and Cooking Rules**

- Any equipment, including food containers, which is likely to come into contact with food must be kept clean and be made of non-porous materials that can be cleaned conveniently and properly.
- Cookers, ovens and deep fat fryers must comply with fire safety regulations.
- The use of incendiary and/or gas-operated equipment are not permitted. Only electric equipment may be used.
- In case of deep frying, exhibitors must ensure that the equipment is contained in a safe receptacle to avoid potential injury to visitors.
- Waste oils must be stored in leak-proof containers and delivered to the waste oils collection points by the end of the day. Do not dump oils down water drains. The Organizer will impose a penalty for improper disposal of waste oils.
- Exhibitors are required to have odor and smoke filters in their stands to avoid unpleasant smokes and odors.
- Exhibitors are required to inform the organizer of the needed amount of electric power for their cooking equipment. Total electric power (total kw = lighting + equipment) needed in the stand must be accurately notified, power distribution must be even, and a residual current relay is to be included on the fuse board.
- It is exhibitors' responsibility to make proper and faultless utilization of their equipment on stand areas. Organizer or manager cannot be held responsible for any damage, loss, expense or liability caused by the cooking equipment used for the sampling.

#### **c) First-Aid Equipment**

- Each stand or kitchen where open food is handled, prepared or dispensed, must be provided with a supply of waterproof bandages and gauze wrap ideally in a distinctive color (preferably blue) in case they accidentally become mixed into food.
- Each kitchen or stand where cooking or heating of food is taking place must be provided with a fire blanket and suitable fire extinguisher.

#### **d) Waste and Ventilation**

- Designated disposal facilities must be made available for food and other waste substances. Waste materials shall not be abandoned on site and must be stored and disposed of in a responsible manner.
- Solid wastes in the venue will be collected by cleaning staff. Solid wastes are required to be delivered by exhibitors to the cleaning staff in tied waterproof garbage bags.
- Cooking methods that are likely to create concentrated smoke, such as barbecue, grilling and deep frying are not allowed.

#### **e) Food Safety and Temperature Control**

- All food on a stand must be protected from risk of contamination, and cooked and raw meats in particular, must be separated and stored in different containers.
- Open foods must not be placed less than 45cm from the ground.
- Any foods likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 8°C or below.
- Frozen food must be kept at -18°C or below. Refrigeration temperatures must be measured with a suitable thermometer and recorded daily.

#### **f) Food Sampling**

- Food sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimize the risk of contamination.

- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers.
- Do not allow visitors to help themselves to the sample containers.
- Pursuant to hygiene standards, samples should be kept together and/or in large bowls.
- Ensure that visitors have a place to discard inedible items such as pits or sampling sticks. Different containers must be used for food and waste.
- Domestic and imported food dispensed for sampling must be kept under sanitary conditions and in compliance with occupational health and safety principles. Sampling food may be inspected by occupational health and safety inspectors for conformity to the hygiene measures. Organizer shall be responsible for any legal notices and/or penalties arising from exhibitors' incompliance to the hygiene measures.

#### **g) Personal Hygiene**

All food handlers working with open food should:

- keep their hands and clothing clean
- cover all cuts, etc., with a blue waterproof bandage
- not spit or smoke while handling food or while in a room containing open food
- wear clean and washable over-clothing
- keep personal clothing out of areas where open food is handled, unless they are stored in appropriate accommodation, i.e. lockers
- not wear jewelry on hands other than plain wedding rings
- not handle open food when suffering and within 48 hours of suffering from gastroenteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food contamination.

#### **h) Food and Hand Washing Facilities**

- All stands where foods are prepared must be close to hand washing facilities with clean water and drainage.
- Where stands are used for preparing food, an additional sink must be provided for washing food and ideally a separate sink for washing dishes.
- It is not permitted to wash foods and dishes in restrooms.
- Where hot drinks and snacks are served, no sink is required but sanitizing hand-wipes must be provided and used.

## **2.7. LIFTING**

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This includes cranes, service elevators, fork-lift trucks, mobile elevating work platforms, and lifting accessories such as chains, slings, eyebolt shackles etc.

#### **a) Risk Assessment, Planning and Supervision**

- All lifting operations must be covered by a risk assessment submitted to the organizer 30 days in advance. Length of time may vary according to the nature of event, or requirements.
- All lifting operations must be properly planned in advance by a competent person particularly with regard to floor loadings.
- The organizer requires prior notification of use of complex lifts, e.g. over 2m high, or heavy lifts over 5000 kg, or crane lifts.
- All lifting operations must be supervised by a competent supervisor.

#### **b) Competence**

- Lifting operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Their licenses/training certificates must be valid and not more than 3 years old. These licenses must be submitted upon request. Proof of competence must be

available upon request. The organizer reserves the right to ban operatives who engage in unsafe practices from the leased area.

- Organizer is responsible for handling operations of the venue and vehicle maintenance, periodical inspections, vehicle insurances and driving licenses shall be submitted to ICC. Third party liability insurance is required for all such vehicles.

#### **c) Maintenance of Lifting Equipment**

- Lifting equipment used must be fit for purpose, adequately maintained, and subject to legal inspection requirements with valid certification which must be available on request.
- Third party liability insurances for lifting equipment must be full and valid.

#### **d) Conduct of Lifting Operations and Floor Loading Limits**

- Lifting equipment must be positioned to minimize the risk of injury or damage, e.g. from the equipment or the load falling or striking people or structures; every part of a load and anything attached to the load must be adequately secured.
- Forklift truck and basket trolley/crane operators should:
  - wear personal protective equipment, including high visibility vests, hard hats, etc.
  - obey speed limits (20 km/h for outdoor areas; 10 km/h for indoor areas) and traffic rules
  - have a clear vision ahead when operating a forklift or use a banksman where vision is obscured
  - observe floor loading limits for their vehicle and load
  - not carry passengers on any part of the vehicle or load
  - travel with the forks in the traveling position (leg height)
  - not attempt overhead lifting without a banksman
  - wear safety belt, if fitted
  - not stack freight in designated emergency aisles
  - switch off engines when not in use and remove keys when parked
  - place forks flat on the ground when parked
  - not use a mobile phone while operating equipment
  - not be under the influence of drugs or alcohol when operating equipment
  - not carry or lift persons
  - wear helmet while traveling.
- Periodical controls, maintenance and testing of the vehicles should be serviced by authorized institutions.
- Reverse gear siren should be in working condition.
- These vehicles are not permitted to be operated in pedestrian areas.
- Vehicles and their accessories should be checked by the operators, and will not be used in the event of any malfunction or breakdown.
- A portable fire extinguisher must be available in the vehicle.

## **2.8. MANUAL HANDLING**

- a) Items should preferably be carried by equipment such as cranes, forklift trucks, mobile working platforms or cart stands.
- b) Heavy items should not be handled or lifted manually by a single person.
- c) Bend at the knees instead of the back while lifting items from the floor or putting items on the floor.
- d) Handle loads with both hands to distribute weight evenly through the body.
- e) Do not twist your torso while carrying a load and avoid sudden movements.

- f) When carrying long items such as ladders or sections, ensure that the front end of the item is above head level.
- g) Gloves are required for handling sharp items such as sheets and sections.
- h) Steel-toed shoes should be worn whilst handling heavy items like metal sheets and pipes.
- i) Cart stands should be pushed instead of pulling while carrying items.
- j) Load-carrying operators are required to wear safety boots to avoid skidding.

## 2.9. NIGHT WORK

Night working refers to working between 00:00 and 07:00. Night work is not permitted during the fair. Night work can only take place in the leased area for a fee with written permission from ICC during construction and disassembly periods.

## 2.10 PERSONAL PROTECTIVE EQUIPMENT

- a) Several guides including this make multiple references to personal protective equipment such as hard hats, gloves and masks fit for the operation.
- b) Personal protective equipment must be individually assigned and not shared.
- c) Personal protective equipment should be fit for the purpose, posing no danger for the workers.
- d) Personal protective equipment must bear the CE conformity mark.

## LEGAL STANDARDS

<b>Work Clothing</b>	EN 340 CE certified
<b>Hard Hats</b>	EN 397 CE certified
<b>Shoes</b>	EN 345/346/347, S1P/S3 CE certified
<b>Goggles and Eye Prot.</b>	EN 166/169 CE certified
<b>Gloves</b>	EN 420 CE certified
<b>Breathing Apparatuses</b>	EN 140 CE certified
<b>Safety Belts</b>	EN 353/355/358/360/361, CE certified
<b>Noise Protection</b>	EN 352 CE certified

- e) Always wear:
  - hard hat while operating basket trolley/crane and forklift truck
  - safety belt and hard hat while working at height
  - welding mask and gloves for welding
  - gloves for maintenance-repair operations
  - gloves, mask, goggles and special clothing while working with chemicals
  - goggles against projectiles (while grinding or drilling)
  - gloves against cuts and injuries
  - insulating gloves and shoes against electric shock
  - steel-toed shoes while manually handling heavy items
  - gloves for dish washing
  - hard hat against falling objects while working around elevated stands during build-up or break-down
  - dust mask while cleaning the floor and rolling in or out the carpets
  - headset for noisy environments.
- f) In this regard all workers must:

- wear their protective equipment, work clothing and shoes while working,
- avoid wearing loose-fitting and ragged clothing,
- avoid carrying loose-fitting metal items, eg. neckwear, key holders, necklaces, rings while working with moving equipment. Workers must conduct themselves in a manner which does not endanger the health and safety of themselves and others.
- The organizer reserves the right to remove any worker from the venue who poses a risk to others by ignoring health and safety rules.
- It is workers' responsibility to wear PPE and collaborate with organizer and their occupational health and safety staff.

## 2.11 SUSPENSION WORK

Works with suspended items are not permitted.

## 2.12 STAND PLANS APPROVAL AND CONSTRUCTION

### a) Stand Plans Approval

All stand plans must be submitted to the organizer 30 days in advance of the exhibition, stating the stand number and location. In case of a sale less than 30 days before the event, the stand number and location must be updated within 3 days of signing the contract.

All stand plans must be checked by a competent person designated by the exhibitor to ensure:

- compliance with all relevant standards and venue regulations
- that the structure can be built safely within the time available
- that the design is suitable for its purpose and safe for use.

The organizer will not permit the building of stands which have not been checked and approved by organizer's staff. The requirements for each category of stand are detailed below. The organizer may not permit a stand to open if the structure is considered to be unsafe. In any case, ICC shall be authorized to inspect.

### b) Approval by Stand Structures

- Stand packages preapproved by the organizer for standards will be constructed and fitted by the organizer's approved contractor and no other approval is required from the exhibitors regarding the structure of the stand.
- A space-only stand is any stand which is designed and built by the exhibitor but is not a 'Complex Structure' as defined below.

The following information must be submitted to Technical Office in advance for space-only stands:

- detailed scale drawings, including plan views and elevations
- details of the materials used to construct the stand
- a plan showing its location within the exhibition
- a risk assessment (to include fire hazards) and safe work statement.
- A complex structure is any form of construction of any height, which may require support from a structural engineer. If a "stand package" is not used, it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures include:
  - any structure, regardless of its height, which requires structural calculations
  - multi-level stands
  - any part of a stand or exhibit which exceeds 4 meters in height
  - suspended items, e.g. lighting rigs of over 400 kg in weight
  - sound/lighting towers

- temporary tiered seating
- platforms and stages over 0.6m in height and all platforms and stages for public use. The following information must be submitted for a complex structure:
  - detailed, scaled structural drawings showing: plan views of each level of the stand
  - sections in each level of the stand
  - elevations including full steelwork and staircase details, width and position of gangways within the stand, floor and/or roof loading
  - specifications of materials used
  - structural calculations
  - a risk assessment (to include fire hazards) and safe work statement.
  - written confirmation from a structural engineer, with adequate professional certification and indemnity cover, that the design is safe for its purpose.

If any complex structure is modified after the submission of the information above, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

#### **c) Stand Construction Requirements**

- Contact information of the stand constructor and their subcontractors must be written on an A4 piece of paper and hung on a prominent point of the stand.

#### **d) Provisions for Stand Disassembly**

- Exhibitors shall begin disassembling and clearing stand areas as soon as the fair closes on the final day of the event and as quickly as possible. The exhibitor shall be responsible for the security of the stand and materials during disassembly. The exhibitor is expected to clear and clean the stand area completely after disassembly.
- The organizer shall pay for the disassembly and removal of stands not removed within time. The exhibitor shall be responsible for all damage and loss that may occur during removal.
- Stands that are not removed within time by the organizer shall be removed and cleaned by ICC against its cost.

#### **e) Installation Works**

- Installation feeding the stand shall be reported to the Technical Office first. Organizer and ICC shall not be responsible for fluctuations of power supplied from the network and results of such fluctuations.

#### **f) Escape Routes and Exit Signs**

In order to facilitate escape from completely surrounded stands in case of an emergency:

- There must be at least 2 independent exit / escape routes.
- There must be chargeable emergency exit signs indicating the exit / escape routes.
- There must be no obstacles on escape routes and the escape routes must be flat with a sturdy, smooth, non-slippery surface.
- The distance from any point on the stand to an open space or the escape route must not be more than 12 meters.

#### **g) Multi-Level Stands**

- Stands where more than fifty people can occupy the upper level require a minimum of two separate staircases leading from any floor above ground.
- The floor of the upper level of a multi-level stand must be capable of withstanding a weight loading of 250 kg/m<sup>2</sup>.

#### **h) Ramps**

Ramps should be of a gradient that is not too steep for use by pedestrians and wheelchairs. The following are the ideal requirements:

- elevated stands should include ramps as per the disabilities act in place
- ramps should not be longer than 10m, or have a rise of more than 50 cm
- ramps should have a minimum, unobstructed width of 1 m
- the ramp surface must be slip resistant, especially when wet
- handrails must be provided on both sides of a ramp (unless it is a short ramp designed for wheel chair access to a stand).

#### **i) Stairs**

Stairs must be safe to use and the requirements are as follows:

- a level landing should be provided at the top and bottom of each flight
- each landing should have an unobstructed length of not less than 1.2 m
- flights should have a minimum, unobstructed width of 1.2 m
- doors should not swing across landings
- flights between landings should contain no more than 12 risers where the treads are less than 35 cm and no more than 18 risers where the treads are 35 cm or greater
- the tread and riser of each step should be consistent throughout a flight
- the rise of each step should be between 15 cm and 17 cm
- the tread of each step should be between 28 cm and 42,5 cm
- the backs of the steps must be closed
- using an odd number of steps is not recommended
- a continuous handrail must be provided on each side of flights and landings
- a single staircase shall not exceed 1.8 meters in width
- where a staircase is divided into two or more lanes, no single lane shall be less than 1 meter wide and an additional handrail must be provided between lanes.
- Special-built access to trailers, boats, caravans and other, similar exhibits must be risk-assessed where they do not comply with the above regulations to ensure that they are safe to use.
- Spiral staircases are not recommended. They must not be installed for upper levels with a maximum occupancy of more than twenty.

#### **j) Handrails**

Handrails must be designed in a way to prevent climbing; i.e. they must be paneled inside or have vertical posts where the gap between two posts is no more than 10 cm, and there is be no horizontal bar between vertical posts.

#### **k) Barriers and Guardrails**

Guardrails shall be provided to protect open sides of staircases, landings, balconies, galleries and other changes of level. They shall:

- be mounted on all open sides of stairs and ramps at a height of 1.1 m
- they must be paneled inside or have vertical posts where the gap between two posts is no more than 10 cm, and there is be no horizontal bar between vertical posts.

#### **l) Stand Construction Materials**

All materials used in the construction of stands, special items and displays, including signs and fascia, shall be:

- adequately prepared and fixed in order adequately to perform the functions for which they are designed
- non-combustible, inherently non-flammable or durably flameproof.
- Adhesives and paints used for the stand construction shall be water-based.

- Suitable samples of materials may be required to be submitted to the venue for approval. Materials may be field tested to ensure that they comply with fire safety requirements.
- Decorative materials used in the stand must be flame-proof or they should be already treated by use of the appropriate chemicals when purchased.
- Artificial plants and flowers are combustible and give off toxic fumes. Therefore they should not be preferred for stand decoration.
- Fabrics, curtains, hangings, etc, must be structurally fireproof or durable against flame. Otherwise they should be treated with a flame retardant.
- Fabrics used for interior stand decoration must be fixed tight and/or in short pleats (not loose) to a solid base, and not drape on the floor or touch aisle lights.
- Curtains on exit routes should hang 7,5 cm from the floor, be parted in the middle into two and not conceal any exit signs.
- All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using approved tapes. Other forms of fixing to the hall floor, such as cable clips, nails and bolts, are generally prohibited, but may be allowed in certain areas.
- All glazing used in the construction of stands must consist of a minimum of 6 mm thick safety glass (laminated or tempered) to prevent injury from glass shattering. The table below shows the thickness required for large glazed areas:

Maximum Pane Dimensions	
Required Thickness	Size
8 mm	1100*1100 mm
10 mm	2250*2250 mm
12 mm	4500*4500 mm
15 mm	No Limit

- Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.
- Night sheets must be made of structurally nonflammable material or of material adequately treated to make it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.
- Only water-based paint may be used on site.
- Paint-spraying shall not be used for stand decoration purposes.
- Nails and/or bolts may not be used for stand decoration and fixing on the wall or floors.
- Seating must be non-combustible and marked with the appropriate standard.

## 2.13 VEHICLE MOVEMENT

### a) General

- There must be safe access for all types of vehicles via service gates to facilitate vehicle activity.
- All drivers must be warned against falling into utility ducts.
- Traffic should be limited to specific delivery and service vehicles and there should be a one-way traffic flow around the venue. (Exceptions may be made for specific deliveries or lift operations with appropriate controls).

- The venue must provide suitable internal and external lighting to ensure the safety of vehicles and pedestrians.
- There must be separate entry and exit points for pedestrians. Where this is not possible, service gates must be staffed to allow safe pedestrian entry and exit.
- Where there is significant vehicle activity, vehicle movements should be escorted by the Organizer to ensure that vehicles loading and unloading do not spend more time on site than is necessary and to ensure that vehicles load and unload where the loads need to be delivered.
- It cannot be assumed that the hall floors and external roads, will bear the same weight as public roadways. Advice must be sought from the venue regarding floor loading limits with regards to:
  - point loading of outriggers on cranes
  - capacity of upper levels
  - capacity of floor ducts or other weaker areas
- Floor loading limits must be clearly signed and visible to drivers. Traffic escort staff must wear high-visibility vests.

#### **b) Driver Competence**

Drivers must be trained, licensed and competent to drive their vehicle. Drivers must comply with the reasonable requests of traffic escorts, security staff and the organizer's operations staff. The organizer reserves the right to ban unsafe drivers from the leased area.

#### **c) Vehicle Maintenance**

All vehicles must be in a safe condition. All lifting equipment must be inspected daily for safety reasons. The organizer and ICC reserve the right to ban any unsafe vehicle from the leased area.

#### **d) Vehicle Movement Rules**

Vehicle drivers must:

- not exceed the venue speed limits or in any case to exceed 20 km/h in external areas and 10 km/h in the halls
- observe load limits indicated in vehicle licenses
- avoid reversing vehicles without using a 'banksman' to guide the vehicle if rear vision is restricted
- not leave engines running unless it is to operate the equipment (eg. a crane)
- not carry passengers unless they are seated in a passenger seat
- not load or unload in areas where it will block fire exits or routes for emergency vehicles
- wear seat belts
- use a hazard light for reversing
- secure vehicles at all times and remove the keys when unattended
- avoid driving any kind of vehicle in the halls when open to the visitors
- not drive any kind of vehicle under the influence of drugs or alcohol
- not drive any kind of vehicle whilst using a mobile phone.

#### **e) Refueling**

For fire safety reasons vehicles must not be refueled in or close to public areas and certainly not inside the halls.

### **2.14 WASTE AND AISLE MANAGEMENT**

Waste materials left in the aisles block fire exit routes and block access for medical teams in emergencies. Sharp objects in waste can cause injuries to hands and feet. Food waste attracts vermin and can be a health hazard.

### **a) General Waste Clearance**

ICC is responsible for cleaning normal waste from ICC Exhibition Center and rolling in the carpets. Exhibitors and their contractors are responsible for the removal of any other waste including:

- crates and pallets
- building waste, such as bricks, sand and stand fitting materials
- metal pieces
- large items that will not fit into garbage containers
- hazardous waste, such as paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including items contained within them
- cooking oils
- removed lights (fluorescent tubes) and light bulbs
- materials produced during exhibitors' demonstrations
- Nails and other sharp objects should not be pulled out of the wood and should be hammered flat.

### **b) Emergency Aisles**

- During build up and break down, certain aisles should be designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times.
- Parking by the hall entries and exits is not permitted.
- Parking along the emergency escape routes marked red outside the halls is not permitted. Gates for freight and truck entry are designated as emergency access routes and indicated with signs.
- Loading freight along the designated emergency aisles is not permitted.

## **2.15 USE OF WATER AT STANDS**

- All requests for a water service must be submitted to the organizer 30 days in advance of the exhibition, along with the stand plan, stand number and location.
- Water to the stands is sourced from the mains. Drinking or connecting mains water to ice machines is not recommended.
- If mains water is to be supplied for human use in pools and other applications, the exhibitor shall be responsible for ensuring sanitation standards.

## **2.16 WORKING AT HEIGHT**

### **a) Requirements**

- All reasonable steps should be taken to eliminate or minimize work at height. Working at height should be properly planned and supervised, and the correct equipment should be selected.
- Following are to be ensured:
  - Lifting equipment should be complete and safe;
  - Maximum caution should be exercised in conditions that could endanger safety such as high winds or slippery ground;
  - Those working at height must be protected by a guardrail or equipped with a fall-arrest safety belt (except when using a ladder);
  - Those involved in work at height should be trained and competent;
  - Equipment for work at height must be appropriately inspected and free from safety defects;
  - The risks from falling objects must be properly controlled. Work platforms must have a footboard to prevent falls;
  - Access must be controlled to prevent other persons working or walking beneath workers at heights

- Persons working in the vicinity of high works should wear a hard hat;
- Persons working at height on mobile elevated work platforms should wear head protection;
- Plans are required to be in place for emergencies and rescue from height.

#### **b) Ladders**

Ladders can be used in compliance with the manufacturer's instructions when it is not practical to use a working platform or the activity is low risk. The guidelines below must be followed:

- Check ladders before each use, avoid using faulty ladders and send them to be repaired or scrapped.
- Ladders designated for fire response operations should only be used for the purpose.
- Gap between the rungs of ladders should be even and at least 30 cm, width should be no less than 55 cm.
- Ladders should be positioned at a 75° angle (in other words,  $\frac{1}{4}$  of the distance from base support to the ladder support point) and should extend for at least 1 m at the support point.
- Knurled or threaded iron or rubber feet should be used on ladders to prevent skidding.
- Ladders over 4 m must be made of steel rods or sections. These may not be used close to power lines or electrical equipment.
- Ladder length may not exceed 8 m (even if two are joined). Only ladders with equal thread gaps may be joined.
- Face the ladder when going up or down and do not slide down the ladder.
- Stepladders should be suitably tied using a joint at one end and hooked bars or chains at the other end. Ladders should be extended to full length and secured before use.
- Ladders must be supported by a person on the ground while in use.
- The floor bearing the ladder should be durable.
- Do not climb beyond three-fourths of a ladder set against a wall.
- The top rung may not be used as a platform for work.
- Only one person should climb or work on a ladder or a stepladder.
- Castors must be locked before mounting mobile work platforms.
- Appropriate and safe ladders should be available for mounting and dismounting from the platforms.

#### **2.17 WORK EQUIPMENT**

- All tools must be used as intended, in good working condition and free from defects.
- When working with a circular saw, dust / sawdust collector must be used and the floor must be covered with a protective material.
- Tools used in the vicinity of paint shops and other areas where combustible, inflammable or explosive substances are concentrated, LPG tanks and gas terminals must be non-sparking.
- Do not use hammers and sledgehammers with loose handles and do not weld metal piping as replacement handles.
- Do not use files, rasps, screwdrivers, etc. without handles and replace tools with cracked or chipped handles.
- Power tools with worn away or stripped insulation should not be used.
- Power tools must not be left unattended, they should be stored in cabinets and tool boxes.

ANNEX: 1 ICC MUSTER POINTS



**GO**  
FLOOR PLAN

- INFO DESK
- ELEVATOR
- TERRACE AREA
- ESCALATOR
- CAFE
- EMERGENCY EXIT



**B3**  
FLOOR PLAN

- HALLS
- OFFICES & TECHNICAL
- ELEVATOR & STAIRS
- PRAY ROOM
- WC
- EMERGENCY EXIT
- ESCALATOR

