



HEALTH AND SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA

2011

The CAEM Health and Safety Standards Task Force

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IMPORTANT NOTICE

It is your responsibility to know and comply with health and safety laws and regulations and any amendments thereto and to obtain appropriate legal advice to obtain that knowledge and comply with your legal obligations.

The control measures in these guidelines may not be applicable to, or sufficient for, every Show or Facility which you may undertake. A detailed risk assessment in relation to your Show, Facility or other activity should be undertaken to determine the control measures that are appropriate to and required for that Show, Facility or activity.

The guidelines suggested here are those of the CAEM. They are offered for the purpose of general education and guidance only and should not be substituted for individualized legal advice and risk assessment. No liability can be accepted for any errors or omissions, or in respect of events or circumstances which may ensue from the following of these guidelines without reference to appropriate legal advice and risk assessment, and compliance with local legislative requirements.

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Introduction

The Canadian Association of Exposition Management (CAEM) has recognized the need to establish guidelines for best practice regarding health and safety for the Canadian Exposition Industry. The ultimate goal for Exposition Industry Stakeholders involved in this industry is to keep all shows safe, enjoyable and profitable to work in and visit.

In March of 2006 the CAEM established a Health and Safety Standards Task Force. The purpose of the task force was to work on the development of health and safety guidelines for the Canadian Exposition Industry. These guidelines would represent not only best practice, but also help to provide guidance to the industry for compliance to local health and safety legislation. The task force retained the services of Proactive Health and Safety Solutions Inc., in Ontario, Canada, to obtain the perspective of a health and safety professional and develop guidelines in collaboration with and for the industry.

These guidelines also strive to introduce a level playing field for all those associated with the Exposition Industry in Canada and create a safety culture that will support the success of the industry. Some of the reasons for the importance of managing the health and safety aspects of this business include: the prevention of loss related to accidents, prevention of near-misses, prevent claims, fines, imprisonment and negative publicity for the industry. The CAEM recognizes that the hazards identified in this document represent the most common, but not the only hazards in the industry. These best practice guidelines will be reviewed and updated on an ongoing basis.

The focus of these guidelines is to address health and safety hazards and risk during the move-in and move-out phases of a show. These phases involve the main Exposition Industry Stakeholders: Show Organizers, Contractors, Exhibitors, and Facilities.

The CAEM Board of Directors approved these guidelines in May 2007. It is recognized that these guidelines will be updated to reflect any new hazards, risks, ideas, practices, technology advancements and legislative changes.

The CAEM would like to thank all those involved in the development of these guidelines for demonstrating their leadership and commitment to the improvement of our industry.

What Are Health & Safety Best Practice Guidelines

It is important to note from the start that these guidelines are not legal requirements nor do they replace health and safety legislation. These guidelines have been developed to assist all those involved with compliance to health and safety legislation and not to replace the law.

Canadian health and safety legislation generally requires that all Exposition Industry Stakeholders in a workplace exercise **reasonable care with every precaution reasonable** to ensure health and safety. Health and Safety Acts, Codes and Regulations in Canada assign specific roles and duties to workplace Exposition Industry Stakeholders (Owner, Employer, Supervisor, Worker), as well as set specific legal requirements for the control of hazards. All Exposition Industry Stakeholders involved in the exposition industry must be familiar with their local health and safety act/code and regulations that apply to their specific activities and, where applicable, undertake training to ensure correct application of their local health and safety legislation as it relates to their Show.

The use of these guidelines **MUST** be applied in conjunction with:

- Your local health and safety act/code.
- Your local applicable health and safety regulations and guidelines.
- All other applicable provincial federal codes such as: Fire Code, Building Code, Electrical Code etc.
- Applicable standards such as CSA, ESA and ANSI, etc.

Note that all specific health hazards such as noise, drugs, stress, dusts etc. and specific safety hazards such as scaffolding, lifting, rigging, etc. and suitable controls for each cannot be fully addressed in these guidelines. For detailed information related to hazards that may apply to your activities, you should refer to specific regulations, standards, guidelines, industry experts and health and safety professionals.

IMPORTANT NOTICE

It is your responsibility to know and comply with health and safety laws and regulations and any amendments thereto and to obtain appropriate legal advice to obtain that knowledge and comply with your legal obligations. The control measures in these guidelines may not be applicable to, or sufficient for, every Show or Facility which you may undertake. A detailed risk assessment in relation to your Show, Facility or other activity should be undertaken to determine the control measures that are appropriate to and required for that Show, Facility or activity. The guidelines suggested here are those of the CAEM. They are offered for the purpose of general education and guidance only and should not be substituted for individualized legal advice and risk assessment. No liability can be accepted for any errors or omissions, or in respect of events or circumstances which may ensue from the following of these guidelines without reference to appropriate legal advice and risk assessment, and compliance with local legislative requirements.

Definitions

For the purpose of these guidelines:

Common Areas – any area on a show floor including shipping and receiving docks, lobby areas and public entrances which may not be under the direct control of any single stakeholder.

Contractor - Person(s) or company providing services, products or labour for a show. Contractors may sometimes employ sub-Contractors. This would include show-appointed Contractors, Facility-appointed Contractors, and Exhibitor-appointed Contractors, and Transportation companies delivering show materials to the facility.

Delegate - refers to the all-important paying or non-paying customer or entrant to an exhibition or event, from the trade or general public, who attend to buy, see, listen to, touch, and/or smell the products and services therein.

Exhibit - In this guide, the generic term 'Exhibit' means any area that is approved for use by the Exhibitor at any Facility. This includes booths, stands, feature areas, stalls, stages, catwalks, storage areas and display sites howsoever used by that Exhibitor.

Pop-up Exhibit – very simple exhibit requiring very little assembly and is mainly modular. This would include a table top exhibit.

Simple Exhibit – an exhibit requiring some basic assembly and tools, yet still mostly modular in structure.

Complex Exhibit - an exhibit requiring major assembly and tools, may require extensive work from portable ladders or a lifting device and also involves some overhead work.

Construction Exhibit – an exhibit requiring some level of construction related work for its assembly i.e. log home, garden, aquarium, pool, 2-storey structure. In most jurisdictions the work area for this exhibit would be deemed a “construction site/zone” during assembly and dismantling of the exhibit.

Exhibitor - For the purpose of this guide, 'Exhibitor' is any person or company that contracts a booth, stall, stand, display or feature area, etc. at any trade or public show for the sale or promotion of their goods and services. Sponsors are included in this description where they seek to involve the visitor or public in a display or promotion, or when they provide staff, facilities, materials and equipment at a show. Normally, an Exhibitor enters into a contract directly with the Show Organizer.

Dock – for the purpose of this guideline is any location or area used for the loading and unloading of materials from ground level or an elevated platform. (i.e. parking lot, outdoor stage, shipping and receiving area, outdoor field)

Exposition Industry Stakeholders – used in the guide to include all parties active in a Show including Show Organizers, Contractors, Material Handling Contractor, Facility, Exhibitor, and Delegate.

Facility – Location or venue that contracts (rents) space to a show organizer for the purpose of holding a show or event.

Material Handling Contractor – Includes the person(s) or company under contract with the Show Organizer or an Exhibitor that is responsible for the movement of material on the show floor, within the Facility, and between the loading/unloading area to the exhibit area/booth.

Material Handling Equipment – any device manual or mechanical used to transport material. (i.e. forklifts, carts, pallet trucks, dollies)

Show - For the purpose of this guide, the term ‘Show’ includes any event taking place at any Facility and covers the period of time that it occupies that Facility from move-in to move-out. This includes trade or public/consumer shows, product launches, roadshows, corporate hospitality days, conferences, etc. which feature, in part or in whole, the erecting of stands, stages or features where Exhibits are used.

Show Organizer - The person(s) or company that contracts with the Facility. The Show Organizer is deemed to be anyone who has the main responsibility for the planning, control, or management of the show.

Roles and Responsibilities

The following recommended roles and responsibilities are outlined with the objective of clarifying how all Exposition Industry Stakeholders involved in show production can fulfill their specific roles and responsibilities and also work together to ensure all shows are safe, enjoyable and profitable. The lists are not intended to be complete but represent some key recommended actions.

Show Organizer

- As an employer:
 - must establish a health and safety policy and program for the organization as required by local health and safety legislation.
 - ensure their employees are aware of and comply with all required safe work practices.
 - ensure that any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
- Educate themselves on local health and safety legal requirements, hazards and controls related to their specific show.
- Develop a Risk Management Plan for their show which identifies actual and potential hazards related to the show production, assesses the hazards, identifies safety rules, and communicate to all Exposition Industry Stakeholders in order to ensure that together hazards are controlled.
- Ensure that all planning meeting agendas for a show include health and safety issues as required.
- Work with the Facility to ensure the floor plan has been approved by the municipal fire department and, when necessary, the municipal buildings department.
- Be aware of any Exhibitors that will be installing booths/feature areas that are **Complex** or could be deemed to be **Construction**, and communicate this to the Facility and the appointed Contractor during show planning.
- Ensure provision for First Aid and Emergency Medical Response requirements during all aspects of the show have been addressed in consultation with the Facility.
- Communicate the Fire and Evacuation Plan and Emergency First Aid and Medical Response procedures to Exhibitors and appointed Contractors.
- Work with the Facility and appointed Contractors to ensure the show move-in and move-out schedule is designed to consider health and safety implications.
- Work together with the Facility, Contractors, and Material Handling company to ensure dock/traffic safety requirements are maintained.
- Ensure that the decision to determine that a show is safe to open is made in consultation with the Facility.

ROLES AND RESPONSIBILITIES

- Ensure security is available to control show floor access during the show (incl. move-in and move-out).
- Ensure the Show Security requirements are coordinated with Facility as required.
- Ensure that a Show Organizer or designate with knowledge of health and safety is on the show floor during all phases of the show in order to monitor health and safety conditions.
- Inform Exhibitors on the health and safety issues related to their staff and Contractors and safe work practices.
- Ensure that health and safety information including Hazard Controls are provided to Exhibitors in advance of the show and upon arrival onsite.
- Obtain a “safety declaration” from your Contractors and all Exhibitors which confirms that they have received and read the Safety rules and requirements; have communicated them to any personnel, including Contractors, working at their booth; and will ensure they enforce safe work practices and hazard controls for all personnel including Contractors at their booth.
- Monitor any hazard controls that have been implemented to ensure they are applied and followed as required.
- Make every reasonable effort to advise Exhibitors of the health and safety requirements and document non-compliance.
- Ensure that servicing of a show floor during a show is planned and controlled in coordination with the Facility to minimize the creation of any hazards to delegates.
- Provide copies of any accident or incident reports to the Facility.
- Identify all common areas and potential hazards in those areas as part of the risk management plan for the show.
- Communicate with the Facility and Material Handling Contractor regarding who will be responsible for the hazard controls required based on the potential hazards in the common areas.
- Implement the required hazard controls as assigned and agreed to with the Show Facility and Material Handling Contractor.
- Monitor the common areas during move-in and move-out to ensure hazards are being control as agreed to with the Facility and Material Handling Contractor.

Contractor(s)

- As an employer:
 - must establish a health and safety policy and program for the organization as required by local health and safety legislation.
 - ensure their employees comply with all required safe work practices.

ROLES AND RESPONSIBILITIES

- ensure that any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
- ensure that employees have been properly trained to carry out all their job tasks safely as required.
- ensure that any employees operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- ensure that all employees whose activities require the use of Personal Protective Equipment are properly equipped.
- Develop a Risk Management Plan for each show which identifies actual and potential hazards related to the show production, assess the hazards, identifies hazard controls and communicate to all Exposition Industry Stakeholders in order to ensure that together all hazards are controlled.
- Ensure that planning meetings for a show include health and safety issues.
- Work with the Facility, Show Organizer, and other Contractors to ensure the detailed show move-in and move-out schedule is designed to consider health and safety implications.
- Monitor health and safety conditions during move-in and move-out.
- Ensure that all Contractor owned/rented equipment, tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Ensure as much as possible that clear, freight-free aisles are maintained during move-in and move-out.
- Ensure that all crates are stored and stacked in a safe manner.
- Provide copies of any accident or incident reports to the Show Organizer and Facility as applicable.
- Comply with all safety rules while working in or accessing any common areas.

Material Handling Contractor

- As an employer:
 - must establish a health and safety policy and program for the organization as required by local health and safety legislation.
 - ensure their employees comply with all required safe work practices.
 - ensure that any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
 - ensure that any employees operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.

ROLES AND RESPONSIBILITIES

- ensure that all employees whose activities require the use of Personal Protective Equipment are properly equipped.
- ensure that employees have been properly trained to carry out all their job tasks safely as required.
- Develop a Risk Management Plan for each show which identifies actual and potential hazards related to the show production, assess the hazards, identifies hazard controls and communicate to all Exposition Industry Stakeholders in order to ensure that together all hazards are controlled.
- Ensure that planning meetings for a show include health and safety issues.
- Ensure that all Material Handling Contractor owned/rented equipment is/has been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Work together with the Facility, Show Organizer, and other Contractors to ensure dock/traffic safety requirements are maintained.
- Monitor health and safety conditions during move-in and move-out.
- Ensure as much as possible that clear, freight-free aisles are maintained during move-in and move-out.
- Ensure that all crates are stored and stacked in a safe manner.
- Make every reasonable effort to comply with the Show Organizer's requests.
- Provide copies of any accident or incident reports to the Show Organizer and Facility as applicable.
- Communicate with the Show Organizer and Facility regarding who will be responsible for the hazard controls required based on the potential hazards in the common areas.
- Implement the required hazard controls as assigned and agreed to with the Show Organizer and Facility.
- Monitor the common areas during move-in and move-out to ensure hazards are being control as agreed to with the Show Organizer and Facility.

Show Security

- As an employer:
 - must establish a health and safety policy and program for the organization as required by local health and safety legislation.
 - ensure their employees comply with all required safe work practices.
 - ensure that any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
- Attend any show planning meetings as required.

ROLES AND RESPONSIBILITIES

- Become familiar with first aid and emergency evacuation procedures and ensure they are communicated to all personnel that will be involved in the show on their behalf.
- Identify actual and potential hazards related to the show activities and communicate them as directed to Exposition Industry Stakeholders in order to ensure that together all hazards are controlled.
- Enforce health and safety practices and safety rules as directed by the Show Organizer.
- Control access to the show floor as directed by the Show Organizer.
- Provide copies of any accident or incident reports to the Show Organizer.
- Monitor the common areas on an ongoing basis to ensure compliance to safety requirements as directed by the Show Organizer.
- Notify the Show Organizer or designate of any unsafe practices or conditions in the common areas.

Exhibitor

- As an employer:
 - must establish a health and safety policy and program for the organization as required by local health and safety legislation.
 - ensure their employees comply with all required safe work practices.
 - ensure that, where reasonably applicable, any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
 - ensure that employees have been properly trained to carry out all their job tasks safely as required.
- Educate themselves on local health and safety legal requirements, hazards and controls related to the show.
- Review all health and safety documentation provided by the Show Organizer, and ensure it is communicated to all personnel (including any Contractors) that will be involved in the show.
- Become familiar with first aid and emergency evacuation procedures and ensure they are communicated to all personnel/Contractors that will be involved in the show on their behalf.
- If hiring any Contractors to install/dismantle their booth they must ensure the Contractors are competent and aware of all required safe work practices and comply with them.
- Monitor and enforce safe work practices of any personnel/Contractors working at their booth.

ROLES AND RESPONSIBILITIES

- Comply with all the Safety rules and precautions as directed by the Show Organizer.
- Must not access crate storage areas unless specifically authorized to do so.
- Must respect and give right of way to vehicle traffic during move-in and move-out activity.
- Make every effort to keep aisles clear and clean of debris at all times during the show.
- Report any accident or incident to the Show Organizer when it occurs.
- Comply with all safety rules while working in or accessing any common areas.

Facility

- As an employer:
 - must establish a health and safety policy and program for their organization as required by local health and safety legislation.
 - ensure their employees comply with all required safe work practices.
 - ensure that any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
 - ensure that any employees operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
 - ensure that employees have been properly trained to carry out all their job tasks safely as required .
 - ensure that all employees whose activities require the use of Personal Protective Equipment are properly equipped.
- Develop a Facility Risk Management Plan which identifies actual and potential hazards related to show activities, assesses the hazards, identifies hazard controls, and communicates to all contracted Exposition Industry Stakeholders in order to ensure that together all hazards are controlled.
- Ensure that all Facility owned/rented equipment is/has been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Through review of items such as safety program documentation, safety declaration, proof of safety training etc., ensure direct Contractors have a comprehensive health and safety program.
- Monitor direct Contractors to ensure compliance with safe work practices.
- Communicate the Fire and Evacuation Plan requirements and the First Aid and Emergency Medical Response procedures to the Show Organizer and direct Contractors.
- Ensure provision for First Aid and Emergency Medical Response requirements during all aspects of the show have been addressed in consultation with the Show Organizer.

ROLES AND RESPONSIBILITIES

- Ensure with the Show Organizer that Floor Plan has been approved by the municipal Fire Department and, when necessary, the municipal Buildings Department.
- Ensure that all planning meeting agendas for a show include health and safety issues as required.
- Ensure the Facility is safe and ready for contracted occupancy.
- Ensure Facility related security requirements are maintained.
- Monitor Facility related health and safety conditions during all phases of the show.
- Monitor frequent Contractors to ensure compliance with safe work practices.
- Work together with the Show Organizer and related Contractors to ensure dock/traffic safety requirements are maintained.
- Guide and inform Show Organizers regarding health and safety requirements as necessary.
- Provide guidance to Show Organizers for health and safety issues related to the scheduling of show activities. (move-in and move-out).
- Ensure that the decision to determine that a show is safe to open is made in consultation with the Show Organizer.
- Provide copies of any accident or incident reports to the Show Organizer.
- Communicate with the Show Organizer and Material Handling Contractor regarding who will be responsible for the hazard controls required based on the potential hazards in the common areas.
- Implement the required hazard controls as assigned and agreed to with the Show Organizer and Material Handling Contractor.
- Monitor the common areas during move-in and move-out to ensure hazards are being control as agreed to with the Show Organizer and Material Handling Contractor.

Delegate

- Comply with any Safety rules posted or announced during the show.
- Comply with instructions and directions of Show Organizer.

Best Practice Guidelines

Risk Management

Shows and facilities can vary greatly as can the hazards and risks related to them. It is recommended that Show Organizers working with all Exposition Industry Stakeholders develop a Risk Management Plan. The larger and more complex a show, the more detailed Risk Management Plan may be required.

A Risk Management Plan would require that all Hazards:

- Are identified and evaluated
- Are assessed for the level of risk
- Have Controls established to lower the risk to the lowest practical level
- Have Controls monitored to ensure they are implemented enforced and effective
- Have Controls continually reviewed for continual improvement

These Best Practice Guidelines have been developed for the most common hazards in the Exposition Industry. The hazards as they relate to the industry are described and then the responsibilities for the recommended Controls of the hazards are noted.

The approach for Hazard Control should always utilize the concept of “Hierarchy of Controls”. Hazard control should always be considered in the following order.

Elimination – always try to eliminate the hazard if possible, not performing a particular task or engineering the hazard out.

Engineering - design a device barrier to control the hazard or reduce it.

Substitution – alternate method or chemical that reduces the hazard (use a dolly instead of carrying a load, use a proper ladder instead of a stool).

Administration – signs, notices, procedures, scheduling, security, training.

Personal Protective Equipment* (always the last option) – hardhats, safety shoes, safety glasses, goggles, face shields, gloves, protective clothing, reflective vests, full body harness, ear plugs, ear muffs etc. *CSA approved where applicable.

Best Practice Guidelines

In doing its risk assessment of the Exposition Industry the CAEM Health and Safety Standards Task Force identified the following as being the most likely risks requiring detailed Hazard Controls for each Exhibitor Industry Stakeholder. In this ongoing project, additional risks and associated Hazard Controls will be added to this document from time to time.

1. Exhibitor Lack of Awareness of Health and Safety
2. Foot, Head, Hand and Eye Injury
3. Injury due to slips/Trips/Falls (level surface)
4. Congested Aisles and Blocked Access/Egress Routes
5. Vehicular Traffic
6. Falls from Heights
7. Electrical Injury
8. Chemical Use and Exposure
9. Freight Stacking and Storage
10. Dock Safety

Best Practice Guidelines

1. Exhibitor Lack of Awareness of Health and Safety

Hazard

The lack of general awareness for health and safety issues among Exhibitors can lead to unsafe conditions and practices by Exhibitors themselves and in turn the practices of Contractors hired directly by Exhibitors. Unsafe conditions and practices will create a high risk for personal injury as well as property, material and equipment damage.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none"> • Contract terms and conditions to outline Health and Safety (H&S) requirements. • Enforce safe work practices / rules from move-in of the Show to move-out of the Show . • Adopt and communicate the exhibition industry safe work practices as applicable. • Consistent health and safety message in all correspondence. • Phone Calls, Faxes, Emails & Weblogs to provide safety information to Exhibitors as applicable and reinforce safety requirements. • Education sessions can be held with Exhibitors where their activity or that of others will expose them to risk. • Provide signage on Safety rules as required. • Provide copy of H&S rules to Exhibitors onsite daily (to ensure any new staff is familiar with them). • General announcement related to H&S requirements during the show as required. • Provide written notices to Exhibitors advising them of non compliance to a Hazard Control including the corrective action required. • Document all non compliance and have delinquent Exposition Industry Stakeholders sign a waiver.
Contractor(s)	<ul style="list-style-type: none"> • Support Show Organizer in communicating H&S awareness and requirements to Exhibitors. • Demonstrate support by complying with H&S requirements. • Reinforce safety requirements in any direct correspondence with the Exhibitors. • Notify Show Organizer or designate of any unsafe practices or

Best Practice Guidelines

1. Exhibitor Lack of Awareness of Health and Safety

Whom	Activity
	conditions related to Exhibitors.
Material Handling Contractor	<ul style="list-style-type: none"> • Support Show Organizer in communicating H&S awareness and requirements to Exhibitors. • Demonstrate support by complying with H&S requirements. • Reinforce safety requirements in any direct correspondence with the Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to Exhibitors.
Show Security	<ul style="list-style-type: none"> • Support Show Organizer in communicating H&S awareness and requirements to Exhibitors. • Demonstrate support by complying with H&S requirements. • Monitor and enforce the safety rules as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to Exhibitors.
Exhibitor	<ul style="list-style-type: none"> • Educate themselves on all the H&S issues related to the show. • Review all safety related documentation received from the Show Organizer. • Should have a basic understanding of health and safety law as it applies to the show. • Ensure any staff working the show are aware, understand and comply with all the required safety practices. • Include health and safety requirements in any contracts signed with Contractors. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety practices. • Attend any education sessions conducted by the Show Organizer where reasonably possible. • Comply with all Safety rules and direction from Show Organizer.
Facility	<ul style="list-style-type: none"> • Support Show Organizer in communicating H&S awareness and requirements to Exhibitors. • Demonstrate support by complying with H&S requirements.

Best Practice Guidelines

1. Exhibitor Lack of Awareness of Health and Safety

Whom	Activity
	<ul style="list-style-type: none">• Notify Show Organizer or designate of any unsafe practices or conditions related to Exhibitors.
Delegate	<ul style="list-style-type: none">• N/A

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

Hazards that lead to potential injuries to feet, head, hands and eyes are common in many industries. The wide variety of work activity carried out during a show production can expose many employees to these types of injuries. Most Canadian jurisdictions have specific legislation that requires the protection of employees from these types of injuries and the use of personal protective equipment, which should be considered a last resort as a hazard control.

2.a. Hazard (Foot Injury)

The possibility of foot injury during the move-in and move-out phases of a show is related to the high activity level of both manual and mechanical Material Handling during these periods. Contractors and Exhibitors are handling loads of all sizes and weights. A variety of Material Handling equipment such as forklifts, golf carts, crates, dollies, pump trucks, etc. are utilized and pose a potential for foot injury. Any personnel on the show floor during move-in and move-out may be exposed to this hazard.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Coordinate show schedule with Facility and Contractors to minimize, as much as is possible, work using equipment that could pose a risk to foot injury is done during periods of least pedestrian traffic.• Provide signage to reinforce rules related foot protection.• Make every reasonable effort to advise Exhibitors of the requirements and document non-compliance.• Ensure the foot injury hazard and the safety footwear requirement is communicated to all Exhibitors in correspondence.• Ensure their own staff involved with move-in and move-out are aware of the hazard and use proper protective footwear as required.• Ensure safety protection is worn where foot injury hazard exists.• If possible, should have a limited supply of toe protection available to provide Exhibitors as may be required.
Contractor(s)	<ul style="list-style-type: none">• Coordinate show schedule with Facility and Contractors to minimize, as much as is possible, work using equipment that could

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.a. Hazard (Foot Injury)

Whom	Activity
	<p>pose a risk to foot injury is done during periods of least pedestrian traffic.</p> <ul style="list-style-type: none"> • Ensure safety protection is worn where foot injury hazard exists. • Ensure their own staff involved with move-in and move-out are trained on the hazard and use proper protective footwear as required. • Ensure staff operates vehicles and handle loads in a safe manner in order to minimize the risk of this hazard to the lowest possible level. • Provide signage to reinforce rules related foot protection. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • If possible, should have a limited supply of toe protection available as may be required.
Material Handling Contractor	<ul style="list-style-type: none"> • Coordinate show schedule with Facility and Contractors to minimize, as much as is possible, work using equipment that could pose a risk to foot injury is done during periods of least pedestrian traffic. • Ensure safety protection is worn where foot injury hazard exists. • Ensure their own staff that will be involved with move-in and move out are trained on the hazard and use proper protective footwear as required. • Ensure staff operating vehicles and handle loads in a safe manner in order to minimize the risk of this hazard to the lowest possible level. • Provide signage to reinforce rules related foot protection. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • If possible, should have a limited supply of toe protection available as may be required.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.a. Hazard (Foot Injury)

Whom	Activity
Show Security	<ul style="list-style-type: none"> • Ensure their own staff that will be involved with move-in and move-out are trained on the hazard and use proper protective footwear as required. • Monitor and enforce the safety rules as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Ensure safety protection is worn where foot injury hazard exists.
Exhibitor	<ul style="list-style-type: none"> • Ensure staff working during move-in and move-out work and handle loads in a safe manner in order to minimize the risk of this hazard to the lowest possible level. • Ensure any staff working the show are aware, understand and comply with all required safety rules. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Comply with the safety rules as directed by the Show Organizer. • Ensure safety protection is worn where foot injury hazard exists.
Facility	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and use proper protective footwear as required. • Ensure safety protection is worn where foot injury hazard exists. • Coordinate show schedule with Show Organizer and Contractors to minimize work using equipment that poses a risk to foot injury is done during periods of least pedestrian traffic as much as possible. • Ensure contract documents with Facility appointed Contractors and Show Organizers clearly state the requirements for foot protection. • Notify Show Organizer or designate of any unsafe practices or conditions related the hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • If possible, should have a limited supply of toe protection available as may be required.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.a. Hazard (Foot Injury)

Whom	Activity
Delegate	<ul style="list-style-type: none">• Comply with Show safety rules.• No access to show floor during move-in and move-out.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.b. Hazard (Head Injury)

The possibility of head injury during the move-in and move-out phases of a show can vary dependent on the extent of overhead work that is required. Overhead work can involve a wide variety of activity related to the hanging of signs, banners and structures. Booths that require the erection of structures overhead during booth assembly also create a risk for head injury. Any personnel directly involved with or in close proximity to overhead work may be exposed to the hazard of head injury from falling material or tools etc.

Hazard Control

Work Area Protection – The isolation of a work area where overhead work is being carried out that may pose a hazard of any object falling and causing head injury.

A work area that is being isolated must be easily identified by everyone as a restricted area due to overhead hazard. Any personnel working within the work area protection zone would be required to comply with all the safety requirements which would include the wearing of a CSA approved hardhat. If the work being carried out within the work area is a lift for the hanging of banners or structures from a ceiling, it is also recommended that a spotter be used to guide the rigger on the lift and ensure the safety of any personnel working in the vicinity of the lift. The extent of the work area protection method required will depend on the activity occurring in the work area, from the use of cones and caution tape up to fencing for more extensive construction projects.

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Ensure their own staff that will be involved with move-in and move out are aware of the hazard and use proper head protection and respect work area protection as required.• Schedule overhead work as much as possible to be done during periods where there is no other floor work being conducted.• Ensure overhead signage is provided to Contractor as far advance as possible to move-in.• Ensure the head injury hazard, hardhat area requirement and the requirement for work area protection is communicated to all Exhibitors in correspondence.

Best Practice Guidelines

2 Foot, Head, Hand and Eye Injury

2.b. Hazard (Head Injury)

Whom	Activity
	<ul style="list-style-type: none"> • Provide signage to reinforce rules related overhead work and head injury protection. • Make every reasonable effort on site to advise Exhibitors of the requirements and document non-compliance. • Ensure approved hardhats are worn where overhead hazard exists. • If possible should have a limited supply of CSA approved hardhats available to provide Exhibitors as may be required. • Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none"> • Contractors doing the overhead work should set up and maintain work area protection. • Ensure any rigging work is conducted by competent riggers in accordance with rigging standards. • Schedule overhead work as much as possible to be done during periods where there is no other floor work being conducted. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with use of CSA approved hardhats and work area protection requirements when conducting overhead work. • Ensure staff work in a safe manner to minimize, as much as is possible, the risk of this hazard. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • If possible should have a limited supply of CSA approved hardhats available as may be required.
Material Handling Contractor	<ul style="list-style-type: none"> • Respect all work area protection zones. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with use of CSA approved hardhats and work area protection requirements when working in or around overhead work areas. • Support Show Organizer in communicating hazard control

Best Practice Guidelines

2 Foot, Head, Hand and Eye Injury

2.b. Hazard (Head Injury)

Whom	Activity
	requirements to Exhibitors. <ul style="list-style-type: none"> • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Show Security	<ul style="list-style-type: none"> • Respect all work area protection zones. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with use of CSA approved hardhats and work area protection requirements when working in or around overhead work areas. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Monitor and enforce the safety rules as directed by the Show Organizer.
Exhibitor	<ul style="list-style-type: none"> • Respect all work area protection zones. • Comply with the safety rules as directed by the Show Organizer. • Ensure their own staff involved with move-in and move-out are aware, understand and trained on the hazard and comply with use of CSA approved hardhats and work area protection requirements when working in or around overhead work areas. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Ensure staff work in a safe manner in order to minimize the risk of this hazard to the lowest possible level.
Facility	<ul style="list-style-type: none"> • Respect all work area protection zones. • Ensure contract documents with Facility appointed Contractors and Show Organizers clearly state the requirements for head protection and the use of work area protection. • Coordinate show schedule with the Show Organizer and Contractor so that overhead work posing a risk of head injury is done during periods of least pedestrian traffic as much as possible. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with use of hardhats and work area protection requirements when conducting overhead work. • Notify Show Organizer or designate of any unsafe practices or

Best Practice Guidelines

2 Foot, Head, Hand and Eye Injury

2.b. Hazard (Head Injury)

Whom	Activity
	conditions related the hazard. <ul style="list-style-type: none">• Support Show Organizer in communicating hazard control requirements to Exhibitors.
Delegate	<ul style="list-style-type: none">• No access to show floor during move-in and move-out.• Comply with show Safety rules.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.c. Hazard (Hand Injury)

The possibility of hand injury during the move-in and move-out phases of a show is related to manual Material Handling, the use of tools such as utility and carpet knives and the existence of sharp objects related to booth assembly. Any personnel on the show floor during move-in and move-out may be exposed to this hazard in relation to their role.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Ensure their own staff involved with move-in and move-out are aware of the hazard and comply with safety rules such as the use of proper tools and gloves as required.• Ensure the hand injury hazard and the requirement for protection is communicated to all Exhibitors in correspondence.• Provide signage to reinforce rules related to hand injury protection.• Make every reasonable effort on site to advise Exhibitors of the requirements and document non-compliance.• Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none">• Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools and gloves as required.• Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard.• Support Show Organizer in communicating hazard control requirements to Exhibitors.• Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.• If possible should have a limited supply of protective gloves available as may be required.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.c. Hazard (Hand Injury)

Whom	Activity
Material Handling Contractor	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools and gloves as required. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • If possible should have a limited supply of protective gloves available as may be required.
Show Security	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools and gloves as required. • Monitor and enforce the safety rules as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Exhibitor	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools and gloves as required. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Comply with the safety rules as directed by the Show Organizer.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.c. Hazard (Hand Injury)

Whom	Activity
Facility	<ul style="list-style-type: none">• Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools and gloves as required.• Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard.• Support Show Organizer in communicating hazard control requirements to Exhibitors.• Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Delegate	<ul style="list-style-type: none">• No access to show floor during move-in and move-out.• Comply with show Safety rules.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.d. Hazard (Eye Injury)

The possibility of eye injury during the move-in and move-out phases of a show is related to any activity that may cause a foreign object to strike or enter the eye. This type of injury may occur from working with chemicals or exposure to solid material during activity such as cleaning, sanding or grinding. Although less commonly seen during booth assembly, activity related to any type of welding would also create exposure to eye injury.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Ensure their own staff involved with move-in and move-out are aware of the hazard and comply with safety rules such as the use of proper tools, equipment and eye protection as required.• Provide signage to reinforce rules related to eye injury protection.• Ensure the eye injury hazard and the requirement for protection is communicated to all Exhibitors in correspondence.• Make every reasonable effort on site to advise Exhibitors of the requirements and document non-compliance.• Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none">• Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools, equipment and eye protection as required.• Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard.• Support Show Organizer in communicating hazard control requirements to Exhibitors.• Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.• If possible should have a limited supply of protective goggles or glasses available as may be required.
Material Handling Contractor	<ul style="list-style-type: none">• Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools, equipment and eye protection as required.• Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard.

Best Practice Guidelines

2. Foot, Head, Hand and Eye Injury

2.d. Hazard (Eye Injury)

Whom	Activity
	<ul style="list-style-type: none"> • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Show Security	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools, equipment and eye protection as required. • Monitor and enforce the safety rules as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Exhibitor	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools, equipment and eye protection as required. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Comply with the safety rules as directed by the Show Organizer.
Facility	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safety rules such as the use of proper tools, equipment and eye protection as required. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Delegate	<ul style="list-style-type: none"> • No access to show floor during move-in and move-out. • Comply with show Safety rules.

Best Practice Guidelines

3. Injury due to slips/Trips/Falls (level surface)

Hazard

The possibility of slip/trips/falls (level surface) during the all phases of a show is very high. During the assembly of booth/feature areas there is a high potential of creating debris such as cardboard, tape, carpet pieces, wood, liquid, and paper that ends up on the show floor. In addition material congestion, electrical cords and raised carpet also present slip/trip/fall hazards. Weather conditions such as ice, snow or rain can also create this hazard. The improper footwear for the working conditions also plays a role in creating a hazard for slips/trips and falls. Any personnel on the show floor may be exposed to this hazard.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none"> • Work with the housekeeping Contractor to set standards and guidelines and establish a cleaning schedule during all parts of a show. • Monitor show floor conditions and common areas at all times. • Establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure appropriate aisle carpet removal is done first during move-out as required. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Include housekeeping requirements in Exhibitor package and reinforce on an ongoing basis. • Provide signage to reinforce housekeeping rules. • Make every reasonable effort to advise Exhibitors of the requirements and document non-compliance. • Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize, as much as is possible the creation of this hazard. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level.

Best Practice Guidelines

3. Injury due to slips/Trips/Falls (level surface)

Whom	Activity
	<ul style="list-style-type: none"> • Monitor show floor conditions and common areas during move-in and move-out. • Ensure appropriate aisle carpet removal is done first during move-out as required. • Reinforce with employees positioning of materials at booths to minimize congestion as much as possible. • Reinforce with employees placing waste in appropriate waste containers. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Material Handling Contractor	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level. • Monitor show floor conditions and common areas during move-in and move-out. • Reinforce with employees positioning of materials at booths to minimize congestions as much as possible. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Show Security	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level. • Monitor and enforce the safety rules as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Exhibitor	<ul style="list-style-type: none"> • Comply with the safety rules as directed by the Show Organizer. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that

Best Practice Guidelines

3. Injury due to slips/Trips/Falls (level surface)

Whom	Activity
	<p>will minimize the hazard to the lowest possible level such as following good housekeeping practices.</p> <ul style="list-style-type: none"> • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Reinforce with employees positioning of materials at booths to minimize congestions as much as possible. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard.
Facility	<ul style="list-style-type: none"> • Work with Show Organizer to establish a standard and guidelines and cleaning schedule for their show. • Establish housekeeping standards and procedures for employees/Contractor. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Monitor common areas at all times. • Signage and marking of any floor conditions that may present a hazard (i.e. wet floors). • Support Show Organizer in communicating hazard control requirements to Exhibitors and Contractors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Delegate	<ul style="list-style-type: none"> • No access to show floor during move-in and move-out. • Comply with show Safety rules.

Best Practice Guidelines

4. Congested Aisles and Blocked Access/Egress Routes

Hazard

Congested aisle and blocked access/egress routes may contribute to the previously discussed hazard of slips/trips/falls, but in this context the main concern is the inability to have quick access and egress from all areas on the show floor in the event of a fire or medical emergency. This not only creates a hazard for any personnel on the show floor but also for first aid, firefighters and paramedics. Delay in response time due to blocked access/egress can make a difference between life and death.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level.• Work with Contractor, Exhibitors, and Material Handling Contractor to create, maintain and enforce “freight free aisles” as required.• Work with the Contractor, Material Handling Contractor, and Facility to ensure that emergency exits are not obstructed as per local fire code requirements.• Ensure their own staff involved with move-in and move-out are aware of the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level.• Include material placement and storage requirements in Exhibitor package and reinforce on an ongoing basis.• Provide signage to reinforce rules for keeping areas clear of materials.• Monitor show floor conditions and common areas at all times.• Make every reasonable effort to advise Exhibitors of the requirements and document non-compliance.• Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none">• Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level.• Work with the Show Organizer, Material Handling Contractor and Facility to ensure that emergency exits are not obstructed as

Best Practice Guidelines

4. Congested Aisles and Blocked Access/Egress Routes

Whom	Activity
	<p>per local fire code requirements.</p> <ul style="list-style-type: none"> • Monitor show floor conditions and common areas during move-in and move-out. • Create, maintain and enforce “freight free aisles” as required Reinforce with employees positioning of materials at booths to minimize congestions as much as possible. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors.
Material Handling Contractor	<ul style="list-style-type: none"> • Work with the Show Organizer and Contractor to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Work with the Show Organizer, Contractor, and Facility to ensure that emergency exits are not obstructed as per local fire code requirements. • Create, maintain and enforce “freight free aisles” as required. • Reinforce with employees positioning of materials at booths to minimize congestions as much as possible. • Monitor show floor conditions and common areas during move-in and move-out. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors.
Show Security	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level. • Monitor and enforce the safety rules as directed by the Show Organizer.

Best Practice Guidelines

4. Congested Aisles and Blocked Access/Egress Routes

Whom	Activity
	<ul style="list-style-type: none"> • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Exhibitor	<ul style="list-style-type: none"> • Respect and maintain “freight free aisles” as designated. • Ensure that their exhibit stays within the contracted space. • Ensure that emergency exits are not obstructed as per local fire code requirements. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level such as keep the aisles clear. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Comply with the safety rules as directed by the Show Organizer.
Facility	<ul style="list-style-type: none"> • Review and approve the Show floor plan in conjunction with the fire marshal. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Support Show Organizer in communicating hazard control requirements to Exhibitors and Contractors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Delegate	<ul style="list-style-type: none"> • No access to show floor during move-in and move-out. • Comply with show Safety rules.

Best Practice Guidelines

5. Vehicular Traffic

Hazard

Vehicular traffic on the show floor along with people traffic presents a significant hazard to any personnel on the show floor during move-in and move-out. The use of forklifts, boom trucks, man-lifts, personal vehicles and carts on the show floor create a hazard of personal injury or damage to materials, equipment or the Facility. Heavy forklift traffic in combination with restricted and congested work areas result in poor visibility for both forklift operators and pedestrians.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Establish and enforce a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level.• Ensure vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the Facility and materials on the show floor.• Ensure their own staff involved with move-in and move-out are aware of the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level.• Monitor show vehicle traffic conditions at all times.• Include awareness material on this hazard in the Exhibitor package in order to educate Exhibitors and reinforce on an ongoing basis.• Provide signage to reinforce rules for forklift operation and pedestrians.• Make every reasonable effort to advise Exhibitors of the requirements and document non-compliance.• Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none">• Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level.• All vehicle operators are trained and certified as required.• Ensure all equipment on the show floor is in safe operating condition i.e. headlights working and on, backup beepers working.• Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety

Best Practice Guidelines

5. Vehicular Traffic

Whom	Activity
	<p>and protection of the Facility and materials on the show floor.</p> <ul style="list-style-type: none"> • Monitor vehicle traffic conditions during move-in and move-out. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Reinforce with employees that the safe operation of all vehicles especially forklifts is critical. • Respect all work area protection zones. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Material Handling Contractor	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • All vehicle operators are trained and certified as required. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Reinforce with employees that the safe operation of all vehicles especially forklifts is critical. • Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the Facility and materials on the show floor. • Ensure all equipment on the show floor is in safe operating condition i.e. headlights working and on, backup beepers working. • Monitor vehicle traffic conditions during move-in and move-out. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Show Security	<ul style="list-style-type: none"> • Respect all work area protection zones. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level.

Best Practice Guidelines

5. Vehicular Traffic

Whom	Activity
	<ul style="list-style-type: none"> • Monitor and enforce the safety rules as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Exhibitor	<ul style="list-style-type: none"> • Respect all work area protection zones. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level such as giving the right of way to vehicles at all times. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Ensure staff work in a safe manner in order to minimize the risk of this hazard to the lowest possible level. • Comply with the safety rules as directed by the Show Organizer.
Facility	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Ensure all Facility-owned equipment on the show floor is in safe operating condition i.e. headlights working and on, backup beepers working. • All vehicle operators are trained and certified as required. • Support Show Organizer in communicating hazard control requirements to Exhibitors and Contractors. • Notify Contractor, Material Handling Contractor or Show Organizer as appropriate of any unsafe practices or conditions related to the hazard.
Delegate	<ul style="list-style-type: none"> • No access to show floor during move-in and move-out. • Comply with show Safety rules.

Best Practice Guidelines

6. Falls from Heights

Hazard

The possibility of personnel falling from working at heights during move-in and move-out is very high due to the need to have access to areas beyond normal reach. Working at heights can involve work from standing on step stools or ladders or lifts working at a variety of heights. Ladders are typically designed for use to gain access and for very short-term activity. The use of a ladder as a working platform creates the risk of falling. Falls from heights as low as 3-4 feet can result in serious injury. Safety legislation across Canada is very strict in relation to safe work practices while working at heights.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none"> • Establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure their own staff involved with move-in and move-out are aware of the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Monitor show floor at all times while work at heights is being carried out. • Include awareness material on this hazard in the Exhibitor package in order to educate Exhibitors and reinforce on an ongoing basis. • Provide signage to reinforce rules for fall arrest and fall protection as required. • Make every reasonable effort to advise Exhibitors of the requirements and document non-compliance. • Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure all their staff working at heights comply with all the local fall arrest and fall protection legislated requirements. • Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment. • Reinforce with employees strict compliance requirements with Contractors fall arrest and fall protection standards and procedures.

Best Practice Guidelines

6. Falls from Heights

Whom	Activity
	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Tables, chairs and ladders should not be used as working platforms. • Monitor show floor at all times while work at heights is being carried out. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Material Handling Contractor	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Ensure all their staff working at heights complies with all the local fall arrest and fall protection legislated requirements. • Monitor show floor at all times while work at heights is being carried out. • Support Show Organizer in communicating hazard control requirements to Exhibitors. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Show Security	<ul style="list-style-type: none"> • Respect all work area protection zones. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level. • Monitor and enforce the safety rules as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Exhibitor	<ul style="list-style-type: none"> • Respect all work area protection zones. • Ensure all their staff and Contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.

Best Practice Guidelines

6. Falls from Heights

Whom	Activity
	<ul style="list-style-type: none"> • Reinforce with employees and Contractors strict compliance requirements with fall arrest and fall protection standards and procedures. • Tables, chairs and ladders should not be used as working platforms. • Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Ensure staff work in a safe manner in order to minimize the risk of this hazard to the lowest possible level. • Comply with the safety rules as directed by the Show Organizer.
Facility	<ul style="list-style-type: none"> • Reinforce with employees and Contractors strict compliance requirements with fall arrest and fall protection standards and procedures. • Ensure all their staff working at heights complies with all the local fall arrest and fall protection legislated requirements. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Support Show Organizer in communicating hazard control requirements to Exhibitors and Contractors. • Notify Contractor or Show Organizer as appropriate of any unsafe practices or conditions related the hazard.
Delegate	<ul style="list-style-type: none"> • No access to show floor during move-in and move-out. • Comply with show Safety rules.

Best Practice Guidelines

7. Electrical Injury

Hazard

Electrical energy is capable of causing severe personal injury, death, or fire. Electrical equipment and installations must be installed in accordance with the applicable Provincial Electrical Safety Code. Electrical installations on the show floor, is work of a routine nature for qualified electrical contractors. It is important to be observant of all uses of electricity and electrical equipment during move-in/move-out and during the exposition to ensure that any items installed and/or used by contractors and exhibitors meet the safety standards of the applicable Provincial Electrical Safety Code.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Establish a move-in and move-out schedule designed to minimize the creation of any hazard to the lowest possible level.• Hire only Provincially Licensed Electrical Contractors to perform any electrical installations within the contracted space• Work with Electrical Contractor and Exhibitors to maintain and enforce electrical safety as required.• Ensure their own staff involved with move-in and move-out are aware of the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level.• Include electrical safety requirements in Exhibitor package and reinforce on an ongoing basis.• Require that any personnel working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tagout procedure.• Make every reasonable effort to advise Exhibitors of the requirements and document non-compliance.• Establish a stop work policy until hazardous condition is rectified.
Contractor(s)	<ul style="list-style-type: none">• Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level.• Ensure their own staff involved with electrical installations are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level.

Best Practice Guidelines

7. Electrical Injury

Whom	Activity
	<ul style="list-style-type: none"> • Work with the Show Organizer, Facility and Exhibitors to ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC. • Ensure that electrical equipment is in good working order. • In the event of an emergency ensure that the main power source is easily and quickly accessible. • Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them. • Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely. • Require that any personnel working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tagout procedure. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Support Show Organizer in communicating hazard control requirements to Exhibitors.
Exhibitor	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Ensure that any electrical equipment, including extension cords, power bars, or other items meet accepted electrical standards. • Require that any personnel working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tagout procedure. • Comply with the safety rules as directed by the Show Organizer.
Facility	<ul style="list-style-type: none"> • Ensure that the building electrical infrastructure is maintained and inspected on a regular basis. • Only hire certified electricians as required. • Ensure their own staff involved with move-in and move-out are

Best Practice Guidelines

7. Electrical Injury

Whom	Activity
	<p>trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level.</p> <ul style="list-style-type: none">• Require that any personnel working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tagout procedure.• Review and approve the Show floor plan in conjunction with the fire marshal.• Support Show Organizer in communicating hazard control requirements to Exhibitors and Contractors.• Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Show Security	<ul style="list-style-type: none">• Monitor and enforce the safety rules as directed by the Show Organizer.• Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Delegate	<ul style="list-style-type: none">• No access to show floor during move-in and move-out.• Comply with show Safety rules.

Best Practice Guidelines

8. Chemical Use and Exposure

Hazard

Chemicals are used everywhere and are found in many different forms. Due to the wide variety of shows the potential to introduce chemical exposure of different types to all those involved in move-in and move-out is great. Even Exhibitors who use chemicals as part of product demonstrations must understand all the hazards related to the chemical use. Exposures to different levels and types of chemicals have been known to cause health hazards. Chemicals can present a health hazard in the form of liquids, dusts, mists, vapours, gases, smoke and fumes. Improper handling, use and storage of chemicals can also lead fire, explosion or contamination of the environment. The handling of chemical and exposure limits are legislated through a variety of regulations such as the Workplace Hazardous Material Information System (WHMIS) Regulations.

An example of chemical related hazards on a show floor includes fumes using paints, solvents or vehicle exhaust (including forklifts).

In addition to health hazards presented by chemicals, the use of flammables and combustibles on the show floor introduce the potential of fire and explosion.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Work with the Facility to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level.• Require Exhibitors to inform you of any chemicals to be used or introduced to the show floor during move-in, in the booth and during move-out (including such items that may create dusts or fumes from mobile equipment exhaust).• Obtain copies of Material Safety Data Sheets from Exhibitors who will be using chemicals on the show floor.• Establish rules that limit the use of chemicals to those that must be used

Best Practice Guidelines

8. Chemical Use and Exposure

Whom	Activity
	<ul style="list-style-type: none"> • Ensure the Exhibitors are aware of the hazards related to the chemicals they will be using and protective measures such as personal protective equipment. • Ensure Exhibitors have planned for the safe use of any chemicals including ventilation, storage and disposal. • Include chemical safety requirements in Exhibitor package and reinforce on an ongoing basis. • All the above apply to Exhibitors and Contractors hired by Exhibitors. • Monitor the show floor for chemical use and exposure during all show activities and move-in and move-out. Take corrective action as required. • Make every reasonable effort to advise Exhibitors of the requirements and document non-compliance. • Establish a stop work policy until hazardous conditions are rectified.
Contractor(s) (including Material Handling Contractor)	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure their own staff involved with use of any chemicals are trained on the hazards and comply with safe work practices that will minimize the hazard to the lowest practical level. • Work with the Show Organizer, Facility and Exhibitors to ensure the safe use of chemicals. • Use required controls such as adequate ventilation and personal protective equipment (PPE) when using chemicals. • Notify Show Organizer or designate of any unsafe practices or conditions related to chemical exposure hazards. • Support Show Organizer in communicating chemical hazard control requirements to Exhibitors.
Exhibitor	<ul style="list-style-type: none"> • Provide the Show Organizer with copies of MSDS's for all chemicals that will be used at any time during the show. • Inform Show Organizers of any chemicals to be used or introduced to the show floor during move-in, in the booth and

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8. Chemical Use and Exposure

	<p>during move-out (including such items as dusts or fumes from mobile equipment exhaust).</p> <ul style="list-style-type: none"> • Ensure their own staff or contracted staff involved with the use of any chemicals during move-in and move-out are trained on the hazards and comply with safe work practices that will minimize the hazard to the lowest possible level. • Use required controls such as adequate ventilation and personal protective equipment (PPE) when using chemicals. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the required safety rules. • Ensure staff works in a safe manner to minimize, as much as is possible, the risk of this hazard. • Comply with the safety rules related to any chemical or exposure as directed by the Show Organizer.
Facility	<ul style="list-style-type: none"> • Establish and communicate rules that limit the use, storage and disposal of chemicals that will be brought into the facility. • Ensure their own staff involved with move-in and move-out are trained on chemical hazards and comply with safe work practices that will minimize the hazard to the lowest practical level. • Communicate with the Show Organizer to be aware of chemicals that will be brought into the facility how they will be used, stored and disposed of. • Support Show Organizer in communicating chemical hazard control requirements to Exhibitors and Contractors. • Notify Show Organizer or designate of any unsafe practices or conditions related to chemical hazard.
Show Security	<ul style="list-style-type: none"> • Monitor and enforce the safety rules related to chemicals as directed by the Show Organizer. • Notify Show Organizer or designate of any unsafe practices or conditions related to chemical hazards.
Delegate	<ul style="list-style-type: none"> • No access to show floor during move-in and move-out. • Comply with show Safety rules.

Best Practice Guidelines

9. Freight Storage and Stacking

Hazard

The stacking of freight during move-in and during the exposition can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items. Improper storage of freight can lead to fire hazards (flammables and combustibles) well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.

Hazard Control

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Work with the Facility to establish proper storage areas on the floor plan to minimize the creation of the hazard to the lowest possible level and comply with all fire code requirements.• Establish rules that limit the height of stacking, the areas for stacking, what may be stacked, the requirements for aisles and restricted access (signage).• Establish rules restricting the type of storage such as flammables, combustibles, waste, liquids etc.• Work with Contractor and Exhibitors to maintain and enforce proper storage and stacking of all freight.• Ensure their own staff involved with move-in and move-out are aware of the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level.• Include the storage and stacking of freight guidelines in Exhibitor packages and Contractor correspondence and reinforce on an ongoing basis.• Make every reasonable effort to advise Contractors and Exhibitors of the storage and stacking of freight requirements and document non-compliance.• Monitor the show floor storage areas on an ongoing basis to ensure compliance to the storage and stacking of freight requirements and take corrective action as required.• Establish a stop work policy until any hazardous condition related to improper storage and stacking is rectified.

Best Practice Guidelines

9. Freight Storage and Stacking

Whom	Activity
Contractor(s) (including Material Handling Contractor)	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of the hazard to the lowest possible level. • Ensure their own staff involved with the storage and stacking of freight are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level. • Ensure staff assigned to the stacking of freight have been trained on safe stacking practices and are competent. • Enforce the safe storage and stacking requirements with their staff. • Work with the Show Organizer, Facility and Exhibitors to ensure that safe storage and stacking requirements are complied with. • Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard. • Support Show Organizer in communicating safe storage and stacking requirements to Exhibitors.
Exhibitor	<ul style="list-style-type: none"> • Comply with the safe storage and stacking rules as directed by the Show Organizer. • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest possible level. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the safe storage and stacking rules. • Enforce the safe storage and stacking requirements with their staff and any contactor hired by the Exhibitor.
Facility	<ul style="list-style-type: none"> • Work with the show organizer to establish proper storage areas on the floor plan to minimize the creation of the hazard to the lowest possible level and comply with all fire code requirements. • Establish and communicate rules that limit the height of stacking, the areas for stacking and requirements for aisles. • Establish and communicate rules restricting the type of storage

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9. Freight Storage and Stacking

Whom	Activity
	<p>such as flammables, combustibles, waste, liquids etc.</p> <ul style="list-style-type: none">• Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize the hazard to the lowest practical level.• Review and approve the Show floor plan in conjunction with the fire marshal.• Support Show Organizer in communicating hazard control requirements to Exhibitors and Contractors.• Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.
Show Security	<ul style="list-style-type: none">• Monitor the show floor storage areas on an ongoing basis to ensure compliance to the storage and stacking of freight requirements.• Notify Show Organizer or designate of any unsafe practices or conditions related to the hazard.• Enforce the storage and stacking of freight rules as directed by the Show Organizer.
Delegate	<ul style="list-style-type: none">• No access to show floor during move-in and move-out.• No access to freight storage and stacking areas.• Comply with show Safety rules.

Best Practice Guidelines

10. Dock Safety

Hazard

The Dock area of any show is usually the area of the highest level of activity during move-in and move-out. This area is also accessed by personnel from the Show Organizer, Facility, Contractors, Exhibitors and Security. The primary activity taking place at a dock area is that of material handling using both manual and mechanical equipment such as pallet jacks, carts and forklifts. The high level of activity combined with the number of personnel in the area and the activity of material handling results in exposure to many health and safety hazards. All stakeholders should have health and safety hazards and controls related to the Dock area as part of their Risk Management Plan as outlined in the Risk Management section of this guideline. A number of the health and safety hazards related to the Dock area have already been addressed in this guideline and should be referenced in order to ensure that appropriate controls are implemented.

Some examples of the health and safety hazards in the Dock area include:

- foot injury from freight and mobile equipment (refer to guideline section 2a Hazard-Foot Injury)
- slips trips and falls from level surface or height due to things such as poor housekeeping, lack of proper railings, use of ladders/step ladders, inadequate lighting, wet or icy floors, uneven surfaces (refer to guideline section 3 Injury Due to Slips/Trip/Falls and section 6 Fall From Heights)
- personal injury or freight damage due to improper loading and stacking of freight (refer to guideline section 9 Freight Storage and Stacking)
- personal injury to pedestrians from being struck by material handling equipment (refer to section 5 Vehicular Traffic)
- personal injury or property damage due to a chemical spill (refer to guideline section 8 Chemical Usage and Exposure)
- personal injury related to manual material handling such as back, shoulder, arm and leg injury
- personal illness due to poor ventilation and air quality in the dock resulting in the accumulation of vehicle exhaust (carbon monoxide) or high levels of dust
- personal injury (heat exhaustion, heat stroke, frostbite, hypothermia) from exposure to extreme heat, cold, wind, rain or storm environments
- personal injury such as crush injury to the hand or foot from the operation of dock plates

Best Practice Guidelines

10. Dock Safety

- for forklift truck operators, hazards which can all be present at the same time within a very confined area include; ramps and inclines, overhead obstructions, dissimilar surfaces often wet and slippery, poor lighting in trailers, other vehicular traffic, pedestrian traffic, restricted views, sheer drops, trailer creep, congested staging areas, and accumulations of empty containers, pallets, and debris
- serious personal injury can occur to forklift operator or any persons loading and unloading trailer as a result of trailer creep (also known as trailer walk, dock walk) which occurs when the lateral and vertical forces exerted each time a forklift truck enters and exits the trailer cause the trailer to slowly move away from the dock resulting in separation from the dock leveller. Factors that affect trailer creep are the weight and speed of the forklift truck and load, the grade of the driveway the trailer is parked on, the softness of the suspension, the type of transition (dock levellers, dock boards) being used, and whether the trailer has been dropped off (spotted) or if it is still connected to the tractor. Separation from the dock also occurs when a driver prematurely pulls away while the truck is still being loaded/unloaded.

Hazard Control

Due to the fact that the Dock area is a common area as defined by this guideline all stakeholders play a very important role in working together to control all the health and safety hazards.

Whom	Activity
Show Organizer	<ul style="list-style-type: none">• Establish a move-in and move-out schedule with the Facility designed to minimize the creation of Dock hazards to the lowest possible level (i.e. larger exhibitors first and then smaller).• Work with the Material Handling Contractor to try wherever possible to separate pedestrian traffic from forklift traffic.• Train all employees that will work on the show floor and in dock areas on Dock safety hazards and controls.• Ensure all employees working the Dock area use personal protective equipment such as safety shoes, gloves and reflective vests.• Ensure employees are dressed appropriately for hot, cold, wind, rain environments and have access to warming and cooling areas

Best Practice Guidelines

10. Dock Safety

Whom	Activity
	<p>as well as drinking water.</p> <ul style="list-style-type: none"> • Do not allow trucks or any other vehicles to idle in dock areas. • Train employees on proper material handling and lifting techniques. • Include Dock Safety rules in the Exhibitor package in order to educate Exhibitors and reinforce the rules on an ongoing basis. • Ensure passenger elevators and escalators are not used for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables etc. • Communicate, monitor and enforce the Dock safety rules with all stakeholders (consider Dock Safety specific signage). • Ensure the dock area is included in the ongoing monitoring of health and safety compliance for the show move-in and move-out.
Contractor(s) (incl. Material Handling Contractors)	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of Dock hazards to the lowest possible level (i.e. larger exhibitors first and then smaller). • Work with the Show Organizer to try wherever possible to separate pedestrian traffic from forklift traffic. • Ensure that forklift truck operators have been trained on the hazards specific to working in Dock areas. • Train all employees that will work on the show floor and in dock areas on Dock safety hazards and controls. • Ensure that all trucks and other vehicles are parked in a way that will prevent trailer creep or premature departure of the vehicle from a loading dock (use dock locks or wheel chocks or other vehicle restraining devices). • Ensure that compressed gas cylinders conform to CSA standards and be handled according to regulations. Gasoline engines on mobile equipment shall only be re-fuelled outdoors. • Ensure a process and communication system is in place to ensure that there is no unscheduled or early departure of a truck from the dock prior the completion of the loading/unloading.

Best Practice Guidelines

10. Dock Safety

Whom	Activity
	<ul style="list-style-type: none"> • Do not allow trucks or any other vehicles to idle in dock areas. • Loading and unloading of small vans should be carried out at a street level dock or a specially designed ramped dock. If a standard raised dock must be used, consider temporarily or permanently blocking off adjacent docks to eliminate risk from trailers backing into areas where people are working. Also, use wheel chocks <u>behind</u> the van's wheels to prevent the van from rolling back potentially crushing someone between the van and the dock. • Ensure spotter (signaller) or vehicle escorts are used as required to ensure safe movement of vehicles. • Vehicles entering an enclosed Dock area should be free from snow and ice. • Ensure forklift trucks used to load/unload trailers are equipped with spotlights. • Do not allow pedestrians in trailers while a forklift truck is loading/unloading. The likelihood of being crushed by a forklift is greater in tight spaces. • Perform a visual inspection of the trailer prior to driving a forklift truck into it. Damaged and rotting floorboards are common in older trailers. • Limit the stacked height of materials in staging areas, especially if pedestrians will be working around the material. Also leave sufficient access aisles between rows of staged material if employees may be required to inspect or otherwise access the material. • If employees need to climb down into the dock area ensure proper ladders or stairs are provided and used. • Keep the dock areas clean and free of debris. • Ensure all employees working the Dock area use personal protective equipment such as safety shoes, gloves and reflective vests. • Ensure employees are dressed appropriately for hot, cold, wind, rain environments and have access to warming and cooling areas as well as drinking water. • Train employees on proper material handling and lifting

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10. Dock Safety

Whom	Activity
	<p>techniques.</p> <ul style="list-style-type: none"> • Monitor and enforce Dock safety rules at all times during move-in and move-out.
Show Security	<ul style="list-style-type: none"> • Monitor and enforce the safety rules as directed by the Show Organizer relating to Dock Safety. • Notify Show Organizer or designate of any unsafe practices or conditions related to hazards in the Dock area. • Train all employees that will work on the show floor and in dock areas on Dock safety hazards and controls. • Ensure all employees working the Dock area use personal protective equipment such as safety shoes, gloves and reflective vests. • Ensure employees are dressed appropriately for hot, cold, wind, rain environments and have access to warming and cooling areas as well as drinking water. • Do not allow trucks or any other vehicles to idle in dock areas.
Exhibitor	<ul style="list-style-type: none"> • Ensure their own staff involved with move-in and move-out are trained on the hazard and comply with safe work practices that will minimize Dock health and safety hazard to the lowest possible level. • Ensure any Contractors hired directly by the Exhibitor are aware, understand and comply with all the Dock safety rules. • Comply with the Dock safety rules as directed by the Show Organizer. • Not use Passenger elevators and escalators for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables etc. • Not operate any Dock equipment such as forklifts or dock plates unless trained and authorized to do so by the Show Organizer. • Keep the dock areas clean and free of debris. • Do not enter trailers while a forklift truck is loading/unloading. The likelihood of being crushed by a forklift is greater in tight spaces.

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10. Dock Safety

Whom	Activity
	<ul style="list-style-type: none"> • Loading and unloading of small vans should be carried out at a street level dock or a specially designed ramped dock. If a standard raised dock must be used, consider temporarily or permanently blocking off adjacent docks to eliminate risk from trailers backing into areas where people are working. Also, use wheel chocks <u>behind</u> the van's wheels to prevent the van from rolling back potentially crushing someone between the van and the dock. • Ensure that compressed gas cylinders conform to CSA standards and be handled according to regulations. Gasoline engines on mobile equipment shall only be re-fuelled outdoors. • Ensure a process and communication system is in place to ensure that there is no unscheduled or early departure of a truck from the dock prior the completion of the loading/unloading. • Monitor and enforce Dock safety rules at all times during move-in and move-out. • Vehicles entering an enclosed Dock area should be free from snow and ice. • Do not allow trucks or any other vehicles to idle in dock areas. • Train employees on proper material handling and lifting techniques. • If employees need to climb down into the dock area make sure proper ladders or stairs are provided and used. • Ensure all employees working the Dock area use personal protective equipment such as safety shoes, gloves and reflective vests. • Ensure employees are dressed appropriately for hot, cold, wind, rain environments and have access to warming and cooling areas as well as drinking water.
Facility	<ul style="list-style-type: none"> • Work with the Show Organizer to establish a move-in and move-out schedule designed to minimize the creation of Dock hazards to the lowest possible level (i.e. larger exhibitors first and then smaller). • Ensure their own staff involved with move-in and move-out are

Best Practice Guidelines

10. Dock Safety

Whom	Activity
	<p>trained on the hazard and comply with safe work practices that will minimize the Dock related hazards to the lowest practical level.</p> <ul style="list-style-type: none"> • Maintain all Dock related equipment such as lights, signs, wheel chocks, dock plates/levelers, doors, floors) in accordance with manufacturer's recommendations and in safe operating condition. • Use dock mounted lights to supplement the forklift truck lights or when manually loading/unloading trailers. • Use physical barriers at open edges of docks and ramps and to protect pedestrian walkways. • Use paint or tape to designate staging areas, through aisles, and loading lanes. • Do not allow trucks or any other vehicles to idle in dock areas. • Monitor and enforce Dock safety rules at all times during move-in and move-out. • Dock area should have adequate ventilation to avoid the accumulation of carbon monoxide and airborne dust. • Keep the dock areas clean and free of debris. • If employees need to climb down into the dock area make sure proper ladders or stairs are provided and used. • Designate areas for storage of used pallets, containers, and trash. Also limit the stacked height of used pallets and containers. • Ensure all employees working the Dock area use personal protective equipment such as safety shoes, gloves and reflective vests. • Ensure employees are dressed appropriately for hot and cold environments and have access to warming and cooling areas as well as drinking water. • Train employees on proper material handling and lifting techniques. • Train all employees that will work on the show floor and in dock areas on Dock safety hazards and controls.

Implementation & Monitoring

Implementation

The hazard controls recommended in this guideline are only of any value if implemented by Exposition Industry Stakeholders involved as applicable.

It is recognized that not all shows present the same level of hazards and risks. The type and level of hazard controls that need to be implemented will be based on the hazards that exist during all phases of a show. Required hazard controls must be fully and consistently implemented by all Exposition Industry Stakeholders in order to be effective.

Monitoring

All the hazard controls that are implemented should be monitored to ensure they are being applied and followed as required. All Exposition Industry Stakeholders share in the responsibility to monitor hazard controls. Each Exposition Industry Stakeholder should designate an individual whose role will include the constant monitoring of any hazard controls that have been implemented to ensure they are applied and effective in controlling the hazards.

The level of monitoring required would vary in relation to the complexity of the show and the hazards that may exist. Large shows having many complex booths or construction should designate a knowledgeable individual whose main role would be to monitor hazard control and overall health and safety.

It should be noted that any individual designated to monitor hazard controls and health and safety *does not replace* the requirement for the supervision of employees by the employer in relation to health and safety.

In most Canadian jurisdictions the employer and/or supervisor are legally responsible to ensure that all reasonable precautions are taken to protect the health and safety of employees/workers.

References & Resources

Canadian Association of Exposition Management <http://www.caem.ca>

Canadian Standards Association, <http://www.csa.ca>

Safe Workplace Promotion Services Ontario, www.iapa.on.ca

Alberta, <http://www.gov.ab.ca/hre>

British Columbia, <http://www.worksafebc.com/>

Manitoba, <http://www.gov.mb.ca/labour>

New Brunswick, <http://www.whscc.nb.ca/>

Newfoundland and Labrador, <http://www.hrle.gov.nl.ca/hrle>

Nova Scotia, <http://www.gov.ns.ca/enla>

Ontario, <http://www.gov.on.ca/LAB>

Prince Edward Island, <http://www.wcb.pe.ca/>

Québec, <http://www.csst.qc.ca/>

Saskatchewan, <http://www.labour.gov.sk.ca/>

Northwest Territories/Nunavut, <http://www.wcb.nt.ca/>

Yukon Territory, <http://www.wcb.yk.ca/>



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ABOUT THE CANADIAN ASSOCIATION OF EXPOSITION MANAGEMENT (CAEM)

It is the mission of the Canadian Association of Exposition Management to represent, improve and promote Canada's exposition industry

CAEM is made up of individuals involved in managing, planning and producing trade, consumer and professional expositions and associated events, as well as companies providing products and services to these events. Over the years, CAEM has developed standards of conduct; a professional certification program; educational programs and seminars; a newsletter; specialized publications; and positions on legislative and regulatory issues.

Our volunteer-driven committees; Education, Membership, Sponsorship and Special Events, Communications, Conference, Governance, and Health and Safety, have responsibility for individual tasks that contribute to the overall objectives of the plan.

Why Join CAEM

We believe that the exposition industry is a vital part of the marketing mix. CAEM is the recognized leading professional authority and advocate for the Canadian Exposition industry, trusted by its stakeholders. Excellence, professionalism, ethics, and education are not just words in our vocabulary, but also commitments we have made to the industry. CAEM membership means credibility and community for you, your company and the industry.

Membership is available in the following categories:

- Exposition Member - individuals involved in show management
- Associate Member - individuals supplying goods/services
- Retired Member - individuals fully retired from the industry
- Student Member – individuals registered full time in a recognized educational institute

To apply for membership complete the attached form or go to the CAEM website at www.caem.ca

Membership Benefits

Education...keep your finger on the pulse of the industry and hear about the latest trends and practices from industry experts. CAEM offers keynote presentations and luncheons on vital aspects of exposition management and business practices. These meetings also offer excellent opportunity to meet and network with industry peers. Topics at these sessions are based on a survey of industry requirements and preferences. Education sessions are recorded and these webinars are available online to members only.

Professional designations...the Certified Director of Expositions (C.D.E.) and the Certified Exhibition Manager (CEM) is the seal of exposition management professionalism. Members can earn and display this designation proudly.

Networking and interaction opportunities with industry colleagues...by being a member you are automatically connected to a community of industry colleagues. Whether you interact with peers at a meeting, pick up the phone or send an e-mail when you need feedback, CAEM membership provides the framework for that vital network. **Member Meetings...**roundtable forums at which CAEM Members discuss industry issues and share solutions for the unique challenges faced by all.

Annual conference...the industry's premier event of the year, with over two days of top industry, business and professional speakers, networking with peers, prospects and clients, plus the Supplier Summit Trade Show.

Positions on industry issues and representation to government and various organizations...CAEM has taken a stand on such industry issues as facility protection policies, exclusive & official contractors, amusement taxes, music copyright, GST & HST, and has been vital in striking the Task Force of Safety and Health Issues.

Employment referral services...looking for an industry professional or a new position? Use CAEM's specialized publication and web site service, ConnEXions, to advertise an opening or find a job.

Newsletter...published 6X per year, *Communique* keeps you current on association activities and key industry issues. In-depth interviews with experts, articles by suppliers and explorations of important industry topics are reasons why members rate *Communique* as one of CAEM's most popular benefits..

Publications...receive FREE with membership a subscription to *Meeting and Incentive Travel Magazine*.

Industry alliances...CAEM is a member of the Center for Exhibition Industry Research (CEIR) Industry Council and has a reciprocal agreement with the International Association of Exhibitions and Events (IAEE) and the National Association of Consumer Shows (NACS), entitling CAEM members to special privileges within these organizations. CAEM works closely with Canadian association on issues affecting the tourism, meetings and conventions industry.

Resources...The management team at the CAEM office can assist with a variety of requests and maintains a resource library for members' convenience.

Advertising & promotional opportunities...Supplier Summit Trade Show - newsletter - directory - mailing lists - event sponsorships – email broadcasting. Reach a targeted market using these services.

www.caem.ca...a user-friendly web site that serves as a resource tool for both members and exhibitors and features many links to industry web sites.



HEALTH AND SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA

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