

Introduction to Diversified Communications Australia Policy on Work/Occupational Health & Safety.

The policy of Diversified Communications Australia Pty Ltd (Diversified) is to provide all employees with a safe and healthy working environment. The guidelines prepared by Diversified are designed for use during the Move-in, Open period and Move-out periods of the events organised by the company. The management of Diversified will make every reasonable effort to create a safe and healthy workplace through careful attention to accident prevention, hazard control and removal, injury protection and health preservation.

In accordance with Diversified work/occupational health and safety policy the company is committed to the health and safety and welfare of those working at and visiting Diversified events. At no time will Diversified knowingly be in breach of legislation that will render Diversified liable for prosecution. Diversified aims to provide and maintain a working environment and systems of work which do not involve risk to the health and safety of persons on site.

Diversified is not only committed to the legal requirements but also to embracing the spirit of the various state Work Health & Safety / Occupational Health & Safety Acts. It is also the policy of Diversified to actively monitor changes in acceptable standards and legislative obligations.

This policy statement is for the benefit of all persons including Diversified employees, exhibitors, delegates, visitors and service providers involved in design, construction, demolition, installation and removal of exhibits, vehicle and plant control and any other related site activities undertaken by approved contractors, subcontractors and self-employed operators.

In conjunction with this policy, a series of safe working rules and procedures on specific individual safety and health matters have been established by Diversified and issued to employees. Health and safety at work is both an individual and shared responsibility of all employees.

The success of our occupational health and safety policy ultimately depends on the willingness of all Diversified staff members to work co-operatively and responsibly with a commitment to achieving a safe working environment.

Diversified Communications Australia Pty Ltd Occupational Health and Safety Policy

Section A: General Statement of Policy

The company is committed to the provision and maintenance of safe and healthy working conditions both at its own office premises and elsewhere for staff employed by the company and for contractors, exhibitors and visitors. It is also committed to ensure compliance with all statutory requirements and codes of practice. In accordance with its duty under the various State occupational health and safety Acts the company has produced the following statement of policy in respect of occupational health and safety at premises controlled by third parties.

Please see below the list the acts applicable to the states of Australia. Where this document refers to the OH&S Act it applies to the state Act where the event is being held:

NSW:	Model Work Health & Safety Act 2012
VIC:	Occupational Health & Safety Act 2004
QLD:	Model Work Health & Safety Act 2012
SA:	Model Work Health & Safety Act 2012
WA:	Occupational Safety & Health Act 1984
NT:	Model Work Health & Safety Act 2012
TAS:	Model Work Health & Safety Act 2012
ACT:	Model Work Health & Safety Act 2012
FEDERAL:	Work Health and Safety (Transitional and Consequential Provisions) Act 2011)

The company has introduced procedures for working with venue operators, independent contractors and exhibitors/delegates. Their purpose is to ensure awareness of their responsibility for occupational health, safety and welfare of all employees whose duties involve working with any particular event organised by Diversified Communications at any external site.

The company will liaise with venue owners, contractors and exhibitors/delegates so far as is reasonably practicable, to ensure particular attention is paid to:

1. The provision and maintenance of plant and systems of work that are safe and healthy for all staff and contractors employed at a show, supplied by the venue or professional companies.
2. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, or in accordance with venue rules and regulations.
3. The provision of information, instruction, training and supervision, to ensure the health and safety at work of employees and others at a staff meeting prior to any event.
4. Maintaining the venue in a safe condition in accordance with guidance and rules and regulations by the venue.
5. The provision of a safe means of access to and exit from the venue.

6. The maintenance of a working environment that is safe, without risk to health and safety and provides adequate facilities and arrangements for welfare at work.
7. The provision of safety equipment and clothing to provide protection from injury.
8. Arrangements for ensuring that visitors, and persons who are not employed by the company or by the venue owner, independent contractor or exhibitors, but who may be affected by the activities of them, are not exposed to risks to their health and safety.
9. Arrangement for consultation with employees and with venue owners, contractors, exhibitors/delegates and other professional bodies periodically to ascertain what measures should be taken to increase awareness of occupational health and safety and to ensure that all necessary measures are taken to make this policy effective.

Section B: Organisation and Responsibilities within Diversified Communications.

1. Executive

The Managing Director representing the Diversified Communications Board of Directors has overall responsibility for safety in the company, whether on or off-site and will monitor the company's safety policies on a regular basis. The responsibilities include keeping a watching brief on changing safety legislation and the investigation of accidents at external venues. The Board will also ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees of the company whose duties include working at external venues in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency both on and off-site.

2. Responsibility for Venues

Diversified Communications will:

- a) when making arrangements to hire a venue the company has not used before, carry out a full occupational health and safety inspection of the site;
- b) prepare a written assessment of the health and safety risks of new and existing sites following the inspection;
- c) re-inspect sites the company has previously hired, on an annual basis, updating the written assessment where appropriate;
- d) inform the operations/events manager of particular occupational health & safety requirements of individual sites and of any changes in procedures introduced.
- e) prepare risk assessments on each individual event to conform to venue standards and all Worksafe Acts and regulations.

3. Operations/Event Manager

The Operations/Event Manager, whether directly employed or freelance, will be responsible for liaising on site with venue owners, contractors and exhibitors/delegates regarding occupational health and safety. The Operations/Event Manager will:

- a) ensure all company staff, exhibitors and contractor's representatives know the whereabouts of the venue's medical centre and first aid boxes and understand the venue's fire and emergency procedures;

- b) ensure all company staff, exhibitors and contractors are aware of this occupational health and safety policy;
- c) investigate all accidents on site with the assistance of venue staff and the Show Manager or in their absence the Managing Director with a view to prevention. Investigation and relevant reports will be passed onto the venue security manager;
- d) ensure good housekeeping standards are applied;
- e) oversee the inspection and maintenance of company equipment and facilities and those provided by the venue owner, by independent contractors and exhibitors such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes with assistance of the occupational health & safety officer;
- f) together with event security, the venue occupational health & safety officer, independent contractors and exhibitors, inspect and ensure that equipment and facilities such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes are maintained safely and monitor work practices on a regular basis throughout build up, open days and breakdown.

4. Reporting Accidents & Near Miss

- a) In the event of an accident causing injury, ensure that the injured person is being cared for and send immediately for the Operations/Events Manager and venue occupational health and safety officer and for assistance from the event security staff who are qualified first aid personnel. Ensuring that the injured person is not moved.
- b) Report the full details to the venue occupational health & safety officer and the operations manager who will ensure the incident is recorded in the accident book for the site and for the company. The accident will be reported to the inspecting authority where necessary.
- c) Any “near miss” incident that occurs should also be reported to the Operations/Events Manager who will be responsible for making a full report to the Head of Operations or in their absence The Managing Director.
- d) All accidents will be investigated by the operations/events manager, venue occupational health & safety officer, event security and with a representative of an independent contractor or exhibitor/delegate if appropriate, will pass on all reports to the venue. A report will be made to the board and to any other interested parties who will ensure that appropriate action is taken to prevent recurrence.

Section C: Occupational Health & Safety Acts (various)

Diversified Communications assume their responsibilities in accordance with the various state Work Health & Safety / Occupational Health and Safety Acts and it is vital that exhibitors/delegates and their contractors do the same. The move-in, open period and Move-out are covered by these and other mandatory requirements covering the various state acts in relations to equipment, building control, construction safety, employee regulations, dangerous goods, preventions of fall and local authority regulations.

Further to this we ask that exhibitors and contractors follow national WHS / OHS standards and codes of practice as outlined at the end of this document.

Further information and advice can be sought through the Diversified Communications Operations department.

Section D: Organisation and Responsibilities of the Exhibitor

As organisers, it is Diversified Communications policy to manage all events in accordance with the above and make the event environment safe so far as is reasonably practicable. This section has been produced to provide exhibitors/delegates with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with occupational health and safety procedures. To this effect, Diversified Communications has event medical and security facilities provided on site.

It is important that each Exhibitor:

1. Undertakes their own risk assessment
2. Obtains a suitable method statement from their principal contractors (This should be submitted with space only plans).
3. Completes and returns 'The Occupational Health and Safety Form' by the due date. The organisers have satisfied themselves that the shows own appointed and recommended contractors / suppliers are competent in the tasks required of them. The organisers have received and checked their risk assessments and safe working procedures are suitable and sufficient for the exhibition. Should an exhibitor wish to use the services of these appointed contractors, then the exhibitor at their discretion will not need to request these particular details.

The following are some of the principle areas which need to be considered and brought to the attention of staff, contractors and others associated with your event. This is not a comprehensive list but covers pertinent matters which require your thought and consideration, before and during your time on site, i.e.:

- a) The understanding of Fire and Emergency Procedures of the premises and the location of the event first aid centre. (All event security are first aid trained)
- b) The need to maintain gangways, as indicated on the floorplan throughout the exhibition, including move-in, Show Open and moveout situations.
- c) The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- d) Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- e) That forklifts are not used by anyone other than fully trained personnel.
- f) That chemicals and flammable liquids are, after use, removed from the venue by the user or, in exceptional circumstances, brought to the attention of the company cleaning department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- g) Any work area is maintained free from general waste materials which could present a hazard to operatives and others.
- h) That proper scaffolding is used during the construction of any buildings and structures within the Halls, safety features of the scaffolding are provided, as per laid down standards, and that any scaffold tower in use is properly stabilised and propped.

- i) That all overhead rigging work is carried out by properly trained operatives and that such persons have available to them the use of approved and tested safety harnesses and equipment and that restrictions on portable equipment etc, which may be carried and or used in such circumstances as over audience working is known to them and complied with.
- j) That all materials used for consumption or display comply with the venue and regulations and not less than acceptable standards of flammability.
- k) That all electrical work within the venue will be carried out by the organisers nominated contractor. Compliance with the relevant Electrical codes of practice and regulations is mandatory.
- l) A person must be appointed for your company who is responsible for all work health & safety / occupational health & safety matters on the stand.
- m) All personnel should operate in a positive manner to ensure occupational health & safety regulations are complied with.

The above list is not an exhaustive list. It is intended to ensure that a safe workplace is maintained and that exhibitors and events etc are run smoothly and safely. Exhibitor assistance in ensuring that all personnel involved with the exhibition or event are aware of their responsibilities in respect to occupational health & safety is essential to maintain a safe and successful environment.

We advise that each exhibitor should undertake a risk assessment prior to the exhibition, identifying the hazards present on-site and ways in which you will then minimise and control those hazards.

All exhibiting companies/participants are responsible for their staff, their contractors, sub-contractors and visitors on and around their stand from the first day of move-in through to the last day of move-out.

Both space only and shell scheme exhibitors / participants must ensure that all individuals, companies, exhibits, special features and materials they bring to the Show, comply with the various state Occupational Health and Safety Acts to ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the event and that their actions or inactions do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

Shell scheme exhibitors are also required to complete and return the Occupational Health and Safety declaration form. Space only exhibitors are advised, at the tender stage, to ask to see your principle contractors risk assessment specifically designed for the unique exhibition and event environment. Ask for their staff training record, accident statistics, take up references, proof of previous work standards, proof of Public Liability Insurance – in short satisfy yourself that your Contractors are reliable and competent. Space only exhibitors can best manage occupational health and safety on-site by appointing a representative from their own company to oversee every element of their exhibition stand construction – a ‘Planning Supervisor’ (or foreman) with specific responsibility for managing occupational health & safety – including the provision of proper information and instruction, training and supervision of all parties concerned throughout the Show. The planning supervisor will be responsible for undertaking a risk assessment and obtaining method statements from your contractors before move-in. Please note that if the planning supervisor will only be present during build up and breakdown, then a

senior person must be appointed to control occupational health & safety matters during the open period.

Provide suitable training, instruction and information to your staff and contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities. It is strongly suggested that Work Health & Safety / Occupational Health and Safety matters are covered in a pre-show meeting / training sessions.

Plan your time during move-in and move-out. Schedule a late working roster.

In essence all employees, exhibitors, contractors, visitors and venue operators are expected to obey all safety procedures, instructions and rules and to accept their part of the responsibility for protecting the safety of themselves and those around them.

Codes of Practice

Below is a list of important national OH&S standards and codes of practice which may be pertinent to your operation and therefore you should follow.

The list below is not exhaustive, and some may be relevant to onsite and internal (office). Please contact either People & Performance or the Operations Department for further information:

Manual Handling;

Occupational Noise;

Hazardous substances;

Plant;

Certification for users & operations of industrial equipment;

Major hazardous facilities.