

# THE INTERNATIONAL CENTRE

## Health & Safety Guidelines

1. Always act in accordance with Health & Safety Standards
2. During set up and tear down the show floor is considered an **industrial** site and the correct Health & Safety procedures must be followed
3. **No children under the age of 16 are allowed on the show floor during move in and move out**
4. Shoes should be closed toed – preferably steel toed
5. No pump trucks or dollies are permitted to go through any glass doors. Only items that can be carried by hand
6. Forklifts must obey the following guidelines:
  1. No drinking and driving (alcohol)
  2. No smoking and driving
  3. No speeding
  4. Do not raise forks excessively when not needed. Drivers must carry items in a practicable way.
  5. Seatbelts must be worn at all times
  6. Workers must not operate forklifts unless they are trained and certified
  7. Drivers must ensure that forklifts used in poorly lit areas are equipped with lighting that illuminates the working area around the forklift as well as the forklift control panel
  8. No part of a load may pass over any worker.
  9. No load may exceed the maximum rated load capacity
  10. If an operator does not have a clear view of the path, assistance from a signaler who has been instructed in a code of signals for managing traffic in the workplace should be employed.
  11. A forklift must not be used to support, raise or lower a worker unless the work is carried out in a fork-mounted work platform
  12. Barriers, warning signs, designated walkways or other safeguards should be provided where pedestrians may be exposed to the risk of collision with a forklift.
  13. Maintain sufficient air quality in areas where internal combustion engine powered forklifts are used, to control carbon monoxide and carbon dioxide hazards.
  14. A forklift left unattended must be immobilized and secured against accidental movement, and forks, buckets or other attachments should be in the lowered position or be firmly supported.
  15. No part of operator's body should extend beyond the side of the forklift while in operation
  16. Passengers are not allowed in the forklift while in operation unless the forklift is specifically designed with a passenger seat
7. If there are any Health and Safety concerns; document them and contact the nearest health and Safety rep before an accident may occur
8. Safety harnesses should be worn at all times when conducting any overhead work on a scissor lift
9. Do not stand on chairs, tables or the top rung of a ladder
10. Report any known workplace hazard
11. Report any defective equipment
12. Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct