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## WORKPLACE HEALTH & SAFETY - CONTRACTOR INFORMATION PACKAGE

### Introduction

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This information package provides Informa exhibitors and contractors with important information that will be required to plan and manage work on all stages of the event. It contains key details about the Informa WHS management system and site contacts.

It is the responsibility of the contractor that the requirements set out in this information package are observed and performed by themselves, subcontractors and associates.

Contractors are to return the acknowledgement form 7 days before work is started in the event.

For more detailed information about the event or our operations, please contact our Informa operations team on [operations@informa.com.au](mailto:operations@informa.com.au) or +61 (0) 2 9080 4434.

### Acknowledgement Form

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I hereby acknowledge receipt of these requirements.

I understand that contractors and sub-contractors working on site at or for Informa must comply with these requirements.

I will ensure that all contractors and sub-contractors engaged to work at or for Informa are familiar with and are appropriately equipped to comply with these requirements.

If contractors and sub-contractors are engaged, they must bring the below with them onto the site and provide this to Informa:

- Public Liability Insurance incl expiry
- Workers Compensation Insurance incl expiry
- Job Safety Analysis (JSA) OR Safe Work Method Statement (SWMS)

**\*\*All contractors and sub-contractors on the day MUST visit the Registration Desk to complete the Contractors Sign-On Form or Logbook (this is a daily requirement)\*\***

**Event:**

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**Event Date:**

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**Venue:**

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**Company:**

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**Name:**

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**Position:**

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**Signature:**

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**Date:**

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**This form must be completed and returned to [operations@informa.com.au](mailto:operations@informa.com.au) no later than 7 days prior to the event.**

## TABLE OF CONTENTS

<b>WHS Contractor Information Package .....</b>	<b>1</b>
Introduction .....	1
Acknowledgement Form .....	1
<b>Work Health &amp; Safety Policy.....</b>	<b>3</b>
Commitments .....	3
Objectives .....	3
Responsibilities .....	3
Management.....	3
Workers .....	3
<b>Contractor Requirements .....</b>	<b>4</b>
Documentation .....	4
Safety Management.....	4
A. Personal Protective Equipment (PPE) .....	4
B. Tools and Equipment .....	4
C. Hazardous Chemicals.....	4
D. Working at Heights .....	4
E. Hot Works .....	5
F. Plant and Equipment.....	5
<b>Onsite Information.....</b>	<b>6</b>
Emergency Procedures .....	6
Incident Notification.....	6
First Aid .....	6
Spot Checks.....	6
Others .....	6
Consultation .....	7
A. Daily Briefings .....	7
B. Site Contacts.....	7
<b>Forms.....</b>	<b>7</b>
Contractors Onsite Sign-in Form .....	8
Hot Work Permit.....	9

## WORK HEALTH & SAFETY POLICY

At Informa Australia, we are committed to the health, safety and welfare of our workers, including staff, contractors, visitors and exhibitors.

### **Commitments**

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As part of our overall risk and safety program, Informa Australia is committed to:

- Complying with relevant legislation, codes of practice, standards and guidelines applicable to Informa and to exceed industry best practice standards
- Complying with the Informa Group Framework
- Documenting, implementing and communicating the risk and safety policy to all staff, suppliers, contractors and venues and providing adequate resources to ensure this risk and safety policy is maintained
- Seek, value and incorporate staff opinions in relation to decision making processes impacting on workplace health and safety
- Providing appropriate training to staff and suppliers where appropriate
- Pro-actively liaising with venues to collaboratively provide a safe venue for all stakeholders, and
- Periodically reviewing our entire risk and safety program to ensure it remains relevant and appropriate given the nature of our business.

### **Objectives**

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The overall objectives of our risk and safety program are:

- Zero injuries
- To provide effective and meaningful consultation to staff regarding issues that affect their health, safety and welfare
- To implement a risk and safety management program to identify, assess and control all risks to the health, safety and welfare, including international travel, of all people affected by our undertakings, and
- To provide adequate information, training, instruction and / or supervision to all workers to ensure work is conducted in the safest possible manner.

### **Responsibilities**

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#### Management

The promotion and maintenance of risk and safety is primarily the responsibility of event management. To this end, it is Informa Australia's responsibility to develop, implement and keep under review, in consultation with venues, suppliers and workers a risk and safety program capable of managing risks associated with Informa operations.

#### Workers

All workers are required to cooperate with the intent of this Work Health and Safety Policy and supporting procedures to ensure their own health and safety and the health and safety of others in the workplace.

Each contractor is required to ensure that the intent and requirements of the risk and safety plan are effectively met and implemented in their areas of control, and to support any subordinates and hold them accountable for their specific responsibilities, including sub-contractors.



**Spiro Anemogiannis**  
Managing Director

**Dated:** 13 March 2019

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## CONTRACTOR REQUIREMENTS

### Documentation

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All contractors and subcontractors are to provide Informa with the following information and documentation prior to the commencement of any works:

- Certificate of Currency of your Work Cover Policy
- Certificate of Currency of your Public Liability Policy (at least \$10 million)
- Copy of Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) for all works to be undertaken at the event
- Signed and return of the Acknowledgement Form
- All contractors entering the site must complete the Contractor Sign-on Form and must provide this to the Informa Supervisor onsite each day

### Safety Management

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#### A. Personal Protective Equipment (PPE)

All contractors, tradespeople and Informa staff are to wear high visibility safety vests at all times whilst in the exhibition site during move in and move out of all exhibitions.

Enclosed toe shoes must be worn at all times when on site.

Contractors must supply their own personal protective equipment e.g. eye protection, hearing protection, gloves, safety helmet and must wear the equipment in designated areas and otherwise, as appropriate or determined by a risk assessment.

#### B. Tools and Equipment

- All contractors' tools and equipment used on site must be maintained in good and safe order and condition.
- Residual Current Devices (RCD) are to be provided by the Contractor and used on all power tools. Power leads must be routed to minimise the risk of accidents or damage.
- Power tools and power leads must have current Electrical Safety Test Tags.
- Where ladders are to be used they must be of a suitable type for the task and be properly secured before use. A licensed scaffolder or rigger must erect scaffolding.
- Barricades and signs must be supplied by the contractor and erected to prevent access to areas where persons are working overhead.
- The contractor is solely responsible for the safe keeping of all tools and equipment brought to site.

#### C. Hazardous Chemicals

Contractors with chemicals must comply with the legislative requirements for storage, handling and transportation. Where possible the need for hazardous substances should be eliminated. Appropriate personal protective equipment (PPE) must be worn at all times when handling chemicals

A Material Safety Data Sheet (MSDS) must be produced upon request for any chemicals or hazardous materials brought, stored or handled, as well as disclosure of the chemical usage on the appropriate Job Safety Analysis (JSA). All employees/contractors have access to material safety data sheets for chemicals kept on site.

#### D. Working at Heights

A large amount of work within the event requires work to be conducted from heights such as rigging, shell scheme builds, hanging banners and building custom built stands.

The definition of a fall means a person's involuntary fall of more than two meters.

For all tasks involving work from heights above two meters, preference should be given to the use of platform ladders, scissor lifts, scaffolding or elevated work platforms.

Appropriate and approved harnesses or fall restraints devices capable of arresting a fall from a height of no more than 1.8 meters must be used whenever personnel are working at height. This includes riggers, scaffolders, stand builders, audio visual staff, lighting crews on trusses etc.

A "Safe Work Method Statement", addressing the height activity, hazard and control measures in place is required for any work on site where a person is working in an elevated position greater than 2 meters. This needs to be sent to [operations@informa.com.au](mailto:operations@informa.com.au)

### E. Hot Works

A “[Hot Work Permit](#)” is required for all “hot work” e.g. welding or flame cutting or where a fire hazard is created. *This permit is located in the Forms section of this document.*

Contractors must supply and erect welding screens around all welding operations and ensure that appropriate firefighting equipment is readily at hand.

### F. Plant and Equipment

Relevant licences, permits, accreditations are required when operating machinery. All forklift and lifting equipment operators must carry their current license and their driving licence.

Plant and equipment must be appropriately tested and tagged, and be in good working order when using on the exhibition site.

LPG fuel must be handled and stored in accordance with the relevant standard for the handling and storage of combustible gases.

General guidelines for use of LPG fuel are:

- The use of LPG indoors should be avoided whenever possible
- All installations must comply with state regulations, AS1596 LP Gas – Storage and Handling, and AG 601 Gas installation Code
- Installation and connection is to be carried out by a licensed installer
- Installations and connections should be tested for leaks
- LPG cylinders shall not exceed 45 kg in size
- Cylinders and connections are to be protected from accidentally damage and impact, and inaccessible to unauthorised persons
- A dry chemical fire extinguisher is required per appliance
- All gas cylinders must be removed from the building at the end of each day, and stored in suitable storage facilities outside or removed from the premises over-night.

In addition, forklifts powered by an LP Gas engine must be refueled, parked and stored:

- At suitable, well-ventilated areas as directed by the venue operator
- At a safe distance from combustible material, sources of heat, sources of ignition or open pits, unless such pits are adequately ventilated.

Whilst changing bottles:

- Never smoke whilst replacing cylinders
- Always wear gloves;
- Always check for leaks.

Informa requires the isolation and lockout of items of plant and equipment prior to any repair or maintenance work being carried out on the equipment, so that any potential hazards are eliminated or controlled.

This is also to prevent the operation of faulty or dangerous plant or equipment or the operation of energy sources (hazards) which will harm personnel working downstream from the point of isolation.

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## ONSITE INFORMATION

### **Emergency Procedures**

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If any emergency arises contractors must contact Security or the Informa Supervisor immediately on the relevant contact phone number.

Upon hearing the Emergency Evacuation Warning, contractors must proceed to the nearest assembly area or as directed by the Area Fire Warden. The nearest assembly area will be shown to you during the induction process.

Please refer to the Venue Evacuation Plan (during stand build) and the Venue Emergency Procedures (during the event) information provided to you by Informa Operations prior to the event.

### **Incident Notification**

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All injuries are to be reported to the Informa Supervisor immediately. First Aiders can be contacted through Security or the Informa Supervisor. Informa's Accident and Incident Report Forms are to be completed each time.

A range of serious accidents have to be reported to the relevant statutory authority immediately they occur, in addition to being recorded in the Injury / Incident Register. It is the Informa site management representative's duty to make these reports.

### **First Aid**

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Service Providers will be responsible for providing their own comprehensive first aid kit and first aiders. The kit should also display emergency contact numbers, to cover identified potential emergencies. Each first aid incident must be recorded in a First Aid Treatment Register, and every accident on-site, however trivial, must be reported to Informa management and the subject of an entry into the Informa Injury / First Aid / Incident Log, located in the Informa management's on-site office. All incidents will be investigated Informa management to prevention any recurrence.

### **Spot Checks**

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Informa will conduct random safety checks of works to ensure compliance to WHS site requirements. Any reported unsafe work will require an immediate stop of the works and the relevant persons or organisation may be removed from site until the required corrective action has been taken.

### **Others**

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- Contractors are to take all precautions to ensure that only clean water is discharged to storm water drains. If you have any doubts as to procedures to be followed contact the Informa Supervisor, as your action may constitute a breach of the relevant State's Environment Protection Act.
- Contractors' vehicles are permitted into loading bays on site for setting down and picking up of tools and equipment. Vehicles are to be parked only in designated parking areas on site.
- The maximum Vehicular Speed Limit on site is never to be exceeded.
- All contractors driving or operating vehicles or plant and machinery must hold all necessary licenses or certificates of competency, in accordance with the relevant State WHS legislation.
- No contractor or subcontractor shall be engaged to work at an Informa controlled site or event if he or she is not capable of understanding these requirements or of reading Safety Notices in the English language.
- Fire hydrants, hoses and other fire protection equipment must not be used for any purposes other than firefighting.

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## Consultation

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### A. Daily Briefings

Informa will determine the need for daily contractor briefing. This will depend on the size of the event. In case daily briefings are in place all contractors incl, stand builders, carpet layers, riggers etc. are required to attend these meetings.

Outline of meeting:

- List key risks for the day
- Overview of venue emergency producers during stand building; ensuring everyone is aware of areas that must be cleared of all hazards
- Completed 'Contractors Onsite Sign-in Form', to be handed to Site Contacts each day
- AOB

### B. Site Contacts

Refer to your Site Contacts information provided to you by Informa Operations prior to the event.

## FORMS

See in below pages the available forms to be completed.

### **1. Contractors Onsite Sign-in Form**

To be completed and returned to the Informa Supervisor onsite each day.

### **2. Hot Work Permit**

Required for all "hot work" e.g. welding or flame cutting or where a fire hazard is created.

**Contractors Onsite Sign-in Form**

To be completed and returned to the Informa Supervisor onsite each day.

**Company Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Stand Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:** All sub-contractors must have provided the following to Informa Exhibitions prior to being onsite. Please note that you may be asked to show these onsite.

- Public Liability Insurance incl expiry
- Workers Compensation Insurance incl expiry
- Job Safety Analysis (JSA) OR Safe Work Method Statement (SWMS)

**LIST OF ALL CONTRACTORS ON-SITE:**

Employee Name	Direct employee of contractor (Y/N)	Employer Name (if not contractor named above)	Time in	Estimated time out



## Hot Work Permit

**This permit must be displayed in work area by the person who is to perform the work and returned to the issuing officer on completion of work.**

Note: this Permit is only valid for date of issue.

**Permit No:** \_\_\_\_\_

**A.**

Valid on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**B.**

Job number:	Building/Location:
Brief description of work (to be completed by the person who is to perform the work).	
List the equipment to be used	
List the fire fighting equipment to be provided at the worksite	

**C. Informa to certify that the following actions have been completed by the person who is to perform the work:**

<i>All questions are to be answered by the issuing Project Officer, 'NA' means 'not applicable'</i>	Circle	
Have drains, pits and depressions been checked, isolated and sealed?	Y	NA
Have combustible materials been removed from the work area or made safe?	Y	NA
Have tanks, valves, vents and pipelines been blanked off or effectively isolated?	Y	NA
Has the work site been tested for flammable gases?	Y	NA
Is ventilation adequate?	Y	NA
Are spark and flash screens in place?	Y	NA
Have leaks from valve and pump glands, flanges and the like been controlled?	Y	NA
Have pressure relief valves been vented to safe areas?	Y	NA
Has contaminated ground and surfaces been covered with non-combustible material?	Y	NA
Is the fire equipment checked and laid out ready for use?	Y	NA
If required, has a fire watch been organized?	Y	NA
Are climatic conditions satisfactory for hot work to be done?	Y	NA
Has the site of the hot work been isolated and roped off?	Y	NA
Have fire systems been isolated?	Y	NA
Has SWMS been accepted		Y

**On completion of hot work:**

**D. The hot work is complete and the work area made safe.**

Person performing the work (name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ am / pm

**E.**

The worksite has been inspected by me 30 minutes after work was notified as completed, or at the expiry/cancellation of this permit (whichever comes first) and declared safe for normal operations to resume and any fire systems have been re-activated.

INFORMA Project Officer (name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ am / pm