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# Guidelines

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Workplace Health & Safety  
Event Design & Construction for  
Event Organisers, Contractors & Exhibitors

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## Guidelines – Document Control

This is the current version of this document. No hard copies have been issued.

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The Operations Director shall be responsible for implementing and maintaining this manual.

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## **Introduction**

This document has been provided to assist Event Organisers, Contractors and Exhibitors to meet their legislative obligations and to provide information on Standards that must be observed while working within the Brisbane Convention & Exhibition Centre (BCEC).

All Event Organisers, Contractors, Exhibitors and other visitors to the BCEC must abide by all relevant Legislation, Australian Standards, Codes of Practice and BCEC site safety rules.

The following Guidelines are intended as an additional source of information on the subject matter covered. It does not purport to be comprehensive, or to render expert or legal advice. The BCEC does not represent the relevant Statutory Authorities mentioned in these Guidelines.

Where possible, references are made to relevant sections of codes, regulations, and Standards to enable the reader to source additional information from these publications.

It is up to the reader to conduct sufficient investigations to keep abreast of relevant legislation and Australian or Industry Standards, so as to fulfil all obligations required by these authorities and governing bodies.

The BCEC does not accept responsibility for the accuracy or omissions of any statement, opinion, advice or information in these Guidelines.

## Access Policy

Event Planners, Organisers and Contractors must ensure that all events held at the BCEC are designed and built to adequately reflect the needs of all attendees including those with a disability.

The event environment must allow equitable and dignified access to people with mobility, vision hearing or intellectual disabilities.

A person may not be excluded from entry or removed from an event on the basis that they have a disability. Event access must be non discriminatory.

## Aerial Performers

Refer to [Artist and Performers](#)

## Air Conditioning Vents

Care should be taken to position drapes and theming not to obstruct airflow from air conditioning vents in any room. In the Ballroom drapes may cover vents at the long end (North) and riverside (East) stage positions only. Drapes and other theming materials must be rigged below the level of vents on the Servery (West) side of the room on all occasions.

## Amusement and Entertainment Devices

To the specified high risk plant requirements of the Workplace Health & Safety Act 1995, Workplace Health & Safety Regulation 1997, AS/NZ 3000, AS 3002, AS 3100 and AS 3533.

The definition of an amusement device means, a device:

1. Used for commercial purposes and
2. Used or designed to be used for amusement, games, recreation, sightseeing or entertainment, and
3. On which persons may be carried, raised, lowered or supported by any part of the device and (including for example: any car, carriage, platform, cage, boat, plank, chair, seat or thing) while the part of the device is in motion.

Other Entertainment Devices means but is not limited to: other devices such as shooting galleries ring the bell, knock-em downs, laughing clowns, golf swing analysis, dunk-em.

It is the policy of the BCEC that amusement devices and other entertainment devices used within the BCEC site must:

1. Be operated by the owner or an employee of the owner.
2. The owner must provide a current copy of any license, registration, permit or certificate to operate associated with all devices brought onto the BCEC site.
3. Must provide a copy of public liability insurance certificate
4. Must sign a Standard Terms for Contractors document
5. No employee of the BCEC is permitted to operate any amusement or entertainment device on the BCEC site.

The above mentioned documentation must be provided at least 48 hours prior to the event commencing, otherwise approval to operate the amusement devices on the BCEC site will not be granted.

Where there is potential for spectators to be struck by any object from the amusement device, a risk assessment will need to be documented to ensure that the risk to patrons from the device are minimised.

## **Animals**

Where any animal (includes amphibians, mammals, reptiles, insect, bird, fish etc) is to be displayed or used in any event, the Organiser shall comply with the following guidelines.

Persons must not bring any animal into the BCEC without the prior arrangement and consent of Centre Management and the applicable public liability insurance. Clients must strictly abide by all Management instructions regarding the admission of animals into the Centre.

Persons must abide by the following guidelines:

- Provide evidence of insurance, which covers the type of animal to be brought onto the premises.
- Provide a Risk Assessment to the Centre and procedures for the handling and containment of the animal before, during and after the event.
- Animals shall not be kept on the premises overnight, unless authorised by the Centre.
- All procedures for the handling, containment before, during and after the event shall be presented to the Centre for approval and the decision to allow such display etc shall be at the discretion of the Centre.
- Where any interactions between animals, guests, public or staff members are likely, a separate risk assessment shall be provided to safeguard those person's safety and the well-being of the animal.
- Emergency procedures will be provided by the Organiser in the event that the animal needs to be destroyed or where escape of such animal may occur.
- A suitably qualified handler, trainer and representative shall be on site at all times with the animal in order to ensure safety of persons and/or property whilst the animal is on site.
- All efforts will be made by the handler or person displaying the animal to comply with preventative measures to avoid fouling the Centre's property. Additional cleaning costs will be provided where this is not undertaken.
- The Organiser is to ensure a suitable environment is provided to any animal brought onto BCEC property to ensure its wellbeing. BCEC Management will require at all times that the Organiser consider the well-being of the animal and that the animal is afforded sufficient space, ventilation, food, water and provision of a stress-free environment.
- All Council requirements with regards to animal waste, food safety issues or concerns will be adhered to by the Organiser, handler and trainer.

## **Artist and Performers**

Artists and Performers are required to seek approval prior to any act or performance being undertaken within the BCEC.

An application, including a Risk Assessment of the act and a Safety Management Plan or Safe Work Method statement must be forwarded to the Safety Manager. Copies of Public Liability insurance covering the type of act to be undertaken must be attached. The Risk Assessment shall address the issues of entanglement, falls and means of rescue relevant to the type/nature of the act.

Where the act requires rigging points, full details of loads shall be forwarded for consideration and approval.

Performers must at all times ensure that members of the public are not exposed to risk of injury from the act. Safety cordons may be required to ensure that aerial acts do not occur above staff or audience members.

## Artwork

Artwork is not to be removed from the walls or the floor at any time, without approval from the Operations Director.

## Attire and Conduct

All Event and Contract staff must be dressed in a neat and tidy manner at all times while working in the venue. Covered footwear must be worn at all times whilst working on site.

Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others, or not following directions of Security or Safety staff may be evicted from site.

Use of illegal drugs or substances is strictly prohibited. Contractors are not to work at the BCEC while affected by alcohol or any other substance.

## Blue Card

Recent changes to Queensland Workplace Health & Safety Legislation now require people carrying out construction work to hold a general safety induction card, also known as a **Blue Card**.

The erection of temporary stands, booths, rigging etc is now classed as construction work and Queensland health and safety laws require that:

- Principal Contractors sight a relevant person's induction card or statement of attainment before they start construction work.
- Relevant people and workers cannot start construction work unless they hold general induction evidence.

Queensland Health and safety legislation recognises that the use of equivalent interstate construction safety induction cards in Queensland

## Building or Construction Work

Any building or construction work must comply with relevant legislation and be constructed according to the plans submitted to the BCEC.

All structures over 2.4 metres in height or where staff or members of the public access elevated levels must:

- Have a plan of the structure, designed by an engineer.
- Be constructed or erected to the design plans, and
- Be constructed by a builder who is certified by being a holder of a Gold Card license.

All structures over 2.4 metres in height where a person, either staff or guests, have access, must be certified by an engineer as to the allowable load capacity.

All scaffolding or temporary seating must be erected by a licensed person in accordance with the manufacturer's instructions and certified by an engineer in writing; also a hand-over certificate must be completed.

A copy of Engineers Certifications and Hand-over Certificates must be provided to the BCEC Safety Manager at least 24 hours prior to the event commencing.

## Construction Safety Induction – see [Blue Card](#)

## Cables

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible cables need to be covered with carpet tile, matting or taped with gaffer.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.

## Candles

For the purpose of the following guidelines a candle is deemed to be any lit solid fuel item for example: wax candle, incense stick, sparklers.

### **Liquid fuel burners are not permitted.**

It is the policy of the BCEC that all events, where lit candles are to be used must gain approval from the Safety Manager at least 14 days prior to the event commencing.

The BCEC will restrict the number of lit candles used in an event, exhibition, or used in a particular area, in order to reduce the potential fire risk.

### **Candles for Exhibition**

On all occasions that candles or other lit items are proposed to be used within an exhibition, A Fire Display Permit Application must be completed and submitted with details of the proposed arrangement to the BCEC Safety Manager for approval 14 days prior to the event. There is a maximum limit of 5 candles per stand.

Where a candle or lit item is utilised on an exhibition stand there must be a dedicated fire extinguisher located on the stand. All cloth and materials in close proximity to the candle or lit item must be rendered fire retardant.

Under no circumstances will the stand be left unattended while the flame is alight.

Flames shall be extinguished 15 minutes prior to the stand being vacated at the end of the day.

Each request will be assessed. Where additional fire safety measures are required these shall for specified to the exhibitor.

### **Candles for Banquet, Cocktail and Special Events**

On all occasions that candles or other lit items are proposed to be used within a banquet, cocktail or special event.

It should be noted that the use of any open flame within an event will significantly increase the risk of fire and possible injury to guests and staff. Increasing the number of candles or burners will further increase the risk of a fire emergency. In order to reduce and control this risk it is preferable to restrict table candles to glass enclosed type candle holder or a single candlestick holder per table. In any case the maximum number of candles per table may not exceed 5.

- The base of the candelabra must be designed to ensure stability of the unit to prevent it from falling or being knocked over during the event
- Candles must be slow burning, non-drip type with the base of the candelabra or candle holder large enough to ensure that wax fallout to furniture or linen does not occur. The event organiser may incur additional costs where contamination from melted wax results in damage to BCEC property.
- All candles must be in an enclosed holder or fixed to a candle stick or candelabra
- Candles must be clearly separated from elements of table theming for example centrepiece designs.

Where deemed necessary by the BCEC, additional measures may be required to facilitate fire prevention and guest safety.

The BCEC Management is the sole arbiter in determining what requirements are required for lit candles within the precincts of its site.

## Carpet

Events or Exhibitions, which use BCEC carpet, must ensure that activities, which generate dust such as those from sawing or sanding, are completed prior to the carpet being laid. The Event Organiser will incur the cost for the subsequent cleaning of the carpet.

Only approved mobile equipment is to be used on carpeted areas, such as the Great Hall and Ballroom.

Carpet must be securely attached and exposed edges must be fastened to floor surfaces and have trim along the entire length of the exposed edge. Carpet should have a level, low pile and a firm pad or no pad at all underneath it. Any loose carpeting shall be taped or secured to the floor surface.

## Chemicals and Substances

Under no circumstances are any chemicals to be disposed of via the Centre's draining system. Persons found disposing of substances in the BCEC drainage system will bear any costs incurred in the course of rectifying the situation. This includes any litigation costs incurred (Environmental Protection Waste Management Regulation 2000).

Event Organisers and Contractors are required to provide a containment and disposal system for all substances used during event bump in, operation and bump out. The BCEC can provide substances disposal facilities on request. See also [Paint Brush Cleaning & Recyclable Cleaning System](#)

## Children

Children under the age of 15 years are not permitted in the exhibition hall or loading docks during construction and loading/unloading of the event. Children are not permitted to remain in any vehicle unattended by an adult while the vehicle is loading/unloading. Children are not to be left unattended or unsupervised on the concourse, foyers or any other areas within the building.

## Cleaning

The Exhibition Organiser is responsible for cleaning in the following areas:

- Cleaning of Exhibition Stand areas.
- Wet waste cleaning and removal costs by the Centre.
- Removal of rubbish from Stands to skips in the dock areas.
- Spillage when transporting rubbish to skips.
- Specialised cleaning duties or requirements.

Housekeeping during the bump in and bump out phases of an event, is the responsibility of the Exhibition Organiser. Work areas must be kept clear of rubbish build up at all times. During events, arrangements can be made with the BCEC Housekeeping Dept for services.

No materials of any kind can be stored or placed in designated fire exit lanes or in close proximity to the bi-fold loading dock doors, both internally and externally.

Unless an arrangement has been entered into with the BCEC Housekeeping Department for an event, housekeeping is the responsibility of the Display Builder, Exhibitor or Event Organiser. It is extremely important that your designated area is kept clear of rubbish build up. Disposal facilities are available, so make frequent use of them.

Garbage or items left on the floor increases the potential for injury or fire, not only to your staff, but also to everyone else who happens to pass by. Good housekeeping is everyone's responsibility.

At no time can any paint, thinners, hazardous or suspect substances be disposed of by pouring them down the Centre's drainage system. See also: [Paint Brush Cleaning & Recyclable Cleaning System](#)

## Contractor Parking

Event Contractor vehicles are permitted to drop off tools and equipment at loading docks. The vehicles must then be removed from loading docks and from the service road. Parking is available in the underground car park.

A strict 15 minute parking and unload time is enforced within the loading docks and service road areas.

See also [Loading Docks & Service Road](#)

## Damage

Under the Clause 1.2 of the Standard BCEC Event Contract "*The Hirer is responsible for anything done in or to the Centre by its representatives. The acts or omissions of Hirer's representatives are taken to be the acts or omissions of the hirer*". A representative is defined as "employees, officers, servants, agents, invitees, licensees, customers, contractors & sub contractors"

Damage to BCEC property by the hirer's representative must therefore be billed to the Hirer.

All damage occurrences committed by third parties, whether noticed by BCEC staff or by general public must be reported to Security, who will complete an incident report detailing who caused the incident, the damage done, the names of any witnesses and any other information pertinent to the situation.

The Floor Coordinator will process a convex card charge and obtain signature from either the client or the actual party that caused the damage or both. Note that the dollar cost will be based upon quotation.

The Floor Coordinator's report will include details of damage for that event.

## Electrical

### Double Adaptors

Double Adaptors may not be used at BCEC under any circumstances.

### Electrical Accidents

All electrical accidents must be immediately reported to the BCEC Security Department and to the BCEC Safety Manager.

The Event Organiser has an obligation under the Queensland Electrical Contracting Industry Code (section 3.2.5). Electrical Contractors must ensure that accidents or injuries are recorded and reported as required under Workplace Health & Safety and Work Cover legislation and the Electricity Act. The Workplace Health & Safety Regulation 1997 requires that a serious bodily injury, a work caused illness, or a dangerous event (as defined) be reported. At workplaces, which are not construction workplaces, the following must occur:

- For an electrical accident that does not cause death, the electrical contractor or self-employed person must report the incident immediately to the BCEC Safety Manager.
- For an electrical accident that causes either death or serious bodily injury, a report must be lodged with the Electrical Safety Office and Division of Workplace Health & Safety as per the legislation requirements (part 12 of the Electrical Safety Regulation 2002).

### Electrical Cables

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer.

In high traffic areas changes in floor level must be highlighted with high visibility or yellow/black hazard tape.

### Electrical Equipment

The BCEC Safety Management Team reserves the right to demand removal from site any electrical equipment it deems to be non compliant or any equipment considered suspect. The BCEC Safety Management Team can call upon internal specialists to assist when the circumstances require it.

All persons, must when using any electrical equipment:

- Follow safe work practices at all times.
- Whenever possible, keep all electrical leads off the floor.
- Not allow any motorised equipment to drive over leads.
- Wear the appropriate personal protective equipment.

Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Also extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped.

### Electrical Lighting Equipment or Machinery

Where electrical lighting or equipment e.g. spot lights, lamps, machinery etc are used in an event for the purpose of lighting or display, such items shall be guarded or measures undertaken to prevent injury/burns to persons.

### Electrical Lockout System

The BCEC operates a **Tag Out / Lock Out** system. All electrical items that have been either tagged or locked out cannot be used. Do not remove any **danger tag** from any electrical equipment in order to use the equipment. The person named on the label may only remove tags. Removal of tags by another person is a breach of the Workplace Health & Safety Legislation (AS/NZ 3000 and Electrical Safety Regulation 2002).

### Electrical Testing & Tagging

All portable electrical equipment, appliances and leads used on the BCEC site must be tested & tagged in accordance with the Workplace Health & Safety Regulations and Australian Standard 3760, 2001.

Any electrical equipment found to be untagged **must** be tested & tagged or removed from the BCEC site immediately. New equipment need not be inspected or tested but must be tagged with the re-test date prior to introduction to service. (AS/NZ 3760:2001,24.2).

### Elevating Work Platforms

All boom and scissor lifts used on the BCEC site must be operated safely and in accordance with the manufacturers instructions.

A spotter/ground person must be used at all times when the vehicle is in transit. When using an elevating work platform in the raised position there will be a person stationed at ground level to ensure that the space under the working area is kept clear. The spotter/grounds person must wear a high-visibility safety vest.

When operating in a space occupied by exhibitors or members of the public, the area in which work is being conducted must be barricaded to prevent access.


Scissor lifts and other vehicles are never to be driven on a dance floor.


## Emergency Evacuation Plan

The BCEC has an evacuation plan to enable the safe evacuation of personnel in an emergency.

Event Organisers are required to assign designated Fire Wardens or Safety Officers to be present for the duration of their event. In addition, it is important for all occupants of the BCEC to be aware of the Emergency Evacuation Plan.

The Centre has two alarms, which can be activated throughout the building in the event that there is a fire alarm or other emergency.

The first alarm is called the alert alarm and makes a **beep beep beep** sound.  On hearing this alarm event personnel must identify the nearest fire exit and prepare to temporarily suspend their operation or actions pending further advice from a Fire Warden or room Security Officer.

If the emergency situation requires it, the evacuation alarm will be sounded. This alarm makes a **whoop-whoop-whoop** sound  and its continual operation will signify for all building occupants to evacuate via the fire exits. Lifts are not to be used during an evacuation.

Please take the time to familiarise yourself with the emergency exits, the location of fire fighting equipment and house telephones.

## Emergency Telephone Number

To notify of an emergency (fire, medical emergency, urgent Security assistance) locate an in-house telephone and **dial 8**. This will immediately connect you to the Centre's Security Control Room. Please provide details of the emergency, your name and location in order that assistance may be immediately provided.

## Event Organisers, Contractors and Exhibitors

The Event Organiser as hirer and occupier of the premises is appointed as 'Principal Contractor' and 'Person in Control of the Workplace' and/or 'Persons conducting a business or undertaking' in respect of these regulations in accordance with the Queensland Workplace Health & Safety Act 1995 and Workplace Health & Safety Regulation 1997 and accordingly must fulfil their legislative obligations under these Acts and Regulations.

The Event Organiser is responsible for everything done in, or to the Centre by its representatives.

The Event Organiser or Hirer is responsible for all structures, displays, vehicles, demonstrations, and personnel associated with their event.

All Contractors are encouraged to display Safety Alert Signage at all exhibition hall loading docks and entrances.

All Contractors coming onto the BCEC site to work will be held responsible for the conduct and safety of the personnel they bring with them.

A Principal contractor must appoint a qualified person as Workplace Health & Safety Officer:

- Where 30 or more persons work at the workplace during any 24 hour period; or
- In other circumstances required under the regulation.

A Principal Contractor who is a qualified person may appoint himself or herself as Workplace Health & Safety Officer.

## Exits, Egress, Aisles and No Build Zones

### Aisles

- Must be a minimum width of 3 metres.
- Must equal total width of existing exits (Building Code of Australia, Section NSW D1.6).
- Must have 2 exits (Building Fire Safety Regulation 1991)
- Should run from East to West (Service Road to Merivale Street).
- Must have no dead ends.
- No loose items in egress path including furniture, display items, hire plant, rubbish bins, ticket counters, signs, aisle ropes, pallets and stands.
- Forced flow exhibition designs do not meet the Code requirements unless in compliance with the principles of fire safety design. Events designed this way will require approval of the Fire & Rescue Service.

Foyers form part of the designed egress path for several rooms. Do not block or significantly reduce the foyer width dimensions or block free flow to foyer exits.

For the purpose of this document, additional exits are any doorway or pathway additional to existing exits, which may be required to accommodate various event configurations or event structures. Any area separated from the existing exits by walls, doors and/or floors will be treated where appropriate as a separate 'fire compartment' as defined in the Building Code of Australia (BCA).

Any type of event layout, which reduces or changes the BCEC Fire Safety System, must take into consideration the following:

Egress systems provide escape during fire and bomb threat and other emergencies that may occur. The emphasis of the legislation and this document is evacuation, i.e. protection of people not property. For escape routes to be used effectively, people must be able to locate fire doors and exits easily and use them without delay. The layout of events must not represent a greater hazard to the existing building design.

While any person is within the building, every exit door must be able to be easily and quickly opened by a person seeking to exit from the building.

Every area must have a path unobstructed by fire or smoke to at least two existing exits. As one exit becomes congested people can go to the other.

All aisles, corridors or passageways must lead to and have unobstructed access to not less than two existing exits.

The maximum distance of travel to existing exits must not exceed 45 metres. The method of measurement is along the path of travel through the point at which different directions to those exits is available.

- Persons must find two building exits within 45 metres in two opposite directions from any location with the BCEC (Building Code of Australia NSW D1.5 & D1.6).
- Every exit must be available to everyone at all times.
- The path of travel to an exit must have an unobstructed width not less than the exit.
- The width of an exit path must not diminish in the direction of travel.
- No object, loose or fixed, can be placed or allowed to remain within 3 metres in the path of travel of an existing exit.
- No object can be placed or allowed to remain within an existing or additional exit corridor.
- An exit must not be blocked at the point of discharge (Building Code of Australia Section NSW D1.10).

- Every stage, back stage riser or platform will have unobstructed path of travel to an exit.
- In the case of curtains and draping, if Organisers and/or theming companies block vision to the existing "Exit" signs, they are responsible for providing illuminated temporary exit signs. (See [Floor Plans](#) section 5.1)

**It is illegal to:**

- Block or congest emergency exits (fully or partially). Emergency exits are denoted by green and white exit signage or pictographs above doors
- Block the access route to an emergency exit
- Obscure or cover emergency exit signage
- Store equipment or packing materials in any fire exit door, corridor, access way or stair

**Exit Signs**

- Persons must be able to see illuminated exit signs in two opposite directions from any location within the Centre.
- Additional directional exit signs are required if the direct path to an exit is changed or obscured.
- Existing exit signs must be clearly visible to persons occupying or visiting the Centre. Where direct view to an existing sign is possible and there could be no doubt as to the direction of the existing exit, and where additional exits do not directly align with an existing illuminated exit sign, additional directional signs at a minimum size of 450 x 200mm sign with GREEN capital letters greater than 100mm high on a white background with the following wording will be installed in appropriate positions indicating direction to the existing exit: **EXIT →**
- Additional exit signs must be clearly visible to persons approaching an additional exit and must be installed on above or adjacent to each additional exit.
- Additional exit doors will have a minimum size 450 x 450mm sign with green capital letters greater than 100mm high on a white background with the following wording: **EXIT DO NOT OBSTRUCT.**
- Additional signage will be provided and erected by the Event Organiser or Exhibition Contractor.

**Fire Exits/Clearways**

Designated fire exits and clearways have been identified and marked in yellow. These areas cannot be encroached upon – under any circumstance. Storage of materials or equipment in these areas is not permitted. It is the responsibility of the Event Organiser to ensure that Stand Holders comply with this requirement.

The service road has a clearly marked pedestrian walkway. Vehicles and equipment must not obstruct access along this walkway. This area is for the use of staff, contractors and exhibitors and must remain clear at all times.

**Fire Cannon**

Exhibition Halls at the BCEC are not fitted with a fire sprinkler system. Each hall has four fire cannon for fire protection. Event or Stand construction, overhead items or draping must be designed to ensure a clear stream of water from the cannon in the event of a fire.

Information on height and location of cannons may be requested from the BCEC Event Planning Manager.

**Fire Displays**

Definition: Fire Displays means: fire juggling, fire stick twirling, breathing fire, fire walking, fire demonstration or other flame used for display, set or theatrical purpose.

It is the policy of BCEC that the BCEC Safety Manager approves all entertainment involving naked flame. Applications are made by completing Fire Display Permit Application at least 14 days prior to commencement of the event.

At the submission for approval, the entertainment company must provide the BCEC with copies of the following documentation:

- A Public Liability Insurance Certificate of Currency for \$20M indemnifying the BCEC.
- A detailed run down of what is involved in the act or acts.
- Detailed light-up and extinguishing processes, safe clearance distances from patrons.
- Protective equipment to be used to protect BCEC property (i.e. carpet, dance floor).
- An MSDS for any flammable liquids that are brought on site.
- Safe work method statement and fire management plan

All flammable liquids used in the act must be contained within a non-spillage container in a designated area for the performance. The area where the flammable liquids are to be used must have an impervious liner covering 2 square metres.

If the act is to be performed on a stage, all stage joins must be taped to prevent accidental seepage to the underside of the stage. If the act is to be performed on a portable dance floor, stage or carpeted area; the entertainment company must protect BCEC property by the use of fire retardant covers to protect the area in which the act is to be performed.

At least two suitable fire extinguishers and persons trained in their use will be available for the duration of the display, event or performance.

The two persons shall be:

1. A nominated person from the entertainment company and
2. A BCEC Security Officer.

A standard cost will apply for the provision of the fire extinguisher and Security Officer for the duration of the performance (approximately 1 hour). Should the performance extend past one-hour duration, additional fees will be sought.

## **Fire Hose Reels, Hydrants and Extinguishers**

The following applies to all events held in the exhibition halls:

There are fire hose reel cupboards in each corner of the exhibition halls. The nozzle of a fire hose reel must reach all areas of an exhibition or display in an exhibition hall.

Where the seat of the fire must be accessed through aisle ways and around set displays then additional hose reels will need to be installed to comply with this code requirement.

As a general rule at least one portable fire hose reel will need to be installed in each exhibition hall for all events.

Please note further considerations below:

- Heavily themed events may require more than one portable hose reel in order to comply with code requirements.
- Temporary fire hose reels should be centrally located within the hall to ensure adequate fire appliance coverage. The client may nominate the location of the temporary fire hose reel within their event. These hose reels will need to be positioned above a wet pit marked FH on the floor plan.
- The initial positioning of the portable fire reel is the responsibility of the Event Organiser. The layout must then be presented to the BCEC for approval prior to stand construction taking place.
- As with the fixed fire hoses, access to the temporary fire reels cannot be obstructed in any way. They can however, be designed into the event, even built into temporary fire cupboards with doors or curtains provided that appropriate signage is easily visible.
- Additional directional signs must be provided if direct viewing to existing signage is changed or obscured.

Additional fire extinguishers are required at cooking installations, where LPG is used or anywhere there is an increased fire risk.

## First Aid

The safety and welfare of visitors attending events held at the Centre must be the Event Organiser's highest priority. The level of First Aid coverage required for an event may depend on the age and expected number of visitors and type of event.

It is the responsibility of the Event Organiser to provide a dedicated First Aid Professional to provide coverage for all Public Exhibitions. First Aid must also be provided to other events where the need is identified through the Risk Assessment process. The Centre has a listing of First Aid providers for Event Organisers to utilise for their event.

A fully equipped First Aid room is available for use by the First Aid Provider in the Exhibition Concourse adjacent to the Exhibitor Services Centre.

## Floors

Legislative requirements: The Commonwealth Disability Discrimination Act 1992 (DDA) makes it a federal offence to discriminate on the basis of disability.

It is important to note that while the Building Codes of Australia and the Australian Standards set the minimum requirement for access, they do not ensure compliance under the DDA.

It is vital to give careful consideration to the provision of safe and equitable access for everyone.

In accordance with the Disability Discrimination Act 1992 (DDA) all Stands within an exhibition that are intended to be occupied by members of the public must be accessible to people with a disability.

All raised floors, ramps and steps / stairs must comply with the relevant sections of the Building Codes of Australia (BCA) and the Australian Standards (AS).

### Floors – Dance & Terrazzo

Elevated Work Platforms, boom lifts or similar heavy equipment, weighing in excess of 300kg is not to be driven on the dance or terrazzo floor and/or sections of the floors at anytime. Approved equipment is to be used on the dance floor only (i.e. ladders, or BCEC small scissor lift). Boom lifts and external scissor lifts are not permitted.

### Floors – Edging

Where possible all corners on aisle and walkways must be rounded (no sharp corners) and tapered down from stand floor level to existing floor level to ensure that no trip hazard exists. A corner nosing is recommended for all corner edges.

Ramps and landings with drop-offs must all have edge protection, shall have lips, walls, railings or projecting surfaces that prevent people from slipping off the edge.

All raised flooring must be clearly distinguishable from the surrounding floor area.

Stand edging is the responsibility of the stand owner and must be continually monitored during the event to ensure that it remains in good condition.

All ramping must be incorporated within the stand floor space and must not encroach into the aisle way.

### Floor Levels

Slips, trips and falls are a major cause of potential litigation. It is therefore recommended that raised flooring be avoided wherever possible. Any change in floor level or surface is a potential tripping hazard. Where changing floor levels occur, every effort should be made to avoid an incident through the use of non-slip materials, contrasting colours, tactile indicators and effective lighting.

Where ramps are required, careful consideration should be given to the number and location of these ramps to ensure minimal inconvenience to users.

The following notes detail floor treatment guidelines for raised Stands that are intended to be accessed by members of the public:

- All displays should allow at least one ramped access on each side of the exhibit
- A ramp should be considered as the first method of universal access to a display or exhibit followed by stairs
- Where stairs are provided an adjacent ramp should also be provided
- **00-5mm rise** – threshold ramps are not required
- **6-10mm rise** – bevelled edges at a maximum gradient of 1 in 2
- **10-60mm rise** – maximum gradient of 1 in 8 over maximum 450mm length, and a minimum width of 1000mm *Ref AS1428.1 Fig 10*
- **60-190mm rise** – maximum gradient of 1 in 8, over a length of 1520mm, with clear space of 1330mm at top and bottom of ramp. *Ref AS1428.1 Fig 8*
- **Greater than 190mm rise** - ramps are to be 1 in 14 gradient with a 1200mm landing every six metres of ramp or if the ramp is less than 12 metres a landing must be provided in the middle. *Ref AS1428.2 Appendix C*

Ensure that all requirements for steps and ramps are taken into consideration, including edging, handrails and landings in accordance with the AS1428.2/BCA.

#### **Floor Load Weight Limits**

All floor areas within the BCEC have specified loading limits per square metre. Any equipment or item to be displayed, or used during an event weighing more than 500 Kilograms must be assessed prior to the item or equipment being positioned. The Event Organiser is required to notify the BCEC Event Planning Manager and provide the following information:

The dimensions of the base of the item.

- The gross weight of the item.
- Provide a picture or diagram of the item.
- Indicate on the floor plan where the item is to be located.

This information is best provided well in advance of the event opening so that a smooth bump in can be undertaken.

The BCEC Safety Manger can at anytime require the Event Organiser to provide a written Engineers Report to confirm the structural safety of any design or construction. The cost of this inspection will be borne by the Contractor.

#### **Floor Surface**

All floor surfaces should be constructed to ensure safety through the use of firm, slip resistant materials and should be traversable all users.

All floor coverings including carpet must be securely attached and exposed edges must be fastened to floor surfaces and have trim along the entire length of the exposed edge. Carpet should have a level, low pile and a firm pad or no pad at all underneath it. Any loose carpeting shall be taped or secured to the floor surface.

## Floor Plans

All events are to operate in accordance with the appropriate requirements of the relevant Statutory Acts and Regulations, including the Building Code of Australia, Standard Building bylaws, the Workplace Health & Safety Act, Advisory Standards and Australian Standards & Codes of Practice.

Where a conflict exists between the above Acts, Standard and Code, then the more stringent provisions shall apply:

The Organiser and/or theming company are required to:

- Submit an original copy of the event floor plan drawn to scale with the scale indicated on the plan for approval by the BCEC.
- Submit an original copy of the final event floor plan for approval, not less than two weeks prior to the bump in of an event, showing foyers, stage areas, stand numbers, service pits and temporary structures including store areas, offices and rooms. Individual stands must be indicated where stands are of a two storey nature and where stands exceed 2.4 metres in height.
- Submit a theme plan of any theming that is to be incorporated in the event.
- Submit a detailed list of any entertainment outlining the type of acts to be performed and approximate sequence of acts.

All floor plans are to be submitted to the Safety Manger and/or Operations Director for acceptance prior to the event build. Where changes are made to the accepted floor plan the plan must again be submitted to the Safety Manager for re-approval.

Plans must include: AV positions, stages, curtains, sets, scenery, decorations, overhead structures, fabrics and F&B service areas.

If curtains and draping block vision to the existing "Exit" signs the organiser or theming company are responsible for providing illuminated temporary exit signs. These exit lights need to have battery backup to ensure operation during a power outage.

In all cases the most stringent standards of fire safety and workplace health & safety will apply.

The 'built form' of the event must comply with the laws of Queensland, regardless of cost or inconvenience to an event or exhibitor. The BCEC will call in the Fire & Rescue Service, for a ruling if necessary. The Event Organiser or Exhibitor will meet any expense incurred.

## Forklifts

Forklift operators must be licensed to operate a forklift.

Forklifts must be operated at all times in a safe manner and in accordance with current industry Standards.

At no time can persons other than the operator be transported by forklift from one place to another. Man cages must be designed and operated in accordance with Australian Standards.

Man cages are only designed to raise a person to an elevated position to perform a task or lower a person upon completion of a task. At no time will forklift operators transport persons in a man cage. Man cages must be secured to the forklift by a safety chain and a safety harness must be used (Workplace Health & Safety, Industrial Truck Operators Guide).

All forklifts, which are required to operate in the Great Hall or Concourse areas must either have white non-carbon tyres or have tyres covered to protect the Centre's carpet.

Forklifts must operate under these following conditions at all times:

- Drivers to operate forklifts at a walking pace at all times within the exhibition halls.
- BCEC site maximum speed limit for forklifts is 10km per hour.
- Forklifts cannot be left unattended at any time with a key in the ignition.
- All forklifts drivers to hold appropriate forklift licence.
- Forklift drivers are to wear a safety vest at all times. They are also responsible for ensuring spotters working with them are wearing a safety vest.
- Drivers to reverse when the load obscures vision.
- Drivers to sound horn at intersections and blind corners.
- Drivers are not permitted to lift any person on forklift tines or carry passengers.
- Drivers must switch forklift off whilst speaking on radios or mobile phones.
- Hands free radios or phones are not permitted whilst operating equipment.
- Forklift drivers must give way to pedestrians at all times.

Forklift must operate under the following conditions within an exhibition hall or dock area during construction, bump in and bump-out periods. (Effective 1/1/08).

- Each forklift must have a trained/competent spotter wearing a safety vest to guide and escort the forklift in exhibition areas and dock areas.

If a spotter needs to leave the forklift then the driver must place the load or tines on the floor if practicable and keep the forklift stationary until the spotter returns.

## Gas Appliances

The use of naked flames, LP gas or flammable liquids is prohibited without prior notice to the Safety and Security Managers of BCEC. The use of LP gas cylinders indoors will be avoided wherever possible.

Where naked flame is exhibited or displayed a separation from members of the public and the flame/appliance shall be undertaken to ensure safety of persons. i.e. gas fires, cooking equipment, barbeques, heaters etc.

Where cylinders are used or located indoors for demonstration purposes, the total capacity shall not exceed one 9 kg cylinder per demonstration or display. Where these capacities are insufficient as for an industrial demonstration an installation of greater capacity shall not be used without specific approval of the Regulatory Authority.

The installation of LP gas appliances for demonstration shall comply with the Queensland Act and Regulations, Australian Standard 1596 LP gas – Storage and Handling and AG 601 Gas Installation Code and be used and positioned only with the written approval of the BCEC Management and the Queensland Fire & Rescue Authority.

A minimum of 4kg CO<sup>2</sup> or 4kg dry chemical fire extinguisher is to be provided for each appliance using LP gas by the Event Organiser or Exhibitor.

One gas cylinder only per appliance. Fixed piping or gas hose not less than one metre long will connect cylinders.

The cylinder, its regulator and valves shall be inaccessible by the public and protected against accidental damage and securely fixed to prevent the cylinder from falling over.

Gas bottle cages have been constructed at the rear of exhibition hall 3-4. The cages are to be used by contractors who require gas bottle storage onsite during an event. All gas bottles need to be removed from these cages at the end of the contracted event period. The Centre's Security Department will control access to these cages and they can be opened upon request.

Forklift and other gas cylinders shall not be stored inside exhibition halls or dock areas.

A licensed person as defined in the Gas Act 1965 (residual provisions) and Gas Regulations 1989 will perform all gas fitting work.

Cylinders will be tested, approved for use and stamped as per ADG 601.

## **Hanging Objects**

### **Banners**

All banners must be installed so that there is at least 2.5 metres clearance from the floor to the bottom of the banner.

### **Structures**

Overhead structures such as signs, banners, hoekers, theming and other Stand elements must not be flammable or able to collapse on persons below, must be stable and rigged by a qualified Rigger.

The Stand builder must consider the following factors when designing or installing objects overhead:

- Size and weight of the item.
- Best method of attachment to prevent object falling.
- Additional safety devices such as safety limit chains.
- Metal top frame with eye bolts.

All overhead hanging objects must be installed so that there is at least 2.5 metres clearance from the floor to the bottom of the overhead object. All rigging must be performed by BCEC Riggers or under their direct supervision by a qualified rigger.

Information and plans pertaining to items intended to be hung overhead must be provided to BCEC 14 days prior to bump in of the event, for approval and consideration of equipment required. A quote to supply equipment and services will be provided.

## **Health Regulations**

Exhibitors intending to distribute samples of food or drink to the public need to comply with the following health requirements:

- Perishable packaged foods are required to be refrigerated.
- Where unpacked food is to be given away, openly stored, displayed and handled, the following facilities and services must be provided:
  1. A hand basin with hot and cold water.
  2. A refrigerated display and/or storage cabinet if food is perishable.
  3. Glass or Perspex screens or sneeze guards to protect food from contamination.
  4. A washable impervious floor e.g. sheet vinyl.
- Where serving implements or utensils are used, a separate sink with hot and cold water will be required.
- Where drainage and water is required, Stands must be located with access to the appropriate service pits.
- All eating and drinking utensils must be disposable (for example: paper cups, plastic spoons, plastic wine glasses) and must not be reused.
- When food or drink samples are given away for promotional purposes, they must be offered in such a manner as to avoid being handled by the public (e.g. apportioned and toothpicks inserted).
- They should be protected from contamination for example: use of trays provided with fitted plastic covers.
- Condiments such as sauce, mustard etc, are to be contained in squeeze type dispensers or in individual sealed packs.

For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by BCEC Management. Each case will be considered on its merits in conjunction with the type and quality of food being

cooked and the method used to remove any cooking odours. Early consultation with the BCEC Management is mandatory.

Exhibitors promoting food and/or drink must provide receptacles for the collection of rubbish in suitable locations. Such receptacles shall be located at or near the Stand and the contents shall be disposed of in a manner approved by the BCEC Management.

All Stands involved in the presentation of food and beverages must also abide by the 'Food Hygiene Regulation 1989', Hazard Analysis Critical Control Point (HACCP) system and as per the Building Code of Australia Section TAS H102 F1.

Extra charges may be imposed for the cleaning of wet areas and the disposal of food waste.

## **Hot Work**

Activities such as welding and grinding which involve the generation of hot sparks can only be carried out under a Hot Work Permit system and with the approval of the Safety Manager. These activities should not occur in carpeted areas.

## **Ice Sculptures and Centrepieces**

Ice centrepieces are not permitted at BCEC. Ice sculptures may be used but must be provided by BCEC in order that appropriate support and adequate water containment is provided. Ice sculptures may not be brought into the venue.

## **Ladders**

Any ladder used other than by a householder at a domestic dwelling must have an Industrial Rating with a minimum load rating of 120kg and must meet the requirements set down by the Australian Standards. The ladder must be in good safe condition and be the correct ladder for the activity it is being used for, such as non-conductive ladder for electrical work (AS 1892.1, AS 1892.2 and AS 1657 and part 18 of the WPH&S regulations 1997).

The ladder must extend 0.9m past the support wall when used to access the top of a structure or platform. It must be at an angle 75 degrees or  $\frac{1}{4}$  of the working length of the ladder from the wall or support to the ladder's base. At no time is work to be carried out from the two top rungs or steps of any ladder, as indicated by the manufacturer on the side of the ladder.

NOTE: BCEC will not loan or hire ladders for use in the Centre.

## **Lasers**

Laser light shows are frequently included as a form of entertainment at many events. Organisers and Event Managers need to be aware of any potential hazards in the use of lasers and accidents that can occur, involving laser light equipment or medical lasers used for display purposes.

Licensed personnel should only operate lasers only. The National Health & Medical Research Council Code of Practice to be followed for safety at laser light shows together with Australian Standard 2211-1991, Laser Safety, should obviate any problems occurring. Laser light users should be aware that laser operators are required to maintain a "Display Safety Record" log book for their particular equipment.

This log included internationally recognised design features and safety calculations and will provide valuable information in making the decision on permitting the display and if permitted, some warning of potential problems.

## Licences

Any plant and equipment that requires an operator to be licensed can only be operated by prescribed occupation licence holders.

Prescribed Occupations are:

- Forklift operators
- Scaffolders
- Riggers
- Welding
- Elevating work platforms
- Electrical

Operators must produce their licence or certification when requested by the BCEC Safety Management team. Persons found to be unlicensed and operating equipment will be stopped. Their supervisor will be contacted and steps must be taken to ensure compliance with safety legislation (Workplace Health & Safety Regulation 1997, Part 3).

## Loading

### Loading Docks & Service Road

#### Children

Children under the age of 15 years are not permitted in the exhibition hall or loading docks during construction and loading/unloading of the event. Children are not permitted to remain in any vehicle unattended by an adult while the vehicle is loading/unloading. Children are not to be left unattended or unsupervised on the concourse, foyers or any other areas within the building.

#### Delivery of Goods

Loading docks are self servicing loading docks (Client provides their own forklifts & staff to unload equipment). Refer to your Event Organiser for details of the appointed freight handling company.

No goods will be accepted on behalf of exhibitors by the BCEC. Goods should not be sent to the loading dock before the scheduled times for the move in of your exhibition and must be collected by the end of the official move out time. BCEC reserves the right to dispose of items left on site after the hire period.

#### Dock Marshals / Service Road Coordinator

During high traffic periods, the BCEC Service Road Controller will supervise entry to the Service Road at the boom gate on Glenelg Street. Access will only be allowed to vehicles arriving at the time scheduled via the event Loading Plan. See also [Safety Vests](#)

Loading Dock Marshals at each dock coordinate traffic movements to ensure the effective and efficient use of load and unload areas. The Loading Dock Marshal is in radio contact with the Service Road Controller to ensure efficient use of each loading dock.

#### Egress

Pedestrian egress paths must remain clear during all phases of the loading and during operational days of the event. (See Fire Exits and Clearways 4.3)

#### Forklift and Access Way

The two lanes on each dock are designated as forklift and access ways and are marked accordingly. During the event these two lanes are to remain clear at all times to enable the safe movement of vehicles and to provide emergency vehicle access to the exhibition halls if required. No storage items, materials or vehicles (including forklifts) are to be placed in these access ways during the event. See also [Forklifts](#).

**Storage of Items**

Only the Event Organiser may authorise the storage of packing materials and crates within the loading dock area. Packing materials and crates shall not be stacked more than 3 metres in height and shall not be stored in the fire exit pathways or corridors. Packing crates and stillages should be removed from site once loading of equipment has been completed.

The BCEC has allocated fenced storage areas on the Service Road. These areas are available for hire by the Event Organiser. The hire of these areas may be made through the BCEC Event Department. Charges and conditions apply.

No storage or standing is permitted directly in front of storage areas, to allow the area to be accessed by the hirer 'No Standing' zones are indicated by yellow paint markings.

**Traffic and Parking**

All traffic must enter the Service Road from Glenelg Street and exit via Melbourne Street. Movement of vehicles on the Service road is strictly one way.

Vehicles may only remain on the loading dock or the service road for a period of **15 minutes** unless through prior arrangement with the BCEC Event Manager. Abandoned vehicles or those exceeding the unload time period may be towed from site if they are hindering access to the loading area.

Parking on the Service Road or pedestrian footpath is not permitted at any time. Parking is provided in the BCEC car park via the Melbourne Street ramp at the northern end of the Service Road area.

**Loading Plan**

Access to Service Road and Loading Docks for Contractors and Exhibitors must be carefully scheduled with times allocated for access of cars and heavy vehicles to ensure that congestion at the service road entry and loading docks is minimised.

Event Organiser's of exhibitions larger than 2,500m<sup>2</sup> must forward a copy of the Load In and Load Out Schedule to the BCEC Event Manager at least 7 days prior to the event. Contractors and Exhibitors must adhere to this schedule. Unscheduled arrivals may be turned away at the service road boom gate.

**Loading - Plaza & Mezzanine Levels**

Access to the Plaza and Mezzanine level meeting rooms is via the Great Hall loading dock and adjacent freight lift (maximum weight lifting capacity is 5 tonne).

**Materials**

Materials used for lining, drapes, backdrops, blinds or overhead structures, signs banners, theming, hoekers, or similar, for displays or any part available to the public must be rendered non flammable (as per AS/NZ 1530.3:1999).

Use of readily flammable materials including the following is strictly prohibited, unless treated with fire retardation:

- Crepe paper
- Corrugated cardboard
- Plastic
- Polystyrene
- Hessian
- Straw and hay, loose or in bales
- Leaves, coconut fibre, grasses and sticks

Retardation must have a flammability index of greater than 6 and proof of the item's treatment, must be supplied on request (Building Code of Australia Section NSW C1.10).

Flame retardant coatings must be certified by the manufacturer to be approved for use on that particular material in order to achieve the required indices.

Include a label affixed with:

- Name of manufacturer
- Trade name
- Name of applicator, date, it's flammability
- Spread of flame and smoke developed indices
- Approved method of cleaning

Upon request, all information or documentation confirming the retardant capabilities of the materials must be provided to the BCEC Safety Manager.

### **Timber**

Timber used for fencing, construction and other purposes in areas accessible to the public must be finished in a manner to ensure it does not pose a danger through splinters and must not be treated with any product that could stain clothing or cause skin irritations.

Timber chemically treated with any product that may emit an odour of toxic vapour that could affect the health or comfort of exhibitors, staff or visitors may not be used for display or construction at BCEC.

Timber treated with Creosote or treated with any product containing creosote is not permitted on site at any time.

### **No Build Zones**

Nothing must be built or be allowed to remain within areas marked on floor plans as No Build Zones. These areas are to remain free to allow access to catering areas, toilet facilities, storerooms, fire equipment cupboards and exit doors. This includes egress zones from doors in loading docks to service road.

### **Noise in Venue**

Regular exposure to high sound levels causes, over time, hearing loss through destruction of the delicate hair cells in the inner ear cochlea. Exposure to the vibration from loudspeaker systems can cause internal organs to vibrate severely. This in turn may cause damage to those internal organs.

Entertainment venues are workplaces and have an obligation to ensure the Workplace Health & Safety of their staff and others. Under the Workplace Health & Safety Act and Regulations, employers (including Organisers, Event Managers etc) have an obligation under Section 69 of the Workplace Health & Safety Regulation 1997 to prevent the risk of exposure of workers to excessive noise as defined in Section 68 of Part 10 'noise'. This means that the employer must if no other method (such as sound limiters sound ceiling etc) is possible, enforce the wearing of hearing protectors by the employer's workers, as the employer cannot allow a dangerous situation to continue.

Persons in charge of sound systems have an obligation to ensure that the system does not exceed the specified SPL (Sound Pressure Level) as indicated in the Regulation stated above. For a 2-hour performance, this equates to a maximum of 91dB(A) continuously for the 2 hours.

### **Paint Brush Cleaning & Recyclable Cleaning System**

The Centre provides a mobile tank recyclable system for the cleaning of paintbrushes and materials for the use of contractors. To utilise this facility, please contact the Centre's Building Services Department.

## Plant & Equipment

All plant and equipment will be used in accordance with the manufacturer's instructions, safe work practices and industry standards. All safety devices and guards that the plant and equipment is required to have must be installed and used. Any plant or equipment deemed to be unsafe by the BCEC Safety Management Team must be immediately removed from site.

## Pyrotechnics

The use of pyrotechnics is prohibited without prior notice and approval from the BCEC Safety Manager.

Only cold pyrotechnics suitable for indoor use manufactured by a licensed company and nominated on the notification to the Department of Mines and Energy may be used.

The following documentation must be completed with copies to be forwarded to the BCEC Safety Manager prior to an event commencing. All the documentation must be in the hands of the Safety Manager before the display will be allowed to proceed.

- A copy of the Department of Mines and Energy Notification.
- A copy of the Department of Mines and Energy Acknowledgement or notification.
- Queensland Fire & Rescue Authority Authorisation (copy of fax sent out needed).
- Copy of Company Public Liability Insurance outlining:
  1. Name, Address and contact number of the Operator.
  2. Operator Licence number.
  3. Description and list of pyrotechnics to be used size & type.
  4. Floor plan layout of the positioning staging:

At least two suitable fire extinguishers and persons trained in their use must be available for the duration of the display.

The two persons shall be: a person nominated by the pyrotechnics supervisor and a BCEC Security Officer. A standard cost will apply for the provision of the fire extinguisher and Security Officer for the duration of the display (approximately 1 hour). Should the display extend past 1 hour in duration, additional fees will be sought.

All pyrotechnic and special effects displays must be under the control and supervision of a certified shot firer who will personally supervise the display, including the security of the pyrotechnics whilst on site, safe storage and coordination of events.

The pyrotechnic supervisor must inspect the pyrotechnics and associated equipment prior to their use. Only pyrotechnics used within the display are to be held at the display area and must be kept in a locked carry box. Any damaged pyrotechnics must be secured and returned to the manufacturer. Damaged pyrotechnics must not be used.

Pyrotechnics used must be securely affixed so that the charge will fire as vertical as possible or away from spectators, ensuring that no possibility exists for them to fall loose.

All Manufacturers conditions for safe use are to be followed by the Supervisor and there shall be a clear zone where no person, set, curtain or scenery shall be allowed within a minimum of 3 metres of any display.

Line rockets or any other pyrotechnics installed over audience seating are prohibited.

Pyrotechnics or Special Effects are not to be left unattended or unprotected once on the BCEC site. They are to be kept in a locked carry box.

The BCEC Security Department must confirm smoke isolation has been completed prior to firing.

The use of overhead or line rockets is not permitted in the Ballroom; however, an application can be made for their use in the Great Hall and Exhibition Halls and must be fully outlined in all documents submitted for authorisation.

#### **Pyrotechnics – The Display**

When the Pyrotechnics Supervisor and BCEC Safety Manager have satisfied themselves that conditions are safe and suitable and that all preparations are complete, the display may start.

All pyrotechnics except those, which are actually being prepared for firing, shall be within a locked carry box, and be a safe distance away from the firing area. Every precaution should be taken to prevent unauthorised access and accidental ignition.

Pyrotechnics must be for indoor use only and fired in accordance with manufacturers instructions. Such instructions must be in the possession of the shot-firer and a copy given to the BCEC Safety Manager.

If while a display is being held any member of the BCEC Security Department, Safety Manager, Event Organiser or Shot-firer is of the opinion that there is a good reason why the display should not continue, then they may order the display to cease.

Misfired pyrotechnics must not be approached for at least 15 minutes but must be disconnected from the firing device and made safe. Misfires may only be cleared when the room is clear of patrons and Centre staff.

It will be necessary upon request from the BCEC Management or Safety Manager to provide a demonstration of the pyrotechnics intended for use at any event. Personnel and talent associated with the display are to be advised of the firing zone surrounding the display.

All surrounding staging, sets, scenery, drapes and costumes worn by talent and are likely to be exposed to any fire during such displays are to be fire retardant.

At all times whilst the display is in operation the required persons detailed above must be in attendance.

#### **Pyrotechnics – After the Display**

On completion of the display, the pyrotechnics Supervisor must ensure the area is clear by conducting a walk around inspection to check for any misfires, ignited materials or any other trace of pyrotechnic component that may have failed to explode and to ensure the area is left in a safe and clean condition.

Any remaining misfires must be handled in accordance with the pyrotechnics Supervisors documented misfire safety procedure and disposed of in a safe manner.

All spent pyrotechnics must be collected and disposed of by the shot-firer away from the BCEC site.

#### **Pyrotechnics – Transportation, Storage and Manufacture**

All manufacturing of pyrotechnics must be within the confines of the nominated manufacture store area. The Department of Mines and Energy Safety & Health Division Explosives Inspectorate must have approved this area for manufacturing.

All persons wanting to conduct pyrotechnic and special effect displays must comply with the Explosives Act 1999, Explosive Regulations 1955 and the Australian Dangerous Goods Code with regards to the transport and storage of pyrotechnics when on the BCEC site.

No quantity of pyrotechnics in excess of 15 kg can be stored within or brought onto the BCEC site.

Pyrotechnics and Special Effects stored within the BCEC site must be contained in a container acceptable to the BCEC Safety Manager so as to prevent the escape of unauthorised access to such pyrotechnics or effects there from and on the outside of such container, there shall be affixed in a conspicuous label marked "Pyrotechnics or Special Effects".

Preparation of pyrotechnics is not to be within 6 metres of the display area.

### **Pyrotechnics - Misfires**

The BCEC misfire procedure is:

- Misfires cabling are to be disconnected from the firing device.
- The cables are to be made safe by twisting together.
- Do not approach the misfire for 15 minutes.
- The misfire is not to be touched until the room or area is totally free of guests, patrons and Centre staff.
- The BCEC Safety Manager and Security Department is to be immediately informed of the misfire.
- The room or area is to be cordoned off to restrict unauthorised entry.
- Misfired pyrotechnics must be disconnected from their support Stand and placed into a bucket of water then removed from the BCEC site.

### **Risk Assessment**

The Event Organisers, Contractor and the BCEC have a legal obligation under the Workplace Health & Safety Act 1995 and other legislation to ensure a safe environment for staff, contractors, exhibitors, delegates and visitors. Reference – Queensland WH&S Act, S15b (person in charge of a workplace) and S22 (2) managing workplace health & safety.

Event Organisers of exhibitions, concerts, conventions, and sporting events are required to assess the risks associated with their event. To assist in the process we request that a Risk Assessment be completed for each event. BCEC can provide a document for each of these event types and the BCEC Safety Manager is available to assist in this process. This requirement is designed to identify any potential hazards that may affect the safety of your event and to ensure that control measures are in place to eliminate or to reduce the risk to acceptable level. The risk assessment is not limited to the types of activities or risks identified within the document and it is the responsibility of the event organiser to consider any and all hazardous elements of their event and document treatment options.

The Event Organiser must assign or nominate a Safety Officer for each event. This person's name and contact details are to be entered on the BCEC Event Risk Assessment form.

The completed Risk Assessment must be returned to your Event Manager not less than two weeks prior to the commencement of your event.

### **Safety Vests**

All Organisers, contractors and exhibitors and their staff must wear safety vests whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events.

Vehicle drivers and offsiders or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes. Effective date: 01/07/07

### **Scaffolding**

Refer to [Building or construction work](#)

### **Security**

The Security Department deals with all reported incidents of theft as well as items that are lost or found. All found items must be handed in to the Security Department or Information Desk in the Main Foyer.

Entry to the BCEC site is strictly controlled by the BCEC Security Department. All instructions issued by the Security Department must be complied with. To ensure safe traffic management, all instructions issued by Dock Marshals must be followed.

All persons who are to work as Security personnel must be holders of a current Security Officer licence and must complete a safety briefing prior to commencing work on site. Security Officers must comply with requirements of the BCEC Security Contractor Guidelines document.

## Service Road

Refer to [Loading Docks & Service Road](#)

## Service Pits – Power, Water and Telephone Connections

All connections to the water and communications in service pits may only be done by BCEC staff, licensed authorities and authorised contractors.

The BCEC site utilises a system of utility pits. Do not dump, deposit or dispose of any rubbish, liquids or other items into the pit system. Ensure that all pit covers are in place at all times and that hoses and electrical leads are placed through the appropriate cut out pit cover.

When the floor pit is no longer in use, the cut out pit cover plate must be removed and replaced with the solid cover to ensure an even floor surface.

Electrical cables must not be placed between the pit cover and pit frame. Cables and piping exiting pits must be protected from physical damage.

A consumption charge applies for exhibition water use. Enquiries should be directed to the Exhibitor Services Office in the Exhibition Concourse.

Water from sinks, pools, spas and other applications must be drained via the small 'wet pit' only as this drains to sewer.

Dry (electrical) pits must not be used to dispose of fluids.

## Shipping Containers

Shipping containers may only be delivered to site where prior arrangements have been made with the BCEC Event Planning Manager.

## Shooting Galleries

- The operator of a shooting gallery must have a "Shooting Gallery Approval" from the Queensland Police Weapons Licensing Branch. To obtain this approval 28 days notice is required.
- A Weapons Authorisation Form 15 must be completed and submitted to the Weapons Licensing Branch.
- Sign a Standard Terms for Contractors document. Provide a copy of Certificate of Currency for Public Liability insurance to the value of \$20 million indemnifying the BCEC.
- All weapons must be tethered in such a way so as to restrict the possibility of the weapon being aimed in any direction other than at the target area e.g. locked into a 25-degree arc of fire.
- At no time are the weapons to be left unattended. When gallery is not in use, weapons must not be accessible to any person. At least one person is to be physically present at all times when the weapons are available for use and must personally supervise the use of every weapon by each person using the gallery.

- Exercise all reasonable care and precaution and give such direction as are necessary to any person to prevent danger during the use of any weapon at the gallery.
- The target area must be fully enclosed to prevent entry and minimise the risk of ricochet.
- No live ammunition is to be used or brought on to BCEC premises.
- The weapons are to be air operated device only.

## Smoking

Smoking is not permitted anywhere within the Brisbane Convention & Exhibition Centre or South Bank River Room. Queensland Government regulations also prohibit smoking within 4 metres of any building entrance.

## Staging

### Staging over 600mm

All stages, risers and platforms greater than 600mm in height must be fitted with a handrail and mid-rail at the back of the stage. The side stage sections behind any stage draping must also be fitted with guard railing. For a stage depth of 24ft or 7.2m (frequently used in the Ballroom) the rear 12ft or 3.6m of each side must be fitted with guardrails. The front and unprotected side stage edges do not require guardrails but must be highlighted with high visibility white tape or bud lighting.

Access steps must also be fitted with a handrail and step edging must be highlighted with a suitable contrasting stair tread or high visibility tape.

Access steps at the unprotected front edge of the stage do not require handrails but step edging needs to be highlighted with a suitable contrasting stair tread, high visibility tape or bud lighting.

### Staging under 600mm

All staging under 600mm in height need not be fitted with hand rails unless location or lighting conditions increase the likelihood of a fall from stage.

All edges of the stage must be highlighted with a high visibility tape or bud lighting where the edge is not apparent or where general lighting levels are dimmed or extinguished when in use.

Access steps for these stages need not be fitted with a handrail however step edging must be highlighted with a suitable contrasting stair tread or high visibility tape.

### Guard Rails (removal of)

In the event that immovable structural items set on a stage prevent access to the stage edging then guardrails may be removed.

BCEC staff may not remove any guardrail required by this policy prior to an event even at the request of the event organiser.

These above rulings in relation to guardrails are based on the Workplace Health & Safety Regulation 1997, part 18.

## Stairs

All steps and stairways must comply with the requirements of the Building Code of Australia Section D2.13, the Australian Standard for Access and Mobility AS 1428.2 and Australian Standard for fixed platforms, walkways and ladders AS 1657

- All rises and goings in the same flight of stairs must be of uniform dimensions.
- Each step must have a high visibility contrasting edge.
- The stair tread must be non slip.

AS 1657 advises that each rise must be a minimum of 150mm and maximum of 215mm with goings minimum of 215mm and maximum 305mm.

The Building Code of Australia varies slightly from the above measurements however it is important that each step in the same flight is the same in going and rise, as any irregularity can disrupt foot movement leading to a fall. This is particularly important in an event environment where low, or variable lighting conditions may distract stair users.

Also refer to [Floors](#)

## Temporary Structures

All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:

- Safety of persons to be accommodated in the event of fire including means of egress.
- Prevention of fire.
- Suppression of fire.
- Health of persons accommodated.
- All structures over 2.4 metres in height, where persons either staff or guests gather must be certified by an engineer.
- Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia – Section D3.3).

The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client. Part of these principles include:

- Stands over 18sqm where roofing is fitted must have a “Smoke Detection Device” and have a fire extinguisher installed. The recommended material for the roofing is “shark tooth” type material that allows water penetration from sprinklers and fire canon.
- Audience chairs within a temporary structure must be secured in groups of not less than 4 and not more than 16. Maximum seats in each row must not exceed 8 where there is an aisle at one end only or 16 where there are aisles on both sides of the row. (Building Code of Australia NSW H101.11.1).

### Enclosed Areas

Any enclosed display or event area that may limit the effective operation of existing BCEC fire systems may require the installation of additional equipment, such as portable hose reels, emergency exit signs, emergency lighting, portable fire extinguishers and smoke alarms. Enclosed structures may only occur with the prior written approval of the BCEC Safety Manager.

### Seminar Rooms

The Australian Building Code states in NSW H102.3 that exits must be so provided and arranged as to afford a ready means of egress from all parts of a temporary structure.

For your reference, the Australian Building Code – table H102.4 specifies the following for temporary structures:

Number of persons	Exits	Aggregate width
1-25 persons	1-2 exits	1000mm aggregate width
26-50 persons	2 exits	1500mm aggregate width
51-75 persons	2 exits	2000mm aggregate width
76-100 persons	2 exits	2500mm aggregate width
100-200 persons	2 exits	3000mm aggregate width
201-400 persons	2 exits	4500mm aggregate width

The dimensions of the paths of travel to exits must not be less than 1000mm in width. D1.6 Australian Building Code.

## **Vehicles - use and operation of:**

Vehicles or mobile equipment (including bikes scooters, buggies etc) are not be used or operated within any area of BCEC (carpeted areas or otherwise) without approval from the Safety Manager or Operations Director. The operator must be licensed and is responsible to ensure the vehicle is operated in a safe manner and in accordance with any legislated requirements (e.g. licence, safety harness, passenger number, load etc) and if requested by the Safety Manager a Safety Management Plan relevant to the use of these vehicles.

All vehicles should have a full tank of fuel when left in the Centre to reduce the vapour space in the tank as per Queensland Fire Service advice (Workplace Health & Safety, Risk Management Advisory Standard 2000). All vehicles must be supplied with a drip-tray. The vehicle keys are to be left with Security Control, unless other arrangements have been made with the Event Manager. Vehicles displayed in foyers and meeting rooms must be located to ensure a clear space of 3m to another vehicle.

All vehicles displayed on a gradient (e.g. one set of wheels on a ramp) are to be locked and no access to be granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

A Traffic Management Plan must be devised for forklifts and vehicle movement within the workplace to ensure the safe movement of pedestrians during bump in and bump out of conventions and exhibitions. If vehicle movement is required during events then the plan should also address safety, especially in and around visitors to these events. Details of moving displays must be communicated to the BCEC Event Planning Manager.

Any vehicle moving through meeting rooms, foyer or concourse areas, must be escorted by a BCEC Security Officer. Vehicles may only move at a slow walking pace.

## **Working in Public Areas (Foyers)**

Any structure with a temporary nature that is built or removed in public areas or foyers of the BCEC by a contractor must be cordoned off from the public and appropriate work area signage displayed.

## **Workplace Health & Safety**

### **Policy**

The Brisbane Convention & Exhibition Centre is committed to providing a healthy and safe work environment for employees, clients and contractors.

This commitment extends to ensuring that the organisation's operations do not place anyone at risk of injury or illness.

The Centre will work in partnership with event organisers and contractors to ensure that all event activities conform to relevant state and federal legislation, Australian Standards and industry best practice so that event operations do not endanger the health and safety of patrons.

### **General WH&S Information**

The BCEC Safety Management Team reserves the right to stop or suspend any works that in their opinion, present a risk to safety.

The BCEC Safety Management Team has implemented an internal Prohibition Notice and Safety Improvement Notice (SIN) system. Where necessary a notice will be issued for a breach of the Centre's safety rules. These notices will apply to all persons who perform work on the BCEC site.

The Prohibition Notice is issued where the Safety Management Team reasonably believes that circumstances causing, or are likely to cause, an immediate risk to health and safety have arisen, or are likely to arise, in relation to a workplace activity, plant or substance. This means that the activity or use of the plant or substance cannot proceed until the activity, plant or substance is deemed to be safe.

The Safety Improvement Notice (SIN) is issued on the spot for a breach of safety policy or procedures. It is intended to give the recipient immediate notice that their safety performance needs to improve. A copy of the SIN will be forwarded to their manager or site employer as well as being entered into the SIN database for future reference.

All persons coming onto the BCEC site must adhere to all relevant Queensland Workplace Health & Safety legislation. Persons refusing to comply with directives from a Safety Representative may be directed to leave the premises.