



# WORKPLACE HEALTH & SAFETY GUIDELINES

Event Design & Construction for  
Event Organisers, Contractors & Exhibitors



## Document Control

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

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## PURPOSE OF THIS MANUAL

This document provides guidelines to managing workplace health and safety at exhibitions and events for organisers, exhibitors, contractors, sub-contractors and those persons who conduct business or hold events within Brisbane Convention & Exhibition Centre (BCEC).

For more detailed information about any area of the Centre or our operations, please contact your Event Planning Manager or call us on +61 7 3308 3000.

## SCOPE

The BCEC Workplace Health & Safety Guidelines (the Guidelines) describes the core elements in managing work health and safety within BCEC and considerations one must make when holding an event or supplying services or products to an event within the Centre.

The 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. BCEC does not represent the relevant statutory authorities mentioned in this document.

Where possible, references are made to relevant sections of legislative Acts, Codes, Regulations and Standards to enable the reader to source additional information from these publications.

It is the responsibility of the reader to conduct sufficient investigations to ensure their compliance with relevant legislation and Australian or Industry Standards, so as to fulfil all obligations required by these authorities and governing bodies.

BCEC does not accept responsibility for the accuracy or omissions of any statement, opinion, advice or information contained in this document.

The scope of this document includes:

- Consideration of, and compliance with, relevant legislative, regulatory and statutory obligations [Work Health and Safety Act 2011](#) ; [Work Health and Safety Regulation 2011](#) and subsequent codes of practice and standards
- Requirements under the National Construction Code of Australia; Australian Standards; Codes of Practice and other legislative requirements
- Obligations under the Work Health and Safety Act 2011 for organisers, contractors etc

## ABBREVIATIONS

BCEC	Brisbane Convention & Exhibition Centre
WHS	Work Health and Safety
SDS	Safety Data Sheet
DDA	Disability Discrimination Act
NCC	National Construction Code
AS	Australian Standards

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## SECTION 1 WORK HEALTH & SAFETY OBLIGATIONS

### COVID-19

The BCEC is currently operates under a Site Specific COVID-SAFE Plan approved by Queensland Public Health Unit Metro South Health.

The Plan is integrated with VenueShield, a new environmental hygiene protocol developed by BCEC's parent group, ASM Global and rolled out at ASM Global's 325 venues worldwide. VenueShield provides the most advanced hygiene safeguards and exceeds current regulations.

A newly developed [BCEC Safe Event Guideline](#) has been prepared specifically to assist in the planning of events at the Centre. This document encompasses all the necessary health and hygiene safeguards, food safety measures, and government directives required under the current operating conditions.

### WHS COMMITMENT & POLICY

BCEC is committed to providing a healthy and safe work environment for its workers, clients, organisers, contractors, and other persons who conduct business within the Centre or persons who are attending an event.

This commitment extends to ensuring that the organisations operations do not place anyone at risk of injury or illness. BCEC will work in partnership and consult 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 persons where it is reasonably practicable.

### WHS MAIN STATUTORY DUTIES

The event and exhibition industry and those within it are all subject to the [Work Health and Safety Act 2011](#) and state regulations [Work Health and Safety Regulation 2011](#).

Venues and exhibition spaces can generally be deemed a workplace and many parties may have duties to fulfil within that space.

### PERSON CONDUCTING A BUSINESS OR UNDERTAKING

The primary duty of care S. 19 of the WHS Act states:

- (1) A person conducting a business or undertaking (PCBU) must ensure, so far as is reasonably practicable, the health and safety of:
  - (a) workers engaged, or caused to be engaged by the person; and
  - (b) workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking
- (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of business or undertaking
- (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable –
  - (a) the provision and maintenance of a work environment without risks to health and safety; and
  - (b) the provision and maintenance of safe plant and structures; and
  - (c) the provision and maintenance of safe systems of work; and
  - (d) the safe use, handling and storage of plant, structures and substances; and

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- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from conduct of the business or undertaking

## WHS DUTIES

### Duties of Workers

Section 28 of the WHS Act states: While at work, a worker must:

- (a) Take reasonable care for his or her own health and safety; and
- (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- (d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

### WHS Duties are Not Transferable

The WHS Act clearly identifies that duties owed under this Act are not transferable to other persons; if a duty is owed then it must be complied with. (Part 2 – section 14 WHS Act 2011).

### WHS Duties are incapable of being contracted out to other parties/persons

Section 272 of the WHS Act states:

A term of any agreement or contract that purports to exclude, limit or modify the operation of this Act or any duty owed under this Act or to transfer to another person any duty owed under this Act is void.

## RESPONSIBILITIES

### ORGANISERS

The organiser, through consultation and in conjunction with the venue manager is responsible for ensuring a safe event or exhibition including the safe access and egress of any persons to and from the event or exhibition, so far as is reasonably practicable.

This includes, but is not limited to ensuring:

- That entrances, emergency exits, access to firefighting equipment is freely available
- Where coverage of fire exit signage is undertaken, alternative signage must be provided
- Exhibition floor plans or where room theming is undertaken, it does not compromise emergency egress or safety and ensures there is sufficient space around stands, displays, room sets etc
- Temporary seating, scaffolding and custom built or two storey structures are certified by structural engineers where appropriate and approved by BCEC
- Live demonstrations or displays that have been directly sourced, hired or brought in at the specific request of the organiser, are safe to undertake and have been approved by BCEC

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- Direct supervision of persons they engage to undertake activities on their behalf, i.e. contractors, sub-contractors, workers, volunteers etc

While organisers cannot always be held responsible for the actions, or in-actions of their exhibitors and the exhibitor's contractors, they are responsible for requesting proof that the exhibitor and their contractors will ensure the stability of stands and structures, and implement safe systems of work when using plant, materials, machinery and equipment on-site.

In order for the organiser to fulfil his or her statutory duties as set out in Section 19 - WHS Act 2011 an organiser must satisfy themselves so far as is reasonably practicable that their exhibitors and contractors have instigated a health and safety management plan, including undertaking and implementing a suitable and sufficient risk assessment for their work or display area.

If the organiser hires or instructs contractors directly, then the organiser must check that the contractor they hire is competent and has undertaken a suitable risk assessment for the event or exhibition and consults with all relevant parties with regards to ensuring health and safety during the move in, construction, event, de-construction and move out.

Where event organisers engage or hire entertainment acts, artists, theming companies or production companies to provide services, then their duty is to ensure that those companies or individuals so engaged also comply with the legislation and consult with them as to how they are to undertake their contracted activities and ensure that they have provided risk assessments, public liability insurance and a safety management plan to ensure the health and safety of all persons who may come into contact with the event or are affected by the activities of the companies engaged.

BCEC utilises a permit system to regulate and ensure that entertainment acts and other activities undertaken within BCEC are done so in a safe manner and having due regard to the entertainments health and safety and that of those persons who may have some interaction with the act is safeguarded. See Permit to Work.

## EXHIBITORS

In the case where the exhibitor employs or contracts out the work on their stand (custom, shell or space only), making each stand its own separate workplace subject to all relevant laws and regulations.

Exhibitors may have a larger work health and safety duty than that pertaining in their workplace. They have duties and responsibilities to each contractor and sub-contractor they engage to work on their stand (including their own employees or sales persons) but more importantly a duty to any person who may come into contact with the stand. Exhibitors may become directly responsible for the safe use and maintenance of every element on their stand and its environs (ramping, stairs, wheelchair access, general safety of display items, moving parts of live displays etc.) this will usually include the general public and/or visitor to the stand.

Exhibitors should ensure that the persons they engage to undertake work on their stand are competent and have undertaken a suitable and sufficient risk assessment for the work to be undertaken. Complex stands or structures may require the production of documentation to verify that the structure is safe to inhabit (Production of engineer's certificate, load capacity, installation as per manufacturer's directions).

Exhibitors must take reasonable steps, as far as is reasonably practicable to ensure the contractors are operating to a safe system of work, including access and egress to and from that stand.

The exhibitor has a duty to inform contractors of any specific risks associated with their activities that may detrimentally affect the contractor's workers whilst working on the stand.

## CONTRACTORS

Contractors have a duty as identified under Section 28 of the WHS Act and they also have duties to consult with all relevant parties regarding their undertaking to ensure work health and safety of all persons

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the undertaking may impact on. This duty is not limited to their own stand or build area but to those on adjacent stands, aisle ways, fire exits, temporary seating, and using facilities, plant, materials, machinery or equipment (dust creation, noise issues, utilisation of plant forklifts etc).

The duties include but may not be limited to, training, supervision and competence of workers but also any sub-contractors they engage to work on the site.

## REPORTING HAZARDS & UNSAFE WORK PRACTICES (INCLUDING A NEAR MISS)

The event organiser or PCBU must immediately inform BCEC Security or Safety Manager of any unsafe work practices or near misses so that the hazard or activity is addressed to ensure the safety and health of persons within the site.

BCEC will document any hazard, unsafe work practice or near miss and the BCEC management will take appropriate action with regards the incident.

**To report an incident or hazard, phone Security (all hours)**

- **Dial 8 from any internal phone, or**
- **3308 3068 using your mobile phone**

**General Security enquiries and non-urgent matters call: 3308 3035**

## ELECTRICAL ACCIDENTS

Electrical accidents must be reported immediately to the Security Department.

The event organiser has an obligation under the WHS Act. Electrical contractors must ensure that accidents or injuries are recorded and reported as required under legislation.

Section 35 of the WHS Act 2011 identifies the meaning of a notifiable incident:

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident

Section 38 of the WHS Act 2011 requires that a person who conducts a business or undertaking must ensure the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

## RISK ASSESSMENT

Event organisers, contractors and BCEC have a legal obligation under the WHS Act 2011 and other legislation to ensure a safe environment for workers, contractors, exhibitors, delegates and visitors. Reference – WHS Act 2011, S19.

Event organisers are required to assess the risks associated with their event.

The event organiser should assign or nominate a safety officer for their event. This person's name and contact details are to be entered on the BCEC *Event Safety Checklist & Risk Acknowledgement Form* available from your BCEC Event Planning Manager and on BCEC website.

The event organiser is to complete this form and return it to their BCEC Event Planning Manager at least 14 days prior to their event.

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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. It is the responsibility of the event organiser to consider any and all hazardous elements of their event and document treatment options.

Where the event safety checklist identifies high risk activities the BCEC Safety Manager may require completion of additional risk assessments for these activities prior to approval.

## **SAFETY INSPECTIONS & STOPPAGE OF WORK(S)**

BCEC will conduct random safety inspections to ensure all work health and safety concerns are undertaken as required by the WHS Act regulations and guidelines utilised in this document.

Any reported unsafe work or non-issuance of a permit to undertake those works will require an immediate stop of the works and the relevant persons or organisation may be removed from site until the corrective action has been taken or a permit issued.

## **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. Exposure to the vibration from loudspeaker systems can cause internal organs to vibrate severely. This in some cases may cause damage to internal organs.

Entertainment venues are workplaces and have an obligation to ensure the work health and safety of their staff and others. Under the WHS Act 2011 and Regulation, employers (including organisers, event managers etc.) have an obligation under the Act and Regulation to prevent the risk of exposure of workers to excessive noise as defined in legislation. 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 people to work in an unsafe environment.

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 regulations stated above. For a 2-hour performance, this equates to a maximum of 91dB (A) continuously for the 2 hours.

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## SECTION 2 COMPLIANCE

### ACCESS TO SITE & FIRST AID

Access to the BCEC worksite is via the [Service Road](#) off Glenelg Street, South Brisbane. For more information please refer to our [website](#)

Contractors shall not access the site via public or front of house areas unless they have been authorised by BCEC management to do so.

If **urgent** first aid is required BCEC Security should be notified immediately:

- **Dial 8** from any internal house phone, or
- **3308 3068** using your mobile phone

**General Security enquiries and non-urgent matters call: 3308 3035.**

Notwithstanding this, contractors and organisers should endeavour to provide adequate first aid personnel and supplies when they attend site to cater for their own medical requirements and that of their workers.

### ATTIRE & CONDUCT

All event contractors, exhibitors and workers must be dressed in a neat and tidy manner at all times while working in the Centre. Covered footwear must be worn at all times whilst working on site.

It is the responsibility of all event contractors, exhibitors and their workers to be professional in their own behaviour and respect the rights of others at BCEC.

Any behaviour which is abusive, indecent, violent, unruly, disorderly, dangerous, offensive, or which unreasonably disturbs others, will be considered unacceptable and may result in the person/s being ejected from site.

BCEC will not tolerate sexual, racial, religious, bullying or other kinds of harassment in the workplace.

### BODY PIERCING

See [Tattooing & Body Piercing](#)

### CHEMICALS & HAZARDOUS SUBSTANCES

Persons utilising chemicals or hazardous substances (including gases) as part of their undertaking must comply with the legislative requirements for storage, handling and transportation. Federal and State legislation identifies those requirements. Where possible the need for hazardous substances should be eliminated. Depending on the quantity a BCEC permit may be required, if you are in doubt contact BCEC Safety Manager ([safety@bcec.com.au](mailto:safety@bcec.com.au)).

Appropriate personal protective equipment (PPE) must be worn when handling chemicals.

### DISPOSAL AND CLEAN UP

Under no circumstances are any chemicals to be disposed of via the Centre's draining system. Persons found disposing of substances in BCEC drainage system will bear any costs incurred in the course of rectifying the situation. This includes any litigation costs incurred under the Environmental Protection Regulation 2008: <https://www.legislation.qld.gov.au/view/pdf/2012-11-09/sl-2008-0370>

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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. BCEC can provide substances disposal facilities on request.

BCEC 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 Building Services Department on 3308 3535.

## SAFETY DATA SHEETS

Where a chemical, hazardous substance, including gases, are brought, stored or handled on site, then it shall be accompanied by a safety data sheet (SDS) and produced upon request of BCEC personnel.

## CHEMICAL SPILLAGE

Where a chemical spillage occurs it is to be cleaned up immediately (if safe to do so) and precautions taken in respect of the type and amount of chemical spilt.

The SDS contains information on clean up instructions. BCEC has spill kits available in the case of a large quantity spillage.

Temporary signage and barriers should be utilised where appropriate and the matter reported to the organiser or contractor in charge of the work being undertaken.

## CONSTRUCTION INDUCTION CARD (WHITE CARD)

The WHS Regulation 2011 section 318 requires people carrying out construction work to hold a general construction induction card (previously called a white card).

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

- A person conducting a business or undertaking must ensure that general construction induction training has been provided to a worker engaged by the person who is to carry out construction work and that the worker holds a general construction induction training card.
- Relevant people and workers cannot start construction work unless they hold general construction induction training evidence.

Queensland recognises that the use of equivalent interstate general construction induction cards in Queensland.

## 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”.*

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.

Any damage caused at the Centre will be added to the final account and the Key Client Contact will 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.

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## DRUGS & ALCOHOL

It is prohibited for any person undertaking work within BCEC to be under the influence of alcohol or illegal drugs.

In reference to the above, the possession, distribution or use of any illegal drug or alcohol at BCEC by contractors or workers is strictly prohibited and will be dealt with promptly.

## ELECTRICAL

### DOUBLE ADAPTORS

Double Adaptors **must not** be used at BCEC under any circumstances.

### ELECTRICAL ACCIDENTS

Refer to WHS Obligations – [Electrical Accidents](#)

### 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 gaffer tape.

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

### ELECTRICAL EQUIPMENT

The BCEC Safety Manager 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 Manager can call upon internal specialists to assist when the circumstances require it.

All persons, using any electrical equipment must:

- 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. Extra safety precautions may be required 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.

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## ELECTRICAL LOCKOUT SYSTEM

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 legislation *Electrical Safety Regulation 2013* and *AS/NZS 3000 Wiring Rules*.

## ELECTRICAL TESTING & TAGGING

All portable electrical equipment, appliances and leads used on BCEC site must be tested & tagged in accordance with legislation and AS/NZS 3760:2010. - *In Service Safety Inspection and testing of electrical equipment*.

Any electrical equipment found to be untagged **must** be tested & tagged or removed from 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 per AS/NZS 3760:2010. - *In Service Safety Inspection and testing of electrical equipment*

Utilise safety switches (RCDs) when using electrical tools and equipment.

### **You Should Never:**

- Use damaged electrical leads, tools or equipment
- Install or remove any type of power cable while the power is turned on
- Use electrical leads, tools and equipment in damp or wet conditions unless they are specially designed for use in those conditions.
- Place electrical leads in areas where they may be damaged (e.g. on vehicle access ways, over sharp edges etc).
- Overload electrical circuits
- Use modified tools or equipment

## ELEVATING WORK PLATFORMS / BOOMS

All boom, scissor lifts or elevating work platforms (EWP) used on site must be operated safely and in accordance with the manufacturer's instructions. Log books are to be completed in all instances of use.

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 and a spotter present.

Scissor lifts and other vehicles are **never to be driven** on dance floor, timber floor, tiled floor or terrazzo flooring.

## FIRE & EMERGENCY PLAN

For your safety make sure you know the location of the nearest emergency exits, firefighting equipment and emergency warning systems within the Centre.

### **To report a fire or emergency call Security:**

- **Dial 8 on any internal phone, or**
- **3308 3068 using your mobile phone**

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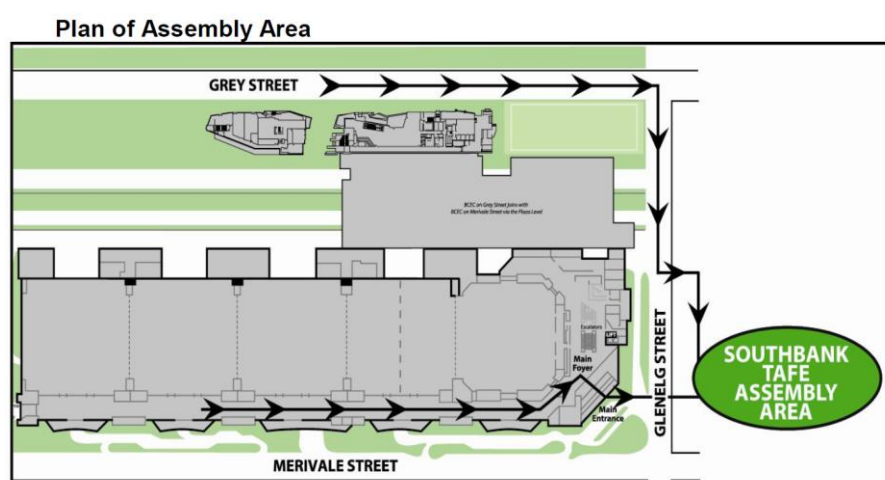
- Give your name, contact details, location and type and scale of the emergency
- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).

In the event of an emergency there are **two tones** to warn of a fire or other situation which may require evacuation of the site.

**ALERT TONE: beep, beep, beep.** This means, stop what you are doing and await further instructions as to whether an evacuation will be required.

**EVACUATION TONE: whoop, whoop, whoop.** Remain calm and evacuate quickly to the nearest exit to the assembly area through emergency exits as directed by the Building or Floor Wardens.

The BCEC assembly point is located on the grass area at the corner of Merivale and Glenelg Streets, South Brisbane. (South Bank TAFE site) See evacuation diagram below.



Stay at the assembly point. Do not re-enter the building until given the 'all clear' by BCEC Security or fire warden staff or Emergency Services.

## FOOD SAFETY

Food safety receives the highest priority at BCEC as we continue to work to the highest level of international food safety standards. BCEC holds ISO22000 accreditation in Food Safety Management Systems (FSMS) with rigorous auditing and processes in place.

The BCEC FSMS is designed to satisfy the requirements of ISO 22000:2005 (incorporating the principles of HACCP). The FSMS systematically identifies, prevents, monitors, controls, corrects and documents hazards that have the potential to contaminate food.

### Identifying Hazards

A food business is required by legislation to identify all potential hazards wherever there is the potential to spoil a food product. This is termed Critical Control Point (CCP).

A hazard is defined as a source that can cause potential damage, harm or adverse health effects to someone.

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Food hazards fall into three categories;

### 1. Physical

Any foreign object that is normally not found in food such as glass, wood, stones, metal, plastic, hair, jewellery, Band-Aids and any other foreign objects.

The risk of physical contamination can be reduced or eliminated following simple procedures such as wearing appropriate personal protective equipment (PPE), dressing wounds properly, using a suitable food preparation environment.

### 2. Chemical

Chemical contamination can occur when a chemical enters the food, such as a cleaning agent that was not properly removed before food preparation commenced or careless use of a chemical e.g. oil during regular equipment servicing.

It can also occur in preparation areas or storage, which is why it is important to segregate chemical storage and to label containers correctly.

### 3. Biological

This is the most common source of food borne illnesses and is caused by harmful (pathogenic) microorganisms.

Harmful bacteria can be transferred to food by cross contamination and poor hygiene, or can grow to harmful levels as a result of poor temperature control. Given the right environment these microorganisms can thrive and multiply very quickly.

### Contamination

At every Critical Control Point (CCP) that has been identified during the hazard identification process there is the risk of contamination. Contamination is not confined to Food Handlers.

### Personal Hygiene

Personal hygiene practices and cleanliness is one of the best ways to minimise the risk of food contamination.

### Hand Washing

BCEC has hand wash basins, with soap dispenser and hand towel, in all public toilets

### Health

All persons who visit the BCEC and come into contact with food are advised to follow the same guidelines as food handlers below.

If you are required to enter a kitchen or food service area to service equipment you are required to advise your BCEC contact if you are suffering from any of the below listed symptoms and will follow the same guidelines as a food handler while undertaking work at BCEC.

Legislation is very specific regarding the obligations for health and hygiene, including sickness of food handlers.

A food handler who has symptoms or may be suffering foodborne illness, or knows he or she is suffering from a foodborne illness, or is a carrier of a foodborne illness, must, if at work:

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- (a) Report that they are or may be suffering from the illness, or knows that they are carrying the illness to their supervisor, as the case may be;
- (b) Not engage in any handling of food where there is a reasonable likelihood of food contamination as a result of the illness; and
- (c) If continuing to engage in other work on the food premises – take all practicable measures to prevent food from being contaminated as a result of the illness

Foodborne illness means an illness that is likely to be transmitted through consumption of contaminated food or person-to-person contact.

Symptoms of a food borne illness:

- May range from mild to very severe.
- Can take between a few hours to a few days to take affect
- Often include one or more of:
  - Nausea
  - Stomach cramps
  - Diarrhoea
  - Vomiting
  - Fever

We appreciate your cooperation with Food Safety, it is important to us in the delivery of safe food to our patrons, clients and guests.

## FORKLIFTS

### FORKLIFT OPERATORS

Forklift operators must be licensed to operate a forklift and produce such licence when requested by a BCEC representative.

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

<https://www.worksafe.qld.gov.au/injury-prevention-safety/workplace-hazards/dangers-in-your-workplace/forklifts/forklift-resources>

Forklifts must operate under these following conditions at all times:

- The maximum speed limit for forklifts is 10km per hour.
- Forklifts cannot be left unattended at any time with a key in the ignition.
- Seat belts must be worn if fitted.
- 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 tynes or carry passengers.
- Drivers must stop and 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 and shall not drive on the pedestrian walkway.
- When travelling without a load, the tynes must be as low to the ground as possible

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- Forklifts are not to be stored in exhibition halls or docks; a forklift parking area is allocated on the Service Road.

## FORKLIFT SPOTTERS

Forklifts must operate under the following conditions within an exhibition hall or dock area during construction, bump in and bump-out periods or where their vision is impaired by booths or materials in the hall:

- Each forklift shall have a trained/competent spotter wearing a safety vest to guide and escort the forklift in exhibition areas and dock areas
- Remain a safe distance from the forklift and its load while the forklift is moving or the load is raised
- Be in constant view of the forklift driver at all times
- Stay in the view of the forklift driver at all times
- Warn pedestrians to stand clear of the forklift and load
- If the forklift driver has to raise the load then the spotter must ensure pedestrians are not located under or near the raised load and that the load is clear of other items such as booths, signs etc. so as not to cause a collision
- The spotter needs to be aware of obstacles in the way both in front of them and overhead
- Spotters directs the forklift driver to an area with adequate place to place the load safely
- Ensure loads are not placed to obstruct fire egress or firefighting equipment

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

## FORKLIFT TYRES AND DAMAGE

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

Forklifts are not permitted to operate on the concourse or foyer areas unless approved by the Safety Manager.

Damage caused by forklifts or their loads during movement shall be reported immediately to the BCEC Security Department (phone: 3308 3035) and documented.

## MAN CAGES

At no time can persons other than the operator be transported by forklift from one place to another. Man cages may only be used with permission from the Safety Manager.

## GAS

### GAS USE AND STORAGE

The use of naked flames, LP gas or flammable liquids is prohibited without prior notice and approval by the Safety Manager. See Permit to Work.

The use of gas fuelled flares, projectors or other pyrotechnical devices are strictly prohibited.

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## GAS CYLINDER CAGES

Gas cylinder cages have been constructed at the rear of exhibition hall 3-4. The cages are to be used by contractors who require gas cylinder storage onsite during an event. All gas bottles need to be removed from these cages at the end of the contracted event period. Users of these cages are to provide their own security of items stored in the cages.

Forklift and other gas cylinders shall not be stored inside exhibition halls or dock areas unless approved by the Safety Manager.

## GAS USE FOR DEMONSTRATION OR COOKING PURPOSES

The use of LP gas cylinders indoors will be avoided wherever possible and permits apply.

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 purpose the total volume and number of cylinders shall be in line with AS1596-2014, LPG Minor Storage & Usage Table 2.1.

The installation of LP gas appliances for demonstration shall comply with current Acts and Regulations and AS1596 *LP Gas – Storage and Handling* and be used and positioned only with the written approval of the BCEC management and the Queensland Fire & Emergency Service <https://www.qfes.qld.gov.au/>

A minimum of 4kg CO<sub>2</sub> 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.

A licensed person as defined in the [Petroleum and Gas \(Production and Safety\) Act 2004](#) will perform all gas fitting work. See also <https://www.qbcc.qld.gov.au/gasfitting>

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

## GASES (OTHER)

Clients or exhibitors requesting to utilise gases (other than LPG) shall ensure that all cylinders are clearly marked as to the type of gas and stored in an upright position and secured to prevent the cylinder falling over and damaging the valve.

Safety Data Sheet (SDS) product information shall be supplied by the client or exhibitor to BCEC Safety Manager on delivery of the gas cylinder.

BCEC reserves the right to refuse any gas to be utilised within the premises where it is believed it may cause harm to persons or have an explosive potential to cause damage.

Requests in the form of the permit system for gas use shall be directed to the Safety Manager BCEC two weeks prior to the intended demonstration or product use. See [Permit to Work](#)

The quantity of the gas permitted is subject to the approval process indicated above.

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## HOUSEKEEPING & DAMAGE

Workers are responsible for ensuring their work space is maintained in a clean and safe state, rubbish containers and skips are provided for waste products and the BCEC supports recycling of materials.

Building products or waste is not to be stored in or blocking fire exits, firefighting equipment cupboards or egress.

The cutting of materials inside the building is not permitted unless approved by BCEC. Dock areas are to be utilised for cutting, drilling and painting.

The damage to the fabric of carpet, walls, columns, tiles etc. will not be tolerated and charges will apply to the individual for any damage sustained.

Clause 1.2 of the Standard BCEC Event Contract, states: “*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.

Any damage caused at the Centre will be added to the final account and the Key Client Contact will 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.

## LADDERS

The following is to be considered for ladder use at BCEC:

- Ladders must only be used for light work and for short duration
- Ladders must comply with *AS/NZS 1892.5 – Portable ladders - Selection, safe use and care*
- Metal ladders must not be used where an electrical hazard exists
- Three points of contact must be maintained at all times
- Ladders must be suitable for the type of work
- Ladders must be used in line with the manufacturer’s instructions

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

## 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

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Operators must produce their licence or certification when requested by the Safety Manager. 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.

## LIFT USE

Access to the Mezzanine, Plaza Level and Grey Street meeting rooms is via the Great Hall loading dock and adjacent freight lift (maximum weight lifting capacity is 5T).

Great care is to be taken with regards to damage to the lift and lift doors. A door close delay (green button) is provided in the lift which enables the doors to remain open for an extended period. This must be used when moving goods/vehicles in and out of the lift to ensure the doors do not close prematurely thus damaging the lift doors. There is a camera in each car lift and all damage will be charged to offenders.

## LOADING DOCKS & SERVICE ROAD

All traffic accessing the service road and loading docks must enter off Glenelg Street, South Brisbane and exit via Melbourne Street. Movement of vehicles on the service road is strictly one way.

A 10km per hour speed limit applies for all areas within BCEC.

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 Planning Manager. Vehicles are not permitted to park on the loading dock at any other time.

Abandoned vehicles or those exceeding the unload time period may be towed from site if they are hindering access to the loading area.

Vehicles and contents are the responsibility of the owner while on the loading dock

Parking for contractors, production companies and workers is available in the car park via Merivale Street.

## CHILDREN

Children under the age of 15 years **are not permitted** to enter high risk areas during move in and move out of an event. Children are not permitted on loading docks at any time.

A high risk area is one where forklift operation, rigging or stand building is being undertaken.

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 in any areas within the building.

## DELIVERY OF GOODS

Loading docks are self-servicing loading docks (client provides their own forklifts and staff to unload equipment). Refer to your event organiser for details of the appointed freight handling company.

BCEC will not accept goods on behalf of exhibitors. 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.

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## DOCK MARSHALS / SERVICE ROAD COORDINATOR

During high traffic periods 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 established by the organiser

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.

## LOADING PLAN

Access to the 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 organisers of exhibitions larger than 2,500m<sup>2</sup> must forward a copy of the Load In and Load Out Schedule to BCEC Event Planning 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.

## PEDESTRIANS & WALKWAYS

A pedestrian walkway has been established on the service road and is marked in yellow and maroon stripes. Pedestrians utilise the walkway to access exhibition halls and back of house areas.

Pedestrian egress paths must remain clear during all phases of the loading and during operational days of the event.

Pedestrians have the right of way and vehicles should yield or stop to allow pedestrian movement across dock areas.

Vehicles or loads are not permitted to park or be left on the pedestrian walkway at any time.

Pedestrians are required to wear safety vests or hi-visibility clothing on the walkway, service road, halls and loading areas.

## 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.

## NON-SMOKING VENUE

BCEC is a non-smoking venue. Smoking within the venue is not permitted.

A designated smoking area is available on the external Plaza Terrace. Guests may smoke outside the venue keeping five metres clear of entry and exit doors.

The State of Queensland considers electronic, e-cigarettes, e-cigars and vape pens to be treated under the same regulations that apply to normal cigarettes. On the spot fines apply to users of these devices within the building or within five metres of entry and exit doors.

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## PERMIT TO WORK

BCEC utilises a permit system for certain types of work, activities or undertakings such as, however not limited to the following:

1. Aerial Acts
2. Amusement Ride and Devices
3. Animals
4. Child Care Facility
5. Demonstration (product or equipment)
6. Drones
7. Electrical Work
8. Excess Weight Item (over 500kg)
9. Fire Acts (fire twirling; fire breathing)
10. Foggers / Hazers
11. Hazardous Substances (Use of)
12. Heavily Themed Events
13. High Risk Activity (electrical, scaffolding, suspension display)
14. Lasers
15. Medical Activities, including Tattooing & Body Piercing
16. Naked Flame and Liquefied Petroleum Gas (LPG)
17. Pyrotechnics & Air Cannons
18. Two Storey Structures (>2.4m)
19. Stage Configuration / Alteration
20. Vehicle Displays

If you have any doubts as to whether an activity requires a permit then contact the Safety Manager to ascertain its appropriateness before undertaking the activity at least 14 days prior to the event.

## PERSONAL PROTECTIVE EQUIPMENT

Where workers are undertaking work whereby personal protective equipment is required or to safeguard the health and safety of persons, including themselves then PPE shall be worn. (Hardhats, gloves, goggles, safety glasses).

## SAFETY OF PERSONS

Where construction work is to be undertaken in public areas, foyer space, halls or areas which may impede movement of persons or cause a danger to persons then the contractors shall ensure that barricades, safety signage or other appropriate measures are undertaken to ensure the safe flow of pedestrians or traffic.

The site is to be secured when unattended, barricade and/or cover excavations/lift doors/areas to ensure there is no risk to person's safety.

## SAFETY VESTS & ENCLOSED FOOTWEAR

All organisers, exhibitors, contractors, BCEC employees must wear safety vests or hi-visibility clothing to ensure maximum visibility while on the loading docks, service road or in the exhibition halls during the construction, bump in and bump out of events.

Vehicle drivers and offsideers 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.

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Enclosed footwear must be worn at all times in the above areas during move in and out. Thongs, sandals and open toed shoes are not permitted.

## SECURITY

The Security Control Room is manned at all times.

### In case of an emergency:

- **Dial 8** from any internal phone, **or**
- **3308 3068** using your mobile phone

### General Security enquiries and non-urgent matters call: 3308 3035

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 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.

## SPEED LIMIT

A 10km per hour speed limit applies for all areas within BCEC.

## TATTOOING & BODY PIERCING

Tattooing and body piercing are high risk personal appearance services. The Public Health (Infection Control for Personal Appearance Services) Act 2003 & the Tattoo Industry Regulation 2013 covers these procedures, all requirements must be met.

Tattooing & body piercing is prohibited without prior notice and approval from the BCEC Safety Manager. A permit from the BCEC is required to enable Tattooing & Body Piercing activities.

The following documentation must be completed and submitted along with the permit form prior to an event commencing.

All the documentation must be approved by the Safety Manager before the activity will be allowed to proceed.

### Tattooing

It is a Queensland Government requirement that a tattooing show/exhibition permit is obtained by the company providing the service on BCEC property, this permit must have BCEC as the premises on approved permit.

The approved permit must be provided to BCEC prior to the event and the original must be kept by the permit holder at the premises during the event.

It is a Brisbane City Council requirement that a Personal Appearance Services licence is obtained by the company providing the service on BCEC property, this licence must have BCEC as the licenced premises on approval.

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The approved licence must be provided to BCEC prior to the event and the original must be kept by the licence holder at the premises during the event.

### **Body Piercing**

It is a Brisbane City Council requirement that a Personal appearance services licence is obtained by the company providing the service on BCEC property, this licence must have BCEC as the licenced premises on approval.

The approved licence must be provided to BCEC prior to the event and the original must be kept by the licence holder at the premises during the event.

## **THEMING & PRODUCTION COMPANIES, ORGANISERS AND OTHERS**

Theming and production companies, organisers and others that are engaged to provide services within BCEC are required to submit [floor plans](#) and descriptions of any structures, builds, activities and detailed risk assessments to the BCEC Event Planning Manager for any activities which may:

- Affect the safe movement of persons to/from the event in the case of an emergency situation
- Obscure or cover emergency exit signage
- Store equipment, packing equipment, road cases etc. in any fire exit door, corridor, access way or stair
- Require the isolation of the fire system as a result of their activities or requirements, use of hazer's, smoke generation devices or activities
- Cause or likely to cause the potential for harm to members of the public, workers or performers.
- Movement of vehicles, scenery, stages pieces, etc. which may pose a danger to the public, workers, performers
- Activation or firing of fireworks, air cannons, special effects, lasers etc. during any event
- Utilization of any animal, bird, fish, reptile in any production or event
- Requests for changes to stage configuration, removal of guard rails, stairs etc.
- Introduction of the use of stairs which do not have handrails or do not comply to the relevant building codes or standards
- Hanging of structures, objects etc. or placement of heavy items (floor weight limits apply within BCEC)
- Use of aerial artists, stunt persons, performers (professional or otherwise) who may undertake activities which have the potential to cause harm to themselves or others. Where the act requires rigging points, full details of loads shall be forwarded for consideration and approval
- Use of amusement or entertainment devices or equipment

Where any of these activities are considered, then a full risk assessment, description of the activity or undertaking and public liability insurance cover shall be forwarded to the BCEC at least fourteen (14) days prior to the event or undertaking in order that it can be assessed by the BCEC Safety Manager as to whether it may proceed or not.

BCEC reserves the right to refuse any such undertaking it considers to be unsafe or inappropriate.

## **WATER & TOILET FACILITIES**

Water and toilet facilities are provided on site for contractor use.

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## WORKING AT HEIGHT

A large amount of work undertaken within BCEC requires work to be conducted from heights, such as rigging, shell scheme builds, building custom stands and two storey structures etc. The definition of a fall means a person's involuntary fall of more than two (2) metres.

For all tasks involving work from heights, preference should be given to the use of platform ladders, scissor lifts, scaffolding or elevated work platforms or where possible bringing the work to ground level. Appropriate and approved harnesses or fall restraint devices capable of arresting a fall from a height of no more than 1.8 metres must be used whenever personnel are working at height. This includes riggers, scaffolders, stand builders, audio visual workers, lighting crews on trusses etc.

Custom build stands/two storey structures require BCEC approval. Approval will only be granted for the construction of two storey stands after the contractor provides a Job Safety Analysis or Safe Work Method Statement and agrees to abide by such documents.

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## SECTION 3 EVENT DESIGN

### ACCESS POLICY

Event planners, organisers and contractors must ensure that all events held at 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

See [Artist and Performers](#) and [Permit to Work](#)

### AIR CONDITIONING VENTS

Care should be taken to position drapes and theming not to obstruct airflow from air conditioning vents in any room.

The Plaza Ballroom drapes may cover vents at the long end (north) and servery (west) stage positions only. Drapes and other theming materials must be rigged below the level of vents on the river (east) side of the room.

### AMUSEMENT & ENTERTAINMENT DEVICES

To the specified high risk plant requirements of the WHS Act 2011 and WHS Regulation 2011 and AS/NZS3000; AS3002; AS3100; AS3533.

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 BCEC that amusement devices and other entertainment devices used within 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 (\$20m)
4. Must sign [BCEC Standard Terms & Conditions for Contractors](#)

BCEC employees are not permitted to operate any amusement or entertainment device on BCEC site.

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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 and recommendations followed to ensure that the risk to patrons from the device are minimised. See [Permit to Work](#).

## ANIMALS (ASSISTANCE)

Guide, hearing and assistance animals may access the BCEC. These animals have been either:

- accredited under a law of a State or Territory that provides for the accreditation of animals trained to assist a person with a disability to alleviate the effect of the disability; **or**
- accredited by an animal training organisation prescribed by the regulations for the purposes of this paragraph; **or**
- trained to assist a person with a disability to alleviate the effect of the disability and to meet standards of hygiene and behaviour that are appropriate for an animal in a public place
- trained animals that meet the assistance animal requirements as outlined in the *Commonwealth Disability Discrimination Act 1992 (DDA)*

Assistant animals must be identified by use of any of the following:

- an assistance animal identification card, pass, permit
- an assistance dog harness
- a coat, cape or vest clearly identifying them as an assistance animal
- an identification badge or medallion (displayed, for example, on its harness, collar, leash, coat, cape or vest).

Uncertified therapy/emotional support/companion animals are not included in the Act and do not meet the legal definition of an assistance animal and do not have the same public access rights. These animals may be refused entry.

## ANIMALS (EVENT)

Where animals are to be displayed or used in any event, the organiser or person displaying the animal shall:

- Comply with the conditions outlined in the [Exhibited Animals Act 2015](#)
- Comply with the BCEC guidelines, listed below
- Complete and submit the BCEC Animal Permit Form to the BCEC Safety Manager

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

The following guidelines apply:

- 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 BCEC management
- All procedures for the handling, containment before, during and after the event shall be presented to BCEC for approval and the decision to allow such display etc. shall be at the discretion of BCEC

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- Where any interactions between animals, guests, public or staff members are likely, a separate risk assessment shall be provided to safeguard those people'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 BCEC 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 Brisbane City 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 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 [safety@bcec.com.au](mailto:safety@bcec.com.au). 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 Facilities Director. Great care must be taken to ensure that artwork is not damaged by event construction activities. Repairs to damaged artwork are likely to be extremely costly. These charges will be borne by the offender.

## BALLOONS

BCEC does not support the use of balloons, including helium filled balloons and reserves the right to refuse the display and distribution of balloons.

We encourage all Event Organisers and Exhibitors to consider eco-friendly alternatives to balloons.

## BALLS AND TABLE DISPLAYS

When planning table displays, centrepieces and other theming for gala events, safety of guests needs to be considered.

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Items displayed need to be structurally stable and must not fall if the table is bumped by seated guests. Balls, planes or other items that are likely to be thrown in room or foyers may only be displayed on tables with written permission from the Safety Manager. Any injury to guests or damage to BCEC property caused by inappropriate table features will be the responsibility of the hirer.

Balls or similar items may not be kicked thrown or hit into seating areas of a gala event. Any sporting activity or display must be carried out in a netted area approved by the BCEC Safety Manager.

## BUILDING OR CONSTRUCTION WORK

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

All building or construction works 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 appropriately licensed to accommodate the works/construction

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 engineer's certifications and hand-over certificates must be provided to BCEC Safety Manager at least 24 hours prior to the event commencing.

## 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 gaffe to prevent a trip hazard.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape. In these situations custom made cable covers should be used.

## 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 at BCEC.**

It is BCEC policy 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.

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.

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## CANDLES FOR EXHIBITION

On all occasions that candles or other lit items are proposed to be used within an exhibition, A Naked Flame & Liquefied Petroleum Gas Permit Form 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 a-light**

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 a Naked Flame and Liquefied Petroleum Gas 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
- 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 five
- 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 BCEC additional measures may be required to facilitate fire prevention and guest safety.

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

LED or other illuminated candle substitutes are preferred.

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## 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 carpet 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 drainage system will bear any costs incurred in the course of rectifying the situation. This includes any litigation costs incurred Environmental Protection Regulation 2008.

<https://www.legislation.qld.gov.au/legisln/current/e/envprotr08.pdf>

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. BCEC can provide substances disposal facilities on request. See [Paint Brush Cleaning & Recyclable Cleaning System](#)

## CHILD CARE

Temporary child care facilities may be provided for events at BCEC. These facilities and staffing will be the responsibility of the event organiser. A BCEC Child Care Facility work permit application must be completed and forwarded to the Safety Manager for approval no later than two weeks prior to the event commencement.

All staff and or volunteers working with children within the facility must hold a current Queensland Government issued Blue Card.

## CLEANING

The exhibition organiser is responsible for cleaning in the following areas:

- Cleaning of exhibition stand areas
- Wet waste cleaning and removal costs
- Removal or 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 BCEC Housekeeping Department for services.

Materials of any kind may not 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 BCEC Housekeeping Department for an event, cleaning 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.

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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 drainage system. See [Paint Brush Cleaning & Recyclable Cleaning System](#)

## DEMONSTRATION OF EQUIPMENT / PRODUCT

Exhibitors requesting to demonstrate equipment or utilise products which may cause or have the potential to cause harm to persons shall ensure said demonstration or utilisation of the product is undertaken in a safe manner. Measures include: risk assessment of the undertaking; supply and installation of protective barriers; PPE or measures to ensure no persons are put at risk of injury or inconvenience during said demonstration or utilisation of product.

BCEC reserves the right to refuse any such demonstration or utilisation of any product the Centre believes may cause harm to persons.

Requests for demonstrations or product use shall be directed to the Safety Manager by completion of a Demonstration Permit Form. This form must be received by the BCEC Safety Manager 14 days prior to the intended demonstration or product use. See [Permit to Work](#)

## DRONES

Drones are Remotely Piloted Aircraft (RPA) or Unmanned Aerial Vehicle (UVAs) under Australian legislation and their operation and safety is regulated by the Civil Aviation Authority (CASA). The flying of drones at BCEC is only permitted with the permission of the General Manager or his representative.

CASA now specifies the following:

- You must keep your RPA at least 30 metres away from other people
- Drones must not be flown over populated areas

Requests for use of drones at BCEC must be submitted by completion of a Demonstration Permit. This permit must be received by the BCEC Safety Manager 14 days prior to the intended demonstration or product use. See [Demonstration of Equipment / Product](#).

Generally approval will be permitted where drone flight areas can be separated from populated areas with netting or other material.

## EXITS, EGRESS, AISLES AND NO BUILD ZONES

### AISLES

- Must be a minimum width of 3 metres
- Must equal total width of existing exits (NCC, Section NSW D1.6)
- Must have 2 exits as per [Building Fire Safety Regulation 2008](#)
- 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 may require approval of the Queensland Fire & Emergency Service

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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 National Construction Code.

Any type of event layout, which reduces or changes 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 than 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 BCEC (NCC - 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 any exit corridor
  - An exit must not be blocked at the point of discharge (NCC - 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](#))
- Entrance features must not in any way impede egress from an exhibition hall or meeting room.(see [Entry Features](#))

***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 BCEC
- Additional directional exit signs are required if the direct path to an exit is changed or obscured

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- 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 x450mm 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 CANNONS

BCEC exhibition halls are not fitted with a fire sprinkler system. Each hall has four fire cannons 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 BCEC Event Planning Manager.

## FIRE DISPLAYS & PERFORMANCE

**Definition:** Fire Display refers to an open fire, liquid fuel or other combustion heater commonly displayed in an exhibition environment.

All fire units must be effectively guarded to separate members of the public from hot surfaces. Signage may be used only in association with other guarding or barriers. Design of barriers must prevent access by children. Stanchions and similar barriers will not achieve this separation.

## FIRE PERFORMERS

**Definition:** Fire Performance 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 Safety Manager approves all entertainment involving naked flame. Applications are made by completing the Naked Flame and Liquefied Petroleum Permit Application at least 14 days prior to commencement of event. See Permit to Work.

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

- A Public Liability Insurance Certificate of Currency for \$20 million 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

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- Protective equipment to be used to protect BCEC property (i.e. carpet, dance floor)
- Safety data sheet 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 (approx. 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 fire 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 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. See [Floor Plans](#)

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## FIRST AID

The safety and welfare of visitors attending events held at BCEC 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. BCEC 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 \(DDA\) 1992](#) makes it a federal offence to discriminate on the basis of disability.

It is important to note that while the NCC 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 DDA (S23, S24) 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 NCC and Australian Standards.

## 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 any time.**

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.**

## 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 treated in such a way to reduce trip or slip hazards and be clearly distinguishable from the surrounding floor area. This can be achieved by the use of markings, contrasting edge, tactile surface indicators, non-slip materials and effective lighting.

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.

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## FLOOR LEVELS

Slips, trips and falls are a major cause of injury and 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** – beveled 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 – Reference AS1428.1
- **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. Reference AS1428.1
- **Greater than 190mm rise** – ramps are to be 1 in 14 gradient with a 1200mm landing every 6 metres of ramp, or if the ramp is less than 12 metres a landing must be provided in the middle. Reference AS 1428.2 Appendix C Ramp Length

Ensure that all requirements for steps and ramps are taken into consideration, including edging, handrails and landings in accordance with NCC and AS1428 – *Design for Access & Mobility*

## FLOOR LOAD WEIGHT LIMITS

All floor areas within 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:

- Dimensions of the base of the item
- 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.

BCEC Safety Manger can at any time require the event organiser to provide a written engineer's 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 by all users.

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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, INCLUDING NO BUILD ZONES

All events are to operate in accordance with the appropriate requirements of the relevant statutory acts and regulations. Where a conflict exists between Acts, Standards and NCC then the more stringent provisions shall apply.

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.

All floor plans are to be submitted to the Event Planning Manager for acceptance prior to the event build. Where changes are made to the accepted floor plan the plan must again be submitted to the Event Planning Manager for re-approval.

The event organiser and/or production company must submit a floor plan for approval not less than 2 weeks prior to the move in of the event with the following information:

- Event name and dates
- Name of organisation and person who has drawn the plan
- Version number and date drawn
- Maximum capacity
- Must show 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
- Proposed location of temporary hose reels and exit signs
- Stand numbers and dimensions
- Scale
- PDF and DWG
- Clear and No build zones
- Location of features, entry, registration, ticketing, theming and draping
- Location of any display vehicles
- Layout of seminar areas including seating arrangements, aisles/egress and exit doors
- Indicate clear aisles (for the purpose of emergency evacuation)
- 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
- Must include AV positions, stages, drapes, 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.

Designers of event floor plans must consider maximum numbers and ensure that the event layout can comfortably accommodate this number of people.

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

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

## FOOD & DRINK

Food and Beverage sampling requests must be approved by F&B Management.

Exhibitors intending to distribute food or beverage samples to the public need to comply with current legislation. A Temporary Food Stall Licence must be obtained from Brisbane City Council.

For details go to: [A temporary food stall licence, structure and operational guide](#)

Considerations include:

- Perishable packaged foods are required to be refrigerated between 0°C - 5°C
- Where unpacked food is to be given away, openly stored or displayed and handled a separate hand & utensil washing facilities must be available
- Hot water and / or sanitiser is to be available for emergency cleaning
- Liquid soap and paper towels must be provided for hand washing
- A refrigerated display and/or storage cabinet if food is perishable
- Glass or Perspex screens or sneeze guards to protect food from contamination
- A washable impervious floor e.g. sheet vinyl
- 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 (e.g. paper cups, plastic spoons, plastic wine glasses)
- 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. portioned into bite sized pieces with toothpicks inserted
  - They should be protected from contamination e.g. 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
  - Non-alcoholic beverage size must not exceed 30ml

Licensed Temporary Food Stalls must have an approved Food Safety Supervisor.

Cooking of food by exhibitors is prohibited unless approved by the BCEC Executive Chef and Safety Manager. Each case will be considered on its merits in conjunction with the type 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. Receptacles shall be located at or near the stand and the contents shall be disposed of in a manner approved by the BCEC management.

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

## 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.

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## 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 quotation to supply equipment and services will be provided.

## ICE SCULPTURES

Ice sculptures will only be permitted with the permission of the F&B Service Director.

## 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.

By regulation all lasers must comply with the provisions of Australian Standard AS 2211, *Safety of Laser Products*. The current 2004 version has been approved for use by the Radiological Council, and can be obtained from the Standards Australia website [www.saiglobal.com](http://www.saiglobal.com)

## 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/NZS 1530.3:1999 – *Methods for fire tests on buildings materials, components and structures – simultaneous determination of ignitability, flame propagation, heat release and smoke release*.

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

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Retardation must have a flammability index of greater than 6 and proof of the item's treatment, must be supplied on request (NCC - 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.**

## PAINT BRUSH CLEANING & RECYCLABLE CLEANING SYSTEM

BCEC 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 Building Services Department on: 07 3308 3535.

## 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 Manager must be immediately removed from site.

## PYROTECHNICS

The use of pyrotechnics is prohibited without prior notice and approval from the BCEC Safety Manager. A permit from the BCEC is required to enable pyrotechnic activities.

Only cold pyrotechnics suitable for indoor use (close proximity fireworks) manufactured by a licensed company and nominated on the notification to the Department of Natural Resources and Mines may be used.

Gas (LPG) fuelled, hot pyrotechnic devices are strictly prohibited for use within BCEC. CO<sub>2</sub> powered devices will be considered on receipt of the completed permit.

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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 Natural Resources and Mines acknowledgement or notification
- Queensland Fire & Rescue Service Authorisation (copy of fax sent out is needed).
- Copy of Company Public Liability Insurance outlining:
  1. Name, Address and contact number of the Operator
  2. Operator License Number
  3. Description and list of pyrotechnics to be used size and type
  4. Floor plan layout of the positioning, stating:

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 BCEC site. They are to be kept in a locked carry box.

BCEC Security Department must confirm smoke detection has been isolated 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.

## 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.

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Pyrotechnics must be for indoor use only and fired in accordance with manufacturer's 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 BCEC management or Safety Manager to provide a demonstration of the pyrotechnics intended for use at any event. Personnel and performers associated with the display are to be advised of the firing zone surrounding the display.

The clearance distance from display to audience must be in accordance with the material/technical data sheet supplied with the products utilised. In any case the clearance from audience members must never be less than 2m.

All surrounding staging, sets, scenery, drapes and costumes worn by performers 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.

## 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.

## TRANSPORTATION, STORAGE

All persons wanting to conduct pyrotechnic and special effect displays must comply with the [Explosives Act 1999](#); [Explosives Regulation 2003](#) with regards to the transport and storage of pyrotechnics when on BCEC site.

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

Pyrotechnics and Special Effects stored within on site must be in a container acceptable to the BCEC Safety Manager so as to prevent unauthorised access to pyrotechnics. The container shall be clearly marked "Pyrotechnics or Special Effects".

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

## 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

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- The misfire is not to be touched until the room or area is totally free of guests, patrons and Centre staff
- 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 BCEC site

## RAMPS

Also refer to [Staging](#) and [Stairs](#)

All ramps installed or constructed for events at BCEC must comply with the AS 1428.1 Design for Access and Mobility.

The key requirements for compliance are as follows:

- The maximum gradient of a ramp exceeding 1900mm in length shall be 1 in 14
- The gradient of a ramp shall be consistent throughout its length
- Ramps shall be provided with landings as specified in AS 1421.1 clause 10.8. Ramps with gradients 1 in 14 must have a landing at intervals not exceeding 9m
- Ramps shall have a handrail on each side of the ramp complying with AS 1428.1 Clause 12

Handrails and guardrails may at times impact on the visual presentation of a stage set however rails provide vital support to presenters and guests and work with ramps and stairs to provide safe access to raised stage areas.

Handrails and guardrails are particularly important in areas where lighting levels may be reduced as part of a performance or presentation.

## SCAFFOLDING

Refer to [Building or construction work](#) and [Permit to Work](#)

## SERVICE PITS

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 uses 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 located 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.

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## SHIPPING CONTAINERS

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

## SIGNAGE

It is recommended that signage and banners are vinyl, corflute or other system that can be hung from rigging points or mounted on display frames that do not require fixing to the building structure. The signage solution must not cause damage to building finishes.

An adhesive is any substance, that when applied to the surface of materials, binds the materials to resist separation. Adhesives may damage surfaces and often leave behind glue that may be difficult and costly to remove.

Adhesive stickers, signs, graphics, posters or other items may not be used on BCEC floor surfaces, walls or glazing.

Where graphic decals are to be installed on registration joinery an approved static cling material must be used. The event planner must approve the use of these graphics and liaise with BCEC operational departments to schedule installation and removal.

## 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.

Handrails and guardrails may at time impact on the visual presentation of a stage set however rails provide vital support to presenters and guests and work with ramps and stairs to provide safe access to raised stage areas.

Handrails and guardrails are particularly important in areas where lighting levels may be reduced as part of a performance or presentation.

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 less than 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.

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## STAIRS

All steps and stairways must comply with the requirements of the National Construction Code and/or Australian Standard AS 1657- *Fixed platforms, walkways, stairways and ladders - Design, construction and installation*

- 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 NCC 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.

Where staging is over 600mm in height, the front stage stairs should only be used to access a stage. Exiting of the stage should occur at side stage stairs where handrails are available to assist travel. To ensure the health and safety of event attendees we strongly recommend that clients provide a competent person to escort guests using front stage stairs.

## SUSTAINABILITY

BCEC has 'Earth Check' Gold Certification. All contractors and exhibitors are required to follow the Earth Check company standard. The principal objectives of the Earth Check company standard are to facilitate:

- Responsible and sustainable environmental and social activities; and
- Improved environmental and social outcomes

## 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 2.5 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 (NCC – 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. Parts of these principles include:

- Stands over 18m<sup>2</sup> 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 cannon.
- 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. (NCC NSW H101.11.1).

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## 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.

## ENTRY FEATURES

Entry features are often constructed to highlight the access point to an event held in an exhibition hall. These features must not obstruct egress from the hall in the event of an emergency. All doors between the exhibition hall and concourse must remain available and unobstructed at all times.

Entry features should span all doors in each set of doors or be designed to ensure that crowd flow on egress is not obstructed or affected in any way. (See [Exits, Egress, Aisles & No Build Zones](#))

## SEMINAR ROOMS

The NCC states in NSW H102.3 – *Location of exits* 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 NCC table H102.4 (below) specifies the number of exits/widths required for temporary structures:

Table H102.4 NUMBER OF EXITS AND WIDTHS

Column 1 Accommodation provided	Column 2 Number of <i>exits</i> required	Column 3 Aggregate width of <i>exits</i>
1-25 persons	*1-2	1 000
26-50 persons	2	1 500
51-75 persons	2	2 000
76-100 persons	2	2 500
100-200 persons	2	3 000
201-400 persons	3	4 500
401-600 persons	4	6 000
601-800 persons	5	7 500
801-1000 persons	5	9 000
over 1000 persons	5 plus one additional <i>exit</i> for each additional 450 persons or part thereof.	9 000 plus 500 mm for each additional 50 persons or part thereof.
*Note:	(a) Where only one <i>exit</i> is provided that <i>exit</i> must be at least 1000 mm wide.	
	(b) Where 2 <i>exits</i> are provided each must be at least 500 mm wide.	

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

## VEHICLES

Vehicles or mobile equipment (including bikes, scooters, buggies etc.) are not to be operated within any area of BCEC (carpeted areas or otherwise) without approval from the Safety Manager or Facilities Director.

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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 display 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 Planning 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 site 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.

**\*\*\*END OF DOCUMENT\*\*\***

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