

INFORMA - WORKPLACE SAFETY REGULATIONS AND PROHIBITIONS

INFORMA's Workplace Safety Regulations and Prohibitions are the minimum level of safety which GSCs, EACs, Exhibitors and other contracted services such as electric and plumbing, audio/visual and cleaning must comply with. If the GSC or Venue have more stringent safety regulations and prohibitions, then those regulations and prohibitions will become Informa's safety standard for that

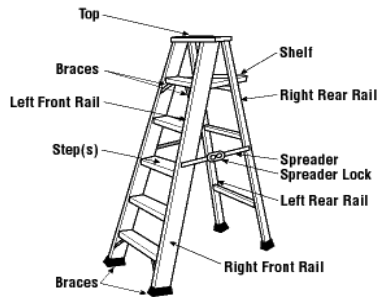
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COMMON HAZARDS - BEST PRACTICES AND REGULATIONS AND UNSAFE PRACTICES AND PROHIBITIONS

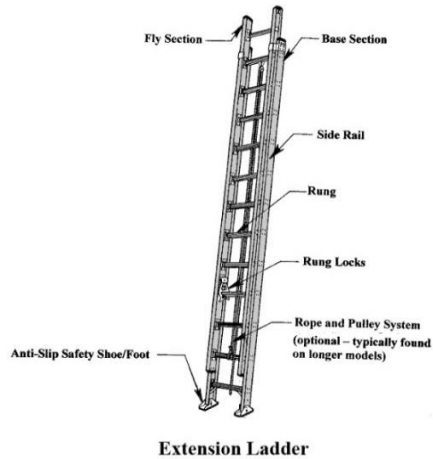
WORKING AT HEIGHTS

Step - Ladders



BEST PRACTICES – REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS																				
<p>Restricting step – ladder choices to the table below:</p> <table border="1"> <thead> <tr> <th><u>TYPE</u></th> <th><u>DAILY RATING</u></th> <th><u>USE</u></th> <th><u>LOAD</u></th> </tr> </thead> <tbody> <tr> <td>1AA</td> <td>Special Duty</td> <td>Rugged</td> <td>375 lbs.</td> </tr> <tr> <td>1A</td> <td>Extra Heavy Duty</td> <td>Industrial</td> <td>300 lbs.</td> </tr> <tr> <td>1</td> <td>Heavy Duty</td> <td>Industrial</td> <td>250 lbs.</td> </tr> <tr> <td>II</td> <td>Medium Duty</td> <td>Commercial</td> <td>225 lbs.</td> </tr> </tbody> </table> <p>Source: Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI) 14.1, 14.2, 14.5 (1982)) of OSHA’s Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009).</p>	<u>TYPE</u>	<u>DAILY RATING</u>	<u>USE</u>	<u>LOAD</u>	1AA	Special Duty	Rugged	375 lbs.	1A	Extra Heavy Duty	Industrial	300 lbs.	1	Heavy Duty	Industrial	250 lbs.	II	Medium Duty	Commercial	225 lbs.	<p>Using an unapproved step ladder type</p> <hr/> <p>Exceeding the load rating of an approved step-ladder. You must always include the weight of all tools, materials and equipment</p> <hr/> <p>Standing and working while on the 1st step from the top</p>
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<p>Adhering to these mandatory procedures for step-ladder use</p> <ul style="list-style-type: none"> - Inspect for defects before use; cracks to the side rails, broken or missing rungs, missing or excessively worn Anti-slip shoes and other damaged safety devices. Discard these ladders or tag them as “Do Not Use” and send for repair. - Footings must be level - Spreaders must be locked when ladders are in use 	<p>Standing on the Top Cap</p> 																				
	<p>Moving or shifting a ladder with a person or equipment on the ladder</p>																				

Straight Extension Ladders



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CLUTTERED WORKING SPACES AT FLOOR LEVEL

BEST PRACTICES – REGULATIONS	UNSAFE PRACTICES – PROHIBITIONS
Organizing as best as possible storage for bldg. materials within the area of the exhibit – Contractors and exhibitors must remove loose trash and packing materials promptly	Creating situations where the aisles are unpassable without risk of tripping
Adhering to “No Freight “ aisle signs and notifications	Disregarding “No Freight” aisle signs and notifications
Observing general good housekeeping practices by frequent cleaning. Paying attention to common tripping hazards of loose visqueen, wrinkled and bunched carpet and tape balls.	
Workers wearing safety shoes	
Advising exhibitors against wearing open toed shoes and sandals during move in and move out	


MANUALLY LIFTING HEAVY LOADS

BEST PRACTICES – REGULATIONS	UNSAFE PRACTICES – PROHIBITIONS
The National Institute of Occupational Safety and Health (NIOSH) has a lifting for calculating a <i>recommended weight limit</i> for one person under different conditions. The lifting equation establishes a <u>maximum load of 51 pounds</u> , which is then adjusted to account for how often you are lifting, twisting of your back during lifting, the vertical distance the load is lifted, the distance of the load from your body, the distance you move while lifting the load, and how easy it is to hold onto the load. Use mechanical material lifts, pallet jacks or lift loads with help from other workers	Assigning workers who are clearly unfit to lift loads greater than 51 lbs.
	Assigning workers who are clearly unfit to individually and repetitively pick up and carry heavy loads
When in doubt about whether a load is too heavy or unbalanced to manually lift, using mechanical material lifts, pallet jacks or lift loads with help from other workers	
Conducting worker training using technical material from OSHA, NIOSH or CDC regarding manual lifting	

DRONE REGULATIONS

BEST PRACTICES - REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS
<p>Drone operations (flying) must be approved by the venue and show management. These regulations will then apply;</p> <ul style="list-style-type: none"> - Drones are restricted to flying within defined exhibit booth space only. The space must be in a fully enclosed area (including ceiling) using mesh material. Tethering is not an approved safety measure. Mesh material must be strong enough to prevent the drones from breaking or escaping the enclosure. - Drones must stay clear of ceilings, air diffusers and sprinkler pipes and heads and lights. - Maximum drone weight (when in an enclosed area described above) incl. payload is 55 lbs. (same as FAA regs. for outdoor operation). 	<p>Demonstrating drone operations in exhibit booths without protective mesh</p>
<p>Drone flights over other event exhibit space may be permitted if approved by the venue and show management. These regulations apply:</p> <ul style="list-style-type: none"> - Time/date, nature and route of proposed flight. Flight must be over aisles or areas of the exhibit floor not rented. - Exhibitor must prepare a draft statement of the above to show management to be used for notifying other exhibitors and attendees by email and flyers - A description of the drone from the manufacturer, including make, model #, operating instructions and weight (weight for use over exhibit space outside of required booth enclosure space is limited to 10lbs. lbs. including payload) - Prior to starting operations, the pilot must provide a Certificate of Insurance - Pilot in command (PIC) must hold either an airline transport, commercial, private, recreational, or sport pilot certificate or when adopted FAA certificate to operate a drone (UAS) - Visual Line of Sight must be maintained, throughout flight and is defined as: unaided (corrective lenses accepted) visual contact between a pilot in command and an unmanned aircraft sufficient to maintain safe operational control - Drone (UAS) must fly clear of walls, ceilings, ductwork, pipes and sprinkler heads, lights and other overhead rigged equipment and signs. – at least 18" - Drone speed is limited to the speed of walking 	<p>Unauthorized use and flight of drones by unqualified operators</p> <p>Flying a drone recklessly or at excessive speed</p>

POWER AND HAND TOOLS

BEST PRACTICES - REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS
<p>Using tools for jobs they were intended for. For example, do not use a slot screw driver as a chisel, pry bar, wedge or punch, or wrenches as hammers</p>	<p>Wearing loose clothing or jewelry or not tying back long hair or wearing appropriate hair protection to prevent hair from getting caught in moving parts of rotating equipment</p>
<p>Cutting away from yourself when using cutting tools</p>	<p>Not wearing safety glasses or goggles when sawing, cutting, sanding or grinding</p>
<p>Ensuring that the power tool has the correct guard, shield or other attachment that the manufacturer recommends</p>	<p>Wearing sneakers or street shoes</p>
<p>Preventing electric shocks. Ensuring that power tools are properly grounded by using a three-prong plug and are double-insulated (and are labelled as such)</p>	<p>Plugging several power cords into one outlet by using single-to-multiple outlet adapters or converters (also called "cube taps").</p>
<p>Replacing open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.</p> 	
<p>Using only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage." Cord wiring above floor level can be "SJ" which is rated for "hard usage."</p>	
<p>If more than one receptacle plug is needed, using a power bar or power distribution strip that has an integral power cord and a built-in overcurrent protection</p>	
<p>If using extension cords across aisles is necessary, then using durable, flat cords, taped down and covered by thick remnant carpet or molded thresholds which can withstand the weight of a forklift.</p>	
<p>Wearing safety glasses or goggles when using a power tool for sawing, cutting, sanding or grinding</p>	

SHARP AND ABRASIVE PACKING CRATES AND BUILDING MATERIALS

BEST PRACTICES - REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS
Wearing gloves when handling and unpacking wooden crates	

FIRE

BEST PRACTICES – REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS
<p>Complying with Venue Fire Safety Regulations. These regulations normally include:</p> <ul style="list-style-type: none"> - Maintaining clear access to exits, fire pull station alarms, strobe lights, fire standpipes, and fire extinguishers - Not interfering with sprinkler spray patterns with hanging signs, other overhead hanging displays and overhead booth covering (ceiling) - Not attaching signs and other hanging displays to sprinkler pipes - Installation of fire extinguishers for the 1st level of a multi-level exhibit booth (show locations on design plans). Some venues require a stand-alone sprinkler system for the 1st level - For cooking, an open flame permit (from municipal fire dept.) and limitations on amount of bottled gas and a fire extinguisher - For display of live Christmas trees a Fire Dept. permit - For HOT WORK (welding, use of a cutting torch) a qualified operator with proper PPE and a fire watch with fire extinguisher. Venue will also select area allowed for hot work - For vehicle displays (using liquid fuel – gas, ethanol, diesel, etc.), the fuel supply is limited to one gallon, the battery must be disconnected and the fuel tank locked 	<p>Not complying with venue fire safety regulations</p> <p>Smoking</p> <p>Allowing accumulations of loose combustible packing materials, cardboard boxes, loose papers and trash in and behind exhibit booths</p> <p>Using draping and fabrics which have not been approved by the venue or municipal Fire Dept. (often called a Flameproof Certificate – subject to random testing on show floor)</p>
<p>Using only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the end use</p>	<p>Using inadequate, defective or loose display light clamps and fixture attachments</p>
<p>When using lumber to build exhibits, using only fire retardant lumber which is stamped fire retardant by the supplier/manufacturer</p>	<p>Certain venues either prohibit the use of or limit the wattage of halogen lights that can be used. At this point Informa supports and will adhere to these restrictions and prohibitions at those venues.</p>

LEAKS AND SPILLS

BEST PRACTICES – REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS
Installing water tanks requires permission from the venue	Installing and filling a water tank without the venue's permission
If filling an exhibitor's water tank and a leak is discovered, dealing with the matter promptly; cease filling, call venue and cleaning contractor and plan on pumping out tank	Not reporting leaks and spills promptly and not cleaning up small spills caused by your actions
Reporting all roof leaks and beverage spills promptly to the venue or cleaning contractor	Wearing sneakers or street shoes
Using molded thresholds which can handle the weight of a forklift when it is necessary to cross aisles with water lines	
Wearing safety shoes	

WORKING WITH HARMFUL CHEMICALS AND GASES (HAZARDOUS MATERIALS)

What is Hazardous Material? - Definition below excerpted from the Institute of Hazardous Materials Management (IHMM):


A **hazardous material** is any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. OSHA's definition includes any substance or chemical which is a "health hazard" or "physical hazard," including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics. (Full definitions can be found at 29 Code of Federal Regulations (CFR) 1910.1200.)

BEST PRACTICES – REGULATIONS	UNSAFE PRACTICES – PROHIBITIONS
Intended use of hazardous materials and gasses requires the venue's permission. Exhibitors must have an approved method of storage and an emergency plan in the event of a spill, injury or unintended release	Using hazardous materials and gasses without the venue's permission
Workers using the hazardous materials or gasses must be properly trained and certified and carry such proof with them	Not reporting spills or unintended gas release
Labeling each container of a hazardous substance (vats, bottles, storage tanks) with product identity and a hazard warning(s) (communicating the specific health hazards and physical hazards).	Storing compressed gas cylinders improperly
Storing compressed gas cylinders upright with a chain or strap in a proper cylinder cart. Fuel gas cylinders must be stored at least 20 feet from combustible materials in a dry, ventilated place.	Not wearing proper PPE
Having Safety Data Sheets (SDS) readily available at all times for each hazardous substance used	
Wearing OSHA approved PPE for the hazardous materials	

ELECTRICAL WORK

BEST PRACTICES – REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS
Discarding frayed, damaged or worn electrical cords or cables are promptly replaced.	Plugging several power cords into one outlet by using single-to-multiple outlet adapters or converters (also called "cube taps").
Protecting flexible cords and cables from damage. Avoid sharp corners and projections which can chafe the cords and cable	Wearing sneakers or street shoes
Ensuring that power tools are properly grounded by using a three-prong plug	Intentionally installing an electrical connection which does not adhere to the municipal electrical code
Using only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage." Cord wiring above floor level can be "SJ" which is rated for "hard usage."	Intentionally installing an electrical connection which does not adhere to the municipal electrical code
If more than one receptacle plug is needed, using a power bar or power distribution strip that has an integral power cord and a built-in overcurrent protection	
If using extension cords across aisles is necessary, then use durable, flat cords, taped down and covered by thick remnant carpet or molded thresholds which can handle the weight of a forklift.	

POOR STRUCTURAL INTEGRITY OF EXHIBIT BOOTHS

BEST PRACTICES - REGULATIONS	UNSAFE PRACTICES - PROHIBITIONS
<p>Registered Architect/Professional Engineer designed plans for multi-level exhibit booths or exhibits with large structural ceilings and canopies. Most jurisdictions require a municipal fire department review and some requires a municipal building permit.</p>	<p>Building multi-level exhibits or exhibits with a structural ceiling or canopy <u>not designed</u> by a registered architect</p>
<p>Minimum structural performance standards for 2nd level design and construction are as follows:</p> <ul style="list-style-type: none"> - Minimum floor live load capacity of 100 lbs./sq. ft. - Handrails shall be designed to withstand a minimum of 200lbs. concentrated load applied in any direction and at any point on the top rail. Handrails shall also be designed to withstand a minimum uniform load of 50 lb/ft applied horizontally to the top rail. Uniform loads are not to be applied simultaneously with the concentrated loads handrail 	<p>For construction of small <300 sq. ft. exhibit booths using tubular metal framing where vertical support poles (corner posts) set down without bases (just the diameter of the pole rests on the floor). Photo below shows pole and a type of required base for support.</p> 
<p>Registered Architect/Professional Engineer shall include a schedule in the design plans showing the following:</p> <ul style="list-style-type: none"> - 2nd level floor live load - 2nd level handrail concentrated and uniform horizontal loads - Maximum occupancy load for the 2nd level 	<p>Not installing of certain cross pieces which are part of the standardized exhibit booth kit. These pieces provide structural support</p>
<p>Building plans and municipal building permit must be visibly displayed during construction.</p> <p>A sign showing maximum occupancy load shall be prominently displayed for all patrons ascending to the 2nd level.</p>	<p>Using improper, weak or defective attachment devices</p>
<p>Informa reserves the right to have an Informa engineer review and approve multi-level exhibit booth plans with fee paid by the contractor to Informa. Additionally, the Informa engineer may inspect during construction phase to look for compliance with approved plans and unsafe building practices.</p>	<p>Overloading exhibit booth wall panels with cantilevered shelving and hangars which cannot support the weight. This is evidenced by bowing or “not plumb” side walls</p>

MEDICAL CONCERNS AT INFORMA EVENTS

Medical Coverage at Informa Events

Most Informa events are held at convention centers and hotels in cities and towns with urban settings which includes hospitals and clinics close by. Ambulance and emergency room services are generally minutes away. During events Informa normally contracts out with the venue to for a medical station on or near the exhibit floor staffed by EMTs and nurses with emergency medical supplies and equipment. The medical staff number varies with the size of the event as does some of the equipment. With some events there is an ambulance stationed at the venue. Medical staff are usually on-site during the last day of move in and during the event hours but not present overnight.

First Aid

Venues generally have first aid kits and a security team trained in first aid. Certain members of the security team are trained in the use of Automated External Defibrillators. **The first aid kits are required to include supplies as specified in OSHA Standard 1910.266 App A.** The quantity of supplies varies depending on the size of the venue and business operation. GSCs, EACs and contractors hired by Informa such as the electric or cleaning contractor and others who work through the night are also required to also carry a first aid kit in accordance with OSHA regulations. Rendering first aid depends on the seriousness and urgency of the situation. Difficult first aid situations such as CPR or handling and cleaning up blood should be handled by those who are trained.

Heat Exhaustion/Stroke

High temperatures and humidity is a common condition for the move in periods of Informa events during the summer. High temperatures above 100 degrees with low humidity is a common condition through a much longer period of the year at desert located venues in the Southwest. Working in both conditions poses a risk of heat stroke (the most serious heat-related health problem) and heat exhaustion. For venues, operating large air conditioning systems in full during an event move in is extremely expensive and often impractical because a large fraction of the building perimeter is left exposed due to open freight doors. Informa managers and GSCs should anticipate this problem and follow this discipline below:

- Designate a Person to Oversee the Heat Stress Program
- Keep Informa employees, contractors and exhibitors well informed of the health risk and ways to reduce the risk
- When 90 degrees or above, create settings on the exhibit hall floor where workers and exhibitors can obtain fresh water, rest and cool off with a fan
- Contractors can modify their work schedules where the most physically taxing tasks are scheduled for times of the day when it is cooler outside
- Informa managers and GSC and other contractor management and supervision should be trained on how to recognize the onset and early symptoms of heat exhaustion.

Food Poisoning

Convention centers and hotels both have large commercial food preparation facilities with trained staff. These operations are regulated by municipal Health Departments and the food service operation must obtain a permit in order to operate. The facilities are also subject to scheduled and random health inspections. As a routine procedure Informa staff should be aware of and immediately act upon complaints by exhibitors and attendees about food that has the odor, taste and appearance of being spoiled and any complaint regarding unsanitary conditions in food service areas or unsanitary actions by food service employees. If Informa event managers are concerned about poor sanitary conditions they can demand a snap Health Dept. inspection before their event.

Another food safety concern is proposed preparation, cooking and dispensing of food from exhibit booths including sampling. Normally this is discussed by Informa with the venue during the early planning stages of the event. For exhibitors, Informa's approval is required in writing for such activities. Some convention centers will require exhibitors to fill out an Application for Food Preparation within Exhibits form and submit it to the convention center and in-house caterer. Some municipal Health Departments may require event management to file a separate application for events with a large amount of exhibitors partaking in cooking and sampling foods. In this instance Informa will provide an exhibitor list of all exhibitors cooking and handling food samples. The Health Inspectors will walk the floor and inspect those exhibit booths.