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ICC SYDNEY

EVENT SAFETY GUIDELINES

Revised 28 July 2026

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COMMERCIAL IN CONFIDENCE

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1 INTRODUCTION

This guide assists event organisers, contractors, exhibitors, PCBUs and workers understand the safety and legislative obligations and guidelines for working on events at all ICC Sydney venues. The document applies to all ICC Sydney venues – Convention Centre, Exhibition Centre, Tik Tok Entertainment Centre and The Cutaway. Where a guideline applies to a specific venue it is referenced in the document.

As per The ICC Sydney Hiring Agreement Part B section 8.2 the Client acknowledges that it has read and understood the ICC Sydney Event Safety Guidelines. The Client must also ensure that its Representatives have read and understood the ICC Sydney Event Safety Guidelines.

The Client is responsible for the safe conduct of the Event, and the safe and proper use of the Event Facilities.

All parties must comply with all applicable laws relating to occupational or workplace health and safety including obligations to consult, co-ordinate and cooperate with each other regarding the activity of more than one person conducting an activity at the Centre.

The Client must comply with:

- Any occupational health and safety procedures required by ICC Sydney or DHL from time to time; and
- The Client's own occupational health and safety procedures where the standard of those procedures are equal to or greater than the procedures required by ICC Sydney or DHL or where no procedure is advised.

ICC Sydney may at any time:

- Require the Client to provide documentary evidence of the Client's occupational health and safety systems or safety management plan.
- Conduct an audit of the Client's workplace health and safety systems; or
- Require the Client to remedy any breach of any relevant obligations under this agreement or at law.

2 DISCLAIMER

ICC Sydney requests the reader fully understand their responsibilities, duty of care and due diligence obligations under the WHS Act 2011 Work Health and Safety Act 2011 No 10 - NSW Legislation and Work Health and Safety Regulation 2025 Work Health and Safety Regulation 2025 - NSW Legislation, Codes of Practice and Standards relating to the type of work or service they will be undertaking on ICC Sydney premises.

It is the reader's responsibility to undertake their own research and ensure that this document is read in conjunction with all relevant and applicable legislation in force in New South Wales (NSW) and Australia. Where possible, references have been made to the relevant sections of codes, legislation, regulations, and standards to enable the reader to source additional information from these publications.

Whilst all care has been taken in the compilation of this document, ICC Sydney does not accept responsibility for the accuracy or omissions of any statement, opinion, advice, or information, nor the practical applicability of any advice or opinion offered. ICC Sydney has prepared these guidelines as a simplified summary and does not represent itself as a legal authority or representative of any of the agencies referenced.

Further information can be sourced from www.safework.nsw.gov.au and www.safeworkaustralia.gov.au.

3 AERIALISTS

Your ICC Sydney Event Manager and AV Project Manager must be consulted on any form of aerialist act.

4 ATTIRE AND CONDUCT

In accordance with the *Work Health and Safety Act 2011 (NSW)*, all contractors, subcontractors, service providers, organisers, exhibitors, and their personnel must maintain a neat and professional appearance while onsite. During event bump-in and bump-out periods, high-visibility safety vests and enclosed footwear are mandatory. Clothing must be clean, appropriately sized, in good condition, and suitable for a work environment. All upper garments (e.g. shirts, jackets, vests) must display a clearly identifiable company name or logo.

High visibility safety items are to comply with *AS/NZS 4602.1:2011Amd 1:2016 High visibility safety garments, – Part 1 Garments for high-risk applications*. Vests are to be worn over outer garments. Offensive slogans or images on clothing are not permissible.

4.1 FOOTWEAR

Specific tasks and associated Safe Work Method Statements (SWMS) require regulation footwear to be worn and documented – e.g., steel-capped boots. High heels, open toed shoes or thongs are not permitted to be worn during move in or move out of an event.

4.2 HAIR

Certain tasks and specific Safe Work Method Statements (SWMS) require strict compliance with hair safety guidelines, to prevent hazards such as entanglement in machinery, contamination of products, or interference with visibility and personal protective equipment.

4.3 MANDATORY CONDUCT REQUIREMENTS

Contractors and their subcontractors must always adhere to the following standards of conduct while at the venue:

- Completed an ICC Sydney Induction for the appropriate ICC Sydney venue i.e. ICC Sydney (includes Convention Centre, Exhibition Centre and the Tik Tok Entertainment Centre) and or The Cutaway.
- Inductions are not transferable and only apply to the specific site.
- Comply with all applicable legal requirements.
- Comply with Safe Work Method Statements (SWMS).
- Adhere to all directions from ICC Sydney team member(s).
- Behave in a courteous and respectful manner.
- Avoid offensive language.
- Ensure that they do not engage in intimidating and harassing behaviour.
- Under the Smoke-free Environment Act 2000 no-smoking / vaping aerosols within the venues and within 10 metres of the entrances and exits to the buildings. This includes car parks.

In line with our ICC Sydney corporate values, we encourage behaviour and communication that is '**ABOVE THE LINE'** - it is inclusive, respectful, and extraordinary with every interaction with clients, contractors, and our team members.

Safety and security are of paramount importance. As such, ICC Sydney has zero tolerance for harassment of any kind, and this includes discriminatory or harassing **'BELOW THE LINE'** behaviour or communication, such as:

- Raised voices, profanity
- Abuse or slurs
- Inappropriate behaviour / offensive language
- Physical threats
- Harassment or intimidation
- Unwanted advances of a sexual nature

5 BOAT DISPLAYS

To ensure a safe environment for all, it is important to comply with the following:

- Install covers or protectors for trailer tow bar couplings.
- Install head strike protection on bow rollers and anchors.
- Position boats entirely within the hired space.
- Carefully position propellers, with protective barriers, such as potted plants where appropriate.
- Ensure trailers are fully supported and stable with brakes on or wheels chocked.
- Protect carpeted and concrete areas.
- Raised platforms, guardrails and handrails and steps to access boat displays must be as per the requirements set out in the National Construction Code 2019 (NCC). Stair edges must be highlighted to allow clear visibility. Guardrails/handrails to be provided as appropriate.
- Where applicable, all removable fuel tanks must have the tanks removed.
- All fuel tanks will carry a maximum of 5 litres of fuel (not including fuel that may be present in the fuel line and engine). Fuel tanks must be locked and sealed with a fuel cap to prevent removal by third parties.
- Boats fitted with Lithium-Ion batteries shall not be recharged within any ICC Sydney venue.
- LPG bottles are not permitted.
- Specific rules apply to boats fuelled by ethanol, methanol, or nitro methane. These boats must have a completely empty/purged fuel tank.

6 CABLES

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Electrical contractors must ensure that all cabling is installed to prevent trips and falls and is tested and tagged as per relevant standards.

The use of gaffer tape at The Cutaway to tape down cables in not permitted. All cables at The Cutaway shall be in cable trays.

7 CANDLES/NAKED FLAMES

Naked flames, apart from Aboriginal smoking ceremonies, are not permitted at The Cutaway.

Aboriginal smoking ceremonies at The Cutaway are to be conducted at the Entry Forecourt or in the Event Hall (in a non-combustible tray maximum 1m2 in size with 300 mm depth) and to be located at least 6 m away from exit doors, walls, decorative timber trees and acoustic insulations. Please speak to your ICC Sydney Event Manager for further information.

Prior ICC Sydney authorisation is required if using naked flames at the Convention Centre, Exhibition Centre and Tik Tok Entertainment Centre.

ICC Sydney has the right to limit the number of naked flames on a stand or at a function.

ICC Sydney retains the right to cease any naked flame activity at its sole discretion.

Where additional fire safety measures are required, these are to be conveyed to the exhibitor or event organiser.

A candle is deemed to be any lit solid fuel item, for example, wax candle, incense stick, sparklers, tiki torches and the like.

Naked flames also include indoor/outdoor fireplaces, ethanol burners, BBQ's, gas heaters, fire pits, fire acts etc.

Candles/naked flames can only feature in a booth display if they are part of the product range or are to be used for product demonstration.

Butane cookers are not permitted.

When used in a booth display exhibitors must ensure any naked flame is safely positioned and cannot be knocked over or meet any person or flammable item. All cloths and materials near the candle or lit item are to be fire retardant and exhibitors must provide a fire extinguisher at the stand where naked flames are displayed.

Flames are to be extinguished 15 minutes prior to the stand being vacated at the end of the day. Naked flames must be always monitored; under no circumstances can a stand be unattended whilst a naked flame is alight.

Where candles are used as theming at a dinner etc, ICC Sydney at its sole discretion my limit the number and type of candles.

Where a flame performance is part of an event ICC Sydney must be notified and the appropriate permit completed. ICC Sydney at its sole discretion may apply additional charges for Fire Safety Officers and fire Systems technicians if required.

Please see Permit Form-Naked Flames, Permit Form-Other

8 CHILDREN ONSITE

The safety of all visitors to the venue is ICC Sydney's primary concern. During event move in and move out periods, children under the age of 15 years are not permitted in the venue or the loading docks. At all other times children under the age of 15 years must be supervised by a responsible adult in all areas within the venue.

9 CLEANING

At commencement of tenancy, all ICC Sydney venues provide a clean space.

During an event, venue presentation team members clean and maintain the contracted spaces and common areas (such as aisles, foyers, toilets, cafés, offices, and lounges) as part of the daily room hire.

A range of pre and post-event cleaning services are available for an additional cost in the following instances:

- Pre-clean – during or after exhibitors/contractors/clients move in and prior to opening.
- Post-clean – during and after exhibitors/contractors/clients move out. Additional charges apply when items such as glitter bombs, paint, sand, straw, confetti cannons and popcorn are used. Note that confetti and glitter cannot be used at The Cutaway.
- Waste removal – charged on a per skip basis. This includes the use of bulk bins and the subsequent disposal and recycling of waste. Waste removal requires pre-booking.
- Detail stand cleaning – detail cleaning can be provided to exhibitors upon request. Exhibitors requiring this service will be charged directly.

Please note should custom stands produce sawdust or other waste that is placed on aisle carpet or aisle ways, additional cleaning fees may be passed onto the client (hirer of the event space).

For a quotation for pre and post cleaning services, please see your dedicated ICC Sydney Event Delivery Manager.

For exhibitors, please complete and return the Order Form-Cleaning Services .

The hired space must be kept clear of all rubbish build up. Garbage or items left on the floor increases the potential for injury or fire. Aisles must be always kept clear when packing and unpacking goods.

Disposal of any hazardous substance including oil or fat via the venue's drainage system is strictly prohibited under applicable environmental legislation (e.g., the Environmental Protection Act 1990) and will result in substantial remediation charges. All hazardous waste must be safely and legally removed from the premises upon move-out.

10 CUSTOM STANDS

Custom stands for exhibitions or events shall be and must comply with relevant legislation and must be assembled with utmost concern for the safety of the public, employees, and contractors.

All custom stands must be modular. The assembly of pre-made components is permitted; no major construction work may be carried out on site and cutting kept to a minimum.

All custom stands must be approved by the Event Organisers and then forwarded to ICC Sydney Exhibitor Services for review by ICC Sydney.

Mandatory safety requirements for custom stands at all ICC Sydney venues are:

- All customs stands are to be modular and assembled on site. No construction is permitted.
- Should any cutting be required on site this should be an absolute minimum and extraction must be used. ICC Sydney reserves the right to charge the client (hirer of the event space) additional cleaning fees where this is not followed.
- All persons involved in the assembly of custom stands on site shall be inducted into the ICC Sydney induction system for the relevant venue i.e. ICC Sydney and The Cutaway.
- For the purposes of this document, a ceiling is any overhead structure greater than eighteen square metres built within ICC Sydney venues or any enclosed ceiling (closed on three sides) greater than nine square metres is required to provide additional fire protection equipment, including a smoke detector and portable CO2 or dry chemical extinguisher.
- Halogen lighting cannot be used at ICC Sydney venues.
- All temporary spotlights or the like are to be a minimum of 300mm from the partitions or combustible goods and or materials.
- Any custom-built stand with a floor area of more than 50sqm is to be provided with at least one (1) alternative means of egress to the walkways.
- Barriers incorporated into a custom-built stand are to be designed so that they yield to pressure without toppling.
- A maximum average fuel load height of 5m is permitted from ground level to its highest point for Exhibition Halls 1 – 4.
- A maximum build height of 7m is allowed within The Cutaway Event Hall.
- All custom stand plans must be submitted to ICC Sydney for its review prior to erection.
- Two storey stands require an engineer certificate prior to assembly and engineer sign off on completion of assembly.

10.1 DISABILITY ACCESS

Access to the stand should be provided for those with disabilities. This may be achieved by providing a ramped edge around a raised floor (compliant with AS1428.1 Design for Access and Mobility), having staff on site to assist, or creating a dedicated ramp. Where a dedicated disabled ramp is built the National Construction Code 2022 (NCC 2022) as specified below shall be followed:

- Disabled access ramps must be clearly distinguishable from the remainder of raised floor surrounding it. To reduce the risk of a trip hazard, a handrail, block-off panel or suitable barrier of 900mm minimum in height should be installed.
- The ramp is to have a gradient of no less than 1:8 if the rise is 190mm or less.
- The ramp is to have a gradient of no less than 1:14 if the rise exceeds 190mm.
- The ramp is to be a minimum of 1000mm in width, with a clear landing area of at least 1200mm top and bottom.

10.2 STAND DESIGN

Important considerations for a safety-conscious stand design include the following:

- Structures in ICC Sydney Exhibition Halls 1 - 4 cannot exceed 5m in height.
- Structures in ICC Sydney, Gallery, Convention Centre level 2 cannot exceed 4m in height.
- Structures in ICC Sydney Parkside Ballroom cannot exceed 3m in height.
- Structures in The Cutaway Event Hall cannot exceed 7m in height.
- Structures in the Cutaway Gallery spaces cannot exceed 5.5m in height.
- Strict compliance with the National Construction Code 2019 (NCC) and all other relevant Australian Standards.
- Procedures are in place for safely assembling and dismantling the stand once onsite, within the allocated time frame.
- Stand dimensions fit the allocated space with sufficient clearance.
- Materials used for stand build shall comply with fire hazard properties set out in the National Construction Code 2019 (NCC).
- All materials used for lining, drapes, backdrops, blinds or overhead structures, signs, banners, theming, or similar for displays or any part available to the public are to be fire retardant as per the National Construction Code 2019 (NCC) requirements and other relevant Australian Standards. ICC Sydney may request submission of all information or documentation confirming the retardant capabilities of the materials.
- All two storey stands require an engineer’s certificate prior to assembly and an engineer’s inspection and sign off once assembled to ensure compliance with certification.
- Use materials that do not cause dampness, stain and are not readily ignitable or capable of emitting toxic fumes in case of ignition.
- Plywood, hardwood, pulp board or fibreboard are to be rendered flame-resistant by a process deemed acceptable by fire authorities.
- When decorating or theming, materials such as crepe paper, corrugated cardboard, straw, hay bales, untreated hessian, or PVC sheet (except on floors as a protective membrane) are not to be used without prior ICC Sydney review.
- Sawdust, tan bark, or wood chips of a reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are always kept slightly moist. Cleaning charges apply.

10.3 HANDRAILS FOR RAMPS, STAIRS OR RAISED PLATFORMS

- The following conditions must be met regarding handrails and balustrades on
- The need for a handrail is based on the rise (height) of the stairway, not the number of steps. A handrail is required if steps rise 1m or more. The handrail must be located along at least one side of a flight of stairs or along each side if the width is 2m or more. Should the design have Tivoli stairs or similar the client must seek independent advice and include this with the plans to ICC Sydney for review.
- A balustrade must be provided where people could fall 1m or more (note stages are exempt).
- The height of a balustrade must be a minimum of 1m.

10.4 RAISED FLOORS, STEPS AND RAMPS

The NCC 2022 provides direction as to the requirements for stand design and access. The following is a summarised version of the principal elements, which will assist designers and builders in meeting the codes obligations and the standard for access and mobility. It can also assist with reducing the frequency of slip and trip incidences.

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space and have a minimum 30% contrast as required by AS1428.1 Design for Access and Mobility.
- All raised floor sections or ramped edges should not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip design or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or similar, should have the edges taped down or firmly secured and should not be deemed to cause a trip hazard.
- Consideration should be given to the use of flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring should be steady under foot and should not be deemed to cause a trip hazard.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it should be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900mm minimum in height should be installed.

10.5 RAISED FLOORS UNDER 130MM IN HEIGHT

All raised floors with a height of less than 130mm must have a clearly distinguishable ramped edge installed.

Ramped edging with a gradient no less than 1:3 is generally acceptable in the exhibition industry to prevent a trip hazard on standard 32mm high raised floors, however, please note that a 1:3 ramped edge does not constitute a disabled access ramp (see section below).

For raised floors above 32mm and below 130mm it is recommended that the gradient of the ramped edging is decreased to 1:8.

All ramped edges must be contained within the contracted space.

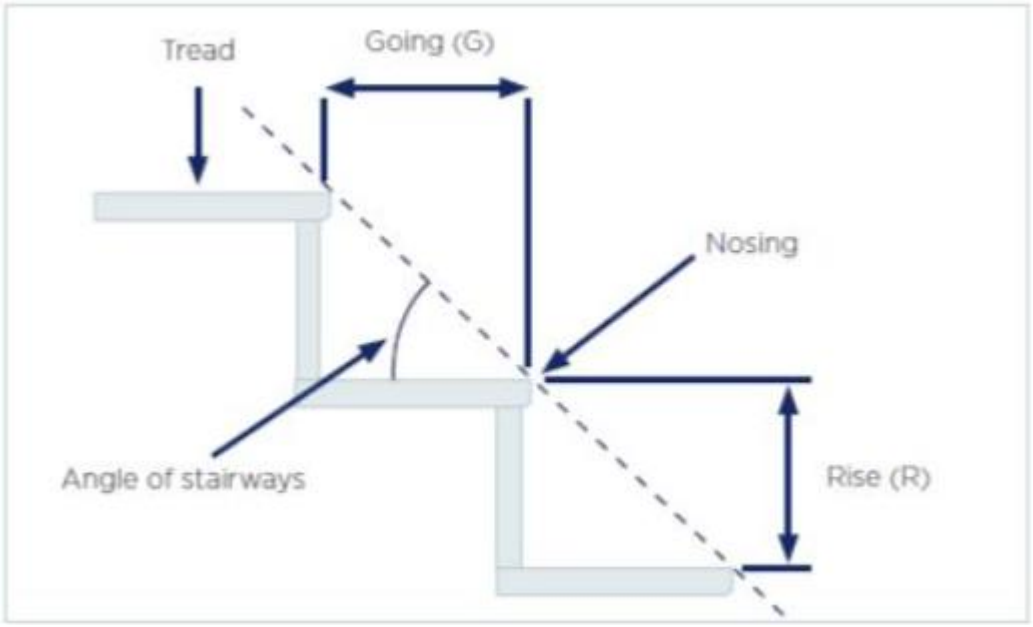
10.6 RAISED FLOORS OVER 130MM IN HEIGHT

- All raised floors with a height greater than 130mm, but less than 225mm are considered a step and therefore do not require ramped edging.
- Where the flooring height exceeds 225mm, a series of steps should be constructed as per BCA requirements. Each step should be no less than 130mm in height and not greater than 225mm in height.
- When a step is installed, an approved stair-nosing must also be installed, as per BCA requirements for steps in public places.
- A handrail is required if steps rise 1m or more. The handrail must be located along at least one side of a flight of stairs or along each side if the width is 2m or more.

10.7 STEPS

The required dimensions for steps are:

- Riser (height) minimum 130mm / maximum 225mm.
- Going (depth) minimum 215mm / maximum 355mm.



- The steps must have a contrasting edge to clearly distinguish it from the surrounding floor and must be non-slip or have a non-skid strip.
- If two or more steps are installed, there must be a handrail installed on at least one side.
- A handrail is required if steps rise 1 metre or more. The handrail must be located along at least one side of a flight of stairs or along each side if the width is 2m or more

11 DANGEROUS ACTIVITIES

To ensure a safe environment for all, ICC Sydney's permission is required to carry out any potentially dangerous activities such as operating machinery on stands, fire breathers, sword acts at the venue.

Please provide full details of any potentially dangerous activities, including a risk assessment to your dedicated ICC Sydney Event Manager. These activities must comply with safety and emergency regulations.

12 DANGEROUS GOODS / HAZARDOUS CHEMICALS

Cooking and the use of LPG appliances, apart from moving plant (electrically powered plant is preferred), are not permitted at The Cutaway.

Bringing dangerous goods or hazardous chemicals onsite requires prior review from ICC Sydney. This includes chemicals, paint products, sharps, biological matter, fuel acids, cleaning agents, lithium-ion batteries etc.

LPG is the only fuel permitted to be stored onsite; however, overnight the cylinders must be removed from the events spaces and contained in *AS 4332-2004* compliant gas storage cages on the applicable loading dock.

Use of LPG for cooking or exhibition displays requires prior ICC Sydney review. All cooking appliances must be rated for indoor use. Operational events have a maximum total quantity of 45kg per 50m2 up to a total of 180kg regardless of the event size. Maximum cylinder size of 45kg.

Please ensure that hazardous chemicals are clearly labelled and in appropriate containers.
Safety Data Sheets (SDS) are required for all dangerous goods and hazardous chemicals brought onsite.

Lithium Ion powered personal mobility devices such as E-Scooters, E-Bikes and E-Boards cannot be brought into ICC Sydney venues without prior review (exception of P1, P2 carparks at ICC Sydney and The Cutaway carpark) These devices cannot be recharged in any area of ICC Sydney venues without prior review.

Lithium powered mobile plant cannot be brought into ICC Sydney venues without prior review.

Please see Permit Form-Hazardous Substances and LPG

13 DRUGS AND ALCOHOL

SafeWork NSW prohibits any person from undertaking work while under the influence of alcohol or illegal drugs**,** as it poses a significant risk to health and safety. The possession, distribution, or use of illegal drugs is a criminal offence and will be promptly reported to NSW Police.

Some prescribed or over-the-counter medications may cause drowsiness and affect the ability to work safely. Advice on any side effects should be sought from the prescribing doctor or pharmacist prior to undertaking any task at ICC Sydney.

Individuals deemed by the ICC Sydney to be under the influence of alcohol, prescription medication, illegal drugs, or other substances that, pose a risk to themselves or others will be required to leave the venue.

All ICC Sydney venues are a licensed premise.

ICC Sydney
Licence number: LIQO624001487
Licence type Liquor: on-premises licence
Licensee: ICC Sydney PTY LTD
Manager: Lynell Denese Peck

The Cutaway
Licence number: LIQ0660039012
Licence type Liquor: on-premises licence
Licensee: ICC Sydney PTY LTD
Manager: Jack Weatherby-Fell

Key Features of the On-Premises Licence:

- Consumption on site only. Alcohol can only be consumed on the premises, not taken away or delivered.
- No takeaway alcohol sales. Unlike a hotel or bottle shop licence, alcohol cannot be sold to take away or delivered from ICC Sydney or The Cutaway.

- All alcohol must be supplied by ICC Sydney. No outside alcohol is permitted without prior review by ICC Sydney management.

14 ELECTRICAL SAFETY

- Persons conducting a business or undertaking (PCBUs) and their workers are responsible for ensuring their electrical equipment is safe, regularly inspected, in date tagged and tested.
- All ICC Sydney venues carry out all power connections to the venues main distribution system. No live work is permissible.
- Access to any floor pits, bungs, trenches etc for the installation of sub-mains cables, piped services and data and telecommunication services is limited to authorised ICC Sydney team members, the client's build contractor or appointed production company. All pits, pit lids and trenches must be returned to their original orientation. Any costs incurred to rectify or restore works may be charged to the client. (hirer of the event space)
- Only qualified electricians may perform any wiring or fitting work throughout any ICC Sydney venue, regardless of the cost or type (commercial or industrial).
- All electrical work at ICC Sydney venues must comply with the relevant AS/NZ Standard for the works conducted.
- Installations must be done by a qualified electrical contractor in accordance with the relevant AS/NZS standards.
- An Utility Works Sign off is to be submitted by the organiser or its delegate to ICC Sydney Management prior to the event opening.
- Electrical wiring means the actual physical work of installing, repairing, altering, removing, or adding to an electrical installation, or the supervision of that work. For licensing purposes, it is defined in the Home Building Act 1989 with the same meaning as in the Electricity (Consumer Safety) Act 2004.
- The use of double adaptors is prohibited.
- Power boards must have individually switched outlets or a safety cut-off.
- Extension leads or cables must be fully unwound and secured to prevent tripping or any other risk. If this is not possible, they are to be covered by a cable tray or secured with gaffer tape. In a high pedestrian traffic area, use yellow and black hazard tape for visibility.

  The use of gaffer tape at The Cutaway is not permitted, cable trays are the only option.
- All electrical items shall have the in-date test and tag displayed.

The following is prohibited:

- Use of damaged electrical leads, untagged / out of date, tools, or equipment.
- The use of electrical leads, tools, and equipment in damp or wet conditions is prohibited unless they are specially designed for use in those conditions.
- Electrical equipment must not be placed in areas where they may be damaged, such as vehicle access ways, over sharp edges.
- Overloading electrical circuits.
- Use of modified power tools or equipment.

14.1 ELECTRICAL TESTING AND TAGGING

Prior to use at any ICC Sydney venue, please ensure that all electrical equipment has been tested and tagged in accordance with **AS/NZS 3760**.

For events where the client has appointed an electrical contractor, the electrical contractor must ensure that a test and tag facility is available onsite, and all equipment is inspected.

For events without an appointed electrical contractor, ICC Sydney will request the removal of any out of date or untagged equipment.

15 ELEVATED WORK PLATFORMS

Only trained and licensed personnel may operate elevated work platforms (EWPs).
Operators inspect the vehicle and complete the logbook before and after use. When the EWP is in the raised position, a spotter must be stationed at ground level to ensure that the space under the working area is kept clear, and to lower the platform in an emergency.

Refer to the permit form Permit Form-Working at Heights for further details.

All EWP at The Cutaway shall have white tyres and where possible be electrically powered.

If use of an EWP is required, please consult with your ICC Sydney event manager for authorisation.

16 EMERGENCIES

ICC Sydney maintains a regularly updated Emergency Response Plan covering medical, weather, fire/smoke and other emergencies. The Plan is updated annually or as changes occur within the organisation, legislation etc, and exercise drills are conducted regularly. A trained Emergency Response Team will lead the implementation of all procedures. Event organisers will receive a pre-event briefing on emergency protocols.

To report an emergency or incident, call +61 2 9215 7660.

In the event of a fire alarm, one of two audible alarms will sound:

- Alert alarm: “Beep! Beep! Beep!”

This is a warning alarm indicates a potential emergency. Please remain attentive and await further instructions from ICC Sydney’s wardens.

- Evacuation alarm: “Whoop! Whoop!”

This alarm signals that all occupants must evacuate immediately. Upon activation, wardens will direct all persons to leave via the nearest exits in a swift and orderly manner. Everyone is to assemble at the nominated evacuation assembly point for the respective venue and remain until ICC Sydney management confirms that it is safe to return.

16.1 IN CASE OF FIRE

- Break the glass of the nearest call point to activate the fire alarm.
- Advise an ICC Sydney team member of the situation.
- Call ICC Sydney security control by calling 02 9215 7660
- Extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so.
- Contain the fire by closing all doors.

- Evacuate via designated emergency exits only.

17 EVENT DECK

The Event Deck is an outdoor space located on the upper level of ICC Sydney's Exhibition Centre and is currently a Pickle Ball activation.

After the end of the Pickle Ball activation the area may become available to event organisers, for a hire fee. This space presents an opportunity for clients to enhance their event with a unique outdoor experience to delegates. The Event Deck can be used for outdoor exhibitions, functions or activations related to an event as well as any corporate, community, and government celebratory events.

Event organisers may engage an external supplier to provide a large-scale temporary structure up to 3000m².

Design controls for temporary structures include:

- Temporary structures are to be located within prescribed maximum envelope (40m x 75m x 10.5m high).
- Any built structure needs to be self-supporting. Drilling into the floor or securing the structure to existing infrastructure is not permitted.
- Temporary structure and cladding is to be white / off white and in good condition.
- Advertising on temporary structures require the review of ICC Sydney and will incur a fee.
- Events may take place between the hours of 7:00am and 11:00pm inclusive of move in and move out.

17.1 FIRE ENGINEERING COMPLIANCE

ICC Sydney's Fire Engineering Report is in place to ensure the safe operation of any given event. In accordance with the Fire Engineering Report, the following conditions must be met:

- Any temporary structure must undergo fire engineering certification. The hirer shall engage its own certifier and fire engineer at own cost. This report must be provided to ICC Sydney before the erection of any temporary structure.
- As the Event Deck forms part of ICC Sydney's emergency egress plan, all events will be subject to capacity limitations. Any event on the Event Deck involving more than 500 persons is to undergo a fire engineering review at the client's cost prior to the Event Deck being occupied. All entry and exit points will need to be monitored by ICC Sydney security at the clients' expense.
- All temporary structures must have a minimum clearance of 6m from the building. This includes any proposed covered walkways and any other structure unless otherwise agreed through a fire engineer's report.
- The client is responsible for developing and submitting a Management In Use Plan (MIUP) with strategies to limit the blocking of exhibition hall exit doors by Event Deck occupants and ensure the evacuation of the Event Deck does not delay or inhibit the evacuation of the upper halls.
- The Client is responsible for all costs associated with Fire Engineering compliance. ICC Sydney can provide details of the ICC Sydney Fire Engineer who can provide this report.
- A copy of the Fire Engineer Certification must be provided to ICC Sydney prior to any works beginning on the event deck.

17.2 BCA OCCUPANCY CERTIFICATE

Any temporary structure on the Event Deck will require an Occupancy Certificate to be issued by a suitably qualified certified authority. ICC Sydney can provide details of ICC Sydney's Certifier.

The client is responsible for all costs associated with obtaining an Occupancy Certificate to satisfy Building Code of Australia requirements

A copy of the Occupancy Certificate shall be provided to ICC Sydney prior to any works on the Event Deck.

17.3 STRUCTURAL ENGINEERING COMPLIANCE

ICC Sydney requires specific engineer reports for all temporary structures on the Event Deck. The following must be adhered to:

Any temporary structure is subject to a separate structural engineering certification. The hirer shall engage at their own cost, its own certifier and structural engineer. This report must be provided to ICC Sydney before the erection of any temporary structure.

Once the structure has been built, structural engineer sign off is required on-site to ascertain that the structure has been erected as per the original engineering requirements. This must occur prior to event operation, with a copy signed-off document provided to ICC Sydney.

ICC Sydney requires information on how any conditions of the engineer's certificate will be met.

17.4 NOISE RESTRICTIONS

The use and operation of the Event Deck is bound by an Operational Noise Management Plan which details noise limits and management practices that have been committed to control impacts from operational noise on surrounding properties in compliance with the Centre's DA.

ICC Sydney will engage noise-monitoring contractors on the client's behalf to gauge noise levels during the event, the cost of which will be added to the event invoice.

Sound restrictions are based on readings from specific locations within and surrounding the Darling Harbour Precinct. The maximum reading for a receiver is 80decibel (dB). These dB readings are influenced by a number of variables such as cloud cover, wind and speaker direction.

During the event should ICC Sydney receive a consistent reading of 80dB from any receiver point, the client will be required to adhere to all requests from ICC Sydney staff to lower the volume output.

17.5 EVENT DECK SECURITY

ICC Sydney will be responsible for the security, safety and amenity of all persons using the Event Deck – whether they are members of the public, clients, hirers or their contractors. This will be at a cost to the organiser.

18 FATIGUE MANAGEMENT

Fatigue increases the risk of incidents by reducing alertness, slowing reaction times, and impairing decision-making.

Safe Work Australia's Guide for Managing the Risk of Fatigue at Work and Fatigue Management provides practical guidance for business and employers (and other PCBUs) and other duty holders on how to manage fatigue to ensure it does not contribute to health and safety risks in the workplace.

ICC Sydney encourages clients who use suppliers that deliver freight with heavy vehicles to comply with the Heavy Vehicle National Law and Regulations with respect to fatigue management. These laws and regulations are applicable to all states and territories with the exception of Western Australia and Northern Territory.

More information is available in the National Transport Commission's guidelines for managing heavy vehicle driver fatigue.

19 FIRE ENGINEERING – FUEL LOADS OVERVIEW

Always speak with you ICC Sydney dedicated Event Manager for the various fire engineering requirements the below is an overview only.

19.1 THE CUTAWAY

The Cutaway is fuel load controlled – contents will be limited to those identified below:

- No naked flames are permitted except for Aboriginal smoking ceremony (a non-combustible tray maximum 1m2 in size with 300mm depth) and to be located at least 6m away from exit doors, walls, decorative timber trees and acoustic insulations.
- Performance/concert stages are to be located at least 6m away from each other and from exit doors. AV operator desks, camera risers are exempt from the 6m rule.
- Market stalls shall be 3m away from the exits. This 3m clear width shall be upheld on all paths of escape leading to the exits. There are no minimum spacing requirements between each stall.
- Market stalls and their belongings shall be 3m away from the decorative timber trees.
- The height of combustible decorations and any other non-fixed fire loads: In the ground floor event hall/foyer and level 1 gallery balcony shall not exceed 9m above the ground level.
- The maximum build height in the foyer is 3m.
- Recharging of electric vehicles is not permitted.
- ICE vehicles are limited to a maximum 5litres of fuel.

19.1 DARLING HARBOUR THEATRE

Darling Harbour Theatre is fuel load controlled – contents will be limited to those identified below:

- Fuel loads on the thrust stage in the Darling Harbour Theatre are to be limited to islands of no more than 10m² with 3m of separation between islands.
- Recharging of electric vehicles is not permitted.
- ICE vehicles are limited to a maximum 5 litres of fuel.

19.1 GRAND BALLROOM

Grand Ballroom is fuel load controlled – contents will be limited to those identified below:

- Maximum fuel storage height in Grand Ballroom will be no greater than 3.3m above floor level. The Grand Ballroom has a maximum fuel load of 33m2, or islands separated by 15m.
- Lighting, cables and lightweight banners are acceptable. Maximum fuel loads at high levels are to be discrete 50kg units, separated by 3m clearance.
- No combustible furniture or stored goods to be located beneath escalator voids.
- Recharging of electric vehicles is not permitted.
- ICE vehicles are limited to a maximum 5litres of fuel.

19.2 PYRMONT THEATRE:

Pyrmont Theatre is fuel load controlled. Stage contents are limited to those identified below:

Type of Event	Control of materials on stage
Lectures, Conferences, Award Ceremonies and Seminars	■ Footprint of combustible furniture (chairs, tables etc.) to be managed to 10 m2. Multiple islands of 15m2 combustible materials acceptable but to be separated by 3m. ■ A three-seater sofa. Multiple sofas are acceptable but are to be separated by 3m. ■ Two upholstered armchairs.
Car and Product Launch	Car launch ■ Each car to be separated from one another by 3m. ■ Fuel in tank to be limited to maximum of 5L (no need to clear fuel from fuel line and engine) ■ Battery to be disconnected when vehicles are unattended.
Live Music Performance	Rock Concert ■ Drum kits, guitar amplifiers etc. are acceptable. ■ Footprint of combustible stage props to be limited to 10m². Multiple islands of 10m² acceptable, if separated by at least 3m. Music recital or Orchestra ■ Orchestra instruments (piano, timpani, double bass etc.) acceptable. ■ Seats for musicians to be fully made from steel/hardwood, and if upholstered, the materials need to be fire retardant treated. ■ The conductor stand is acceptable. No management needed. ■ Footprint of combustible stage props to be limited to 10m². Multiple islands of 10m² acceptable, if separated by at least 3m. Ballet/Dance ■ Combustible materials (stage props/sceneries) to be grouped into islands of 10m² separated from each other by 3m.

Note: There is no control needed for non-combustible or fire-resistant materials. These include:

- Materials constructed fully of steel, hardwood, glass, and concrete.
- Furniture coverings made from 100% leather or 100% wool.
- Materials constructed and tested to be non-combustible, e.g., those tested in line with AS 1530.1-1994 methods for fire tests on building materials components and structures – Combustibility tests for materials.

The above table covers the furniture and major fire loads (cars, product kiosks etc.) on the stage. Incidental items such as, standing banners/posters, laptops, trophies etc. are excluded.

Recharging of electric vehicles is not permitted.

ICE vehicles are limited to a maximum 5litres of fuel.

19.3 TIK TOK ENTERTAINMENT CENTRE

Tik Tok Entertainment Centre is fuel load controlled – contents will be limited to those identified below:

- The thrust stage in Tik Tok Entertainment Centre is limited to islands of no more than 10m2 with 3m separation between islands.
- No combustibles are permitted to be located on the Link Bridge between Tik Tok Entertainment Centre and Exhibition Centre buildings. Fuel loads on the thrust stage in the Darling Harbour Theatre are to be limited to islands of no more than 10m² with 3m of separation between islands.
- No combustible furniture or stored goods to be located beneath escalators voids.

- Recharging of electric vehicles is not permitted.
- ICE vehicles are limited to a maximum 5 litres of fuel.

19.4 STAGE PRODUCTIONS – DARLING HARBOUR THEATRE, PYRMONT THEATRE AND GRAND BALLROOM

- Thrust stage fire loads, and stage surroundings, are managed as part of the production risk assessment. Loads identified as exceeding the limitations set in the Fire Engineering report of 10m2 'islands' separated by at least 3m require the engagement of an external fire engineer for certification.

20 FIRST AID

All clients shall risk assess the need for dedicated on-site first aid personnel for their event. If required, event-dedicated first aid provider contacts can be supplied through your ICC Sydney Event Manager.

Only ICC Sydney's contracted first aid provider is permitted to use the ICC Sydney First Aid Rooms located at the ground level of the Convention Centre, level two of the Exhibition Centre and the Tik Tok Entertainment Centre.

Only ICC Sydney's contracted first aid provider can provide dedicated first aid at The Cutaway.

ICC Sydney Security personnel are trained in fire safety and basic first aid.

All event contracted security must provide first aid kits for their events and provide initial response. ICC Sydney shall always be advised of any first aid incident (Code Blue) as soon as possible. Only ICC Sydney security can provide security services at The Cutaway.

ICC Sydney may consult with the client to determine the required number of first aid responders needed for an event; associated charges will apply.

21 FLOOR LOADING

When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area and the path available to that area.

The ICC Sydney exhibition halls and event deck slab (open air area) have a floor loading capacity of 20kpa. For all other areas of ICC Sydney, the floor loading capacity is 5kpa. Please note that forklifts are not permitted to operate in any area of the Convention Centre apart from the loading dock.

Forklifts, vehicles and other plant are not permitted under the awning near the Oxygen Lounge on the Exhibition Event Deck due to restricted weight loading.

The Cutaway Event Hall and loading dock has a slab loading of 15kpa, please note that forklifts are not permitted to operate in any other area of The Cutaway.

Factors to be considered by any person working in any area of ICC Sydney venues include:

- Weight of the item.
- Dimensions of the item, access route into the venue, dimensions of dock and doors.
- How it will be transported within the venue.
- Weight of any handling device (e.g., forklift).
- Availability of Hall 7 for access to the Event Deck. (ICC Sydney specific).

If unsure about floor loading capacity for the intended use, consult your ICC Sydney Event Manager in advance of the event or activity. See Venue Specifications and Capacities.

22 FLOOR PLANS

22.1 AISLES IN EXHIBITIONS

- Ensure that the dimensions of exits and paths of travel to exits are maintained as per the National Construction Code 2022 (NCC). ICC Sydney's minimum aisle width for exhibitions is 3m.
- Two exits as a minimum must be in place per aisle to prevent dead ends.
- No loose items are to be stored in egress paths including furniture, display items, hire plant, ticket counters, signs, aisle ropes, pallets and stands.
- Forced flow exhibition designs must comply with fire safety design conditions. Events of this type will require review from the ICC Sydney Fire Engineer. Charges apply.
- Additional exits may be required to accommodate various event configurations or event structures. For these guidelines, additional exits are defined as any doorway or pathway supplementary to existing exits. 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 2019 (NCC).
- ICC Sydney venue floorplans may have information relating to aggregate width of exits, no build zones, build heights and other ICC Sydney venue requirements, please refer to these when submitting floorplans for review.

Event layouts deemed to minimise or modify any ICC Sydney venues fire safety system are to ensure the following:

- Layouts do not represent a greater hazard than the existing building design.
- Egress systems provide clear access for escape in case of emergencies and evacuation.
- People can locate fire doors and exits easily and use them without delay.
- All aisles, corridors or passageways lead to and have unobstructed access to no less than two existing exits.
- If stand builds or curtains/draping block visibility of exit signs, temporary illuminated exit signs must be installed by the event organiser or their delegate.

22.2 EMERGENCY EXIT SIGNS

- Existing exit signs are clearly visible to all and are seen in two opposite directions from any location within any ICC Sydney venue.
- Additional exit signs are required if the direct path to an exit is changed or obscured.
- Additional exit signs must be clearly visible to persons approaching them and must be installed above or adjacent to each additional exit.
- Additional exits, not directly aligned with an existing exit sign, need exit signs at a minimum size of 450 x 200mm with an approved pictogram no less than 100mm high and on a green background. Directional arrows may also be required.
- Additional exit doors are to have an exit sign, a minimum size 450 x 450mm sign with an approved pictogram or the word EXIT in white capital letters no less than 100mm high and on a green background.
- Exit signs must be mounted a minimum of 2m from the ground and no higher than 2.7m from the ground. Exception is where a doorway is higher than 2.7m, the exit sign must be mounted immediately above the doorway.
- ICC Sydney allows photoluminescent exit signage within the ICC Sydney Exhibition Halls where the hall lighting is programmed at 100%. For all other instances including The Cutaway and areas within exhibitions where lighting is dimmed battery back-up illuminated exit signage is required.
- Additional exit signage is to be provided and installed by the event organiser or their delegate.

FIRE EXITS / CLEARWAYS

Designated fire exits and clearways must always remain unobstructed; storing materials or equipment in these areas is strictly prohibited. Exhibitors are to be managed by the event organiser and must comply with all fire and evacuation regulations.

Under current legislation, you shall not:

- Fully or partially block emergency exits, denoted by green and white exit signage or pictographs above doors.
- Block access routes to an emergency exit.
- Obscure or cover emergency exit signage.
- Store equipment or packing materials in any fire exit doors, corridors, access ways or stairs.

22.3 NO BUILD ZONES

- All ICC Sydney venue floor plans have clearly marked no build zones. All floorplans submitted for review shall have the no build zones visible on the plan. No items may be built or placed in these areas.
- Direct access is required to all ICC Sydney venue fire hydrant and hose reels. The length of the fire hose shall not be diminished as part of the floorplan design.

22.4 REVIEW

The following must be included on floor plans submitted to ICC Sydney for review.

- Plans shall be drawn on ICC Sydney issued CAD or Vectorworks plans.
- Plans cannot reduce the inherent safety and life preservation design of the venue.

All ICC Sydney venue floor plans shall include:

- Event name and tenancy dates as per the ICC Sydney Hiring Agreement.
- All no build zones shall be visible.
- Direct access to fire hydrant and hose reels.
- Dimensions of all stands and aisleways.
- Superfluous lines are to be turned off / removed.
- Maximum capacity.
- Separate plans are required for all theatres, feature areas, foyer builds and custom stands.
- Version number.
- All furniture is to be plotted to scale.
- Maximum build heights must be adhered to for the area in use.
- Details of any baffles, nibs, tensa barriers etc.
- Items not indicated on a floor plan will be deemed as not complaint and may need to be removed.

Exhibition builds at all ICC Sydney venues have additional requirements:

- All aisles are to be a minimum of 3m wide.
- The aggregate width of the venue exits must be factored into the design.
- Stand numbers
- Superfluous lines such as lines delineating zones are to be turned off.
- Direct access is required to all fire hydrant and hose reels. The length of the fire hose shall not be diminished as part of the floorplan design.

- Clear access to bathrooms.
- Forced flow exhibition designs must comply with fire safety design conditions. Events of this type will require review from the ICC Sydney Fire Engineer. Charges apply.
- Storage areas must be noted on the plan and managed on site by the client to ensure compliance with egress and access to fire hydrants and hose reels.
- Items not indicated on a floor plan will be deemed as not complaint and may be required to be removed.

Foyer builds have additional requirements:

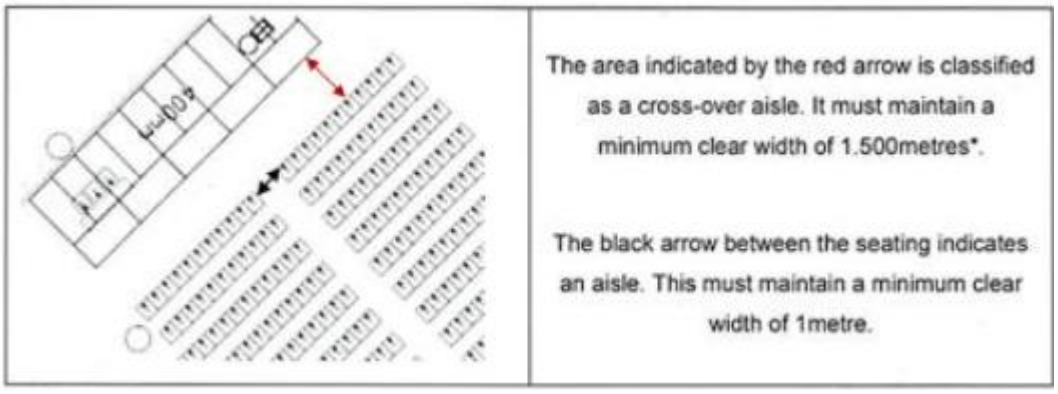
- Foyer builds shall be located within the designated build areas.
- Level 2 Exhibition Centre and Level 4 Exhibition Centre build areas are set by the Centres Fire Engineer report and cannot be altered without engaging the ICC Sydney's fire engineer with associated costs borne by the client.
- Halls 1 – 4 escalator / stair lobbies and lower foyers cannot have any combustible item/s placed in them without engaging the ICC Sydney's fire engineer, with associated costs borne by the client.
- No items can be placed under the escalator voids at the Convention Centre, Exhibition Centre and Tik Tok Entertainment Centre.
- Items not indicated on a floor plan will be deemed as not complaint and may need to be removed.

22.5 SEMINARS AND THEATRES

ICC Sydney complies with the National Construction Code 2022, which mandates the following conditions for all seminars, theatres, temporary rooms, classroom and other meeting style setups.

The following conditions must be adhered to:

- Each aisle must have a width of at least 1m.
- Each cross-over aisle (this is the aisle between the front row of seating and the stage) must have an unobstructed width of at least 1.5m. best practice states that additional equipment such as monitors should not be placed in this area. Should equipment have to be placed in this area a minimum unobstructed aggregate width of at least 1.5m shall be maintained.
- A cross-over is required near exits and must be maintained as exit travel path.



Theatre Seating Specifics – Number of Seats:

- Where flat floor seating is arranged as theatre style, the minimum number of sets in each row is 4.
- Where flat floor seating is arranged as theatre style, the maximum number of sets in each row must not exceed:
  - 8 where there is an aisle at one end only.
  - 16 where there are aisles on both ends of the row.
- Setting of Chairs

Chairs used for theatre style seating must:

- Have a clearance of at least 300mm from the chair in front.
- Have a distance of at least 950mm between the back of each chair and the back of the chair in front.
- Be secured together in groups of a minimum of 4 and a maximum of 16.
- Cable-tying chairs together is acceptable for compliance.

- Numbers of attendees / exits required.

The below table indicates the number of persons, number of exits and the aggregate width of exits required under the National Construction Code 2022 for temporary structures.

Number of Persons	Number of Exits Required	Aggregate Width of Exits (mm)
1 - 25	1 – 2 (Where one exit is provided, the exit must be at least 1m wide. Where two exits are provided, both ex its must have a minimum width of 500 mm each.)	1000
26 – 50	2	1500
51 – 75	2	2000
76 – 100	2	2500
101 – 200	2	3000
201 – 400	3	4500
401 – 600	4	6000
601 – 800	5	7500
801 – 1000	5	9000
Over 1000	5 plus one additional exit for each additional 450 persons or part thereof.	9000 mm plus 500 mm for each additional 50 persons or part thereof.

23 FOOD SAFETY

Food Sampling

Appropriate food handling and hygiene standards must be maintained during food preparation and sampling.

- Businesses are required to register and be issued a Temporary Food Stall Permit (TFP) from the City of Sydney Council, which must be provided with your ICC Sydney application. Please visit the council website for further information www.cityofsydney.nsw.gov.au.
- Ingredients details, including allergens in food and drink samples, must be available to consumers.
- City of Sydney safety regulations that cover all distribution of food and beverage products apply to all events held at ICC Sydney.

Note: cooking of food by exhibitors is not allowed at The Cutaway.

24 FOREIGN LABOUR

Any foreign staff working on the event shall:

- Have current and applicable visas and insurances.
- Understand and adopt safe work practices.
- Understand the safe use of tools and equipment relevant for the task being undertaken and that they comply with Australian Safety Standards.

All non-Australian workers, including event organisers and contractors involved in stand assembly or the onsite event operations, must hold a worker's compensation insurance policy, compliant with the statutory requirements of the *Workers Compensation Act (NSW) 1987*. Insurance policies issued outside of Australia may not be valid.

25 FORKLIFT USE

25.1 FORKLIFT OPERATORS

Only licenced and experienced forklift drivers may operate forklifts at any ICC Sydney venue.

Forklifts are not permitted on any ICC Sydney venues permanent carpeted areas.

Forklift operators are deemed to be the appointed main event contractor, the appointed freight forwarder for an exhibition, the appointed riggers and ICC Sydney team members. Licences must be presented upon request.

Forklift drivers must be licensed, wear seatbelts and drive safely. The maximum speed limit for forklifts is 5 km/h. To comply with noise restrictions, forklifts operating between 11pm to 7am are to be fitted with a Broadband pulse acoustic signal, sometimes referred to as a Quacker or Woosher, with a range of frequencies.

The following conditions for the safe operation of forklifts at ICC Sydney venues are mandatory:

- Only white tyred forklifts may be used at The Cutaway.
- Electric powered forklifts are the preferred option at The Cutaway.
- Forklift licences must be always carried by the operator and presented upon request.
- Trainee operators may not operate forklifts at any venue.
- Pre-operational checks must be conducted prior to operation (this involves completing the daily logbook).
- Forklift operators and spotters are to always wear a safety vest.
- Seat belts must be always worn.
- Maximum speed limit for forklifts is 5km per hour (walking speed).
- Forklifts cannot be left unattended at any time with the key in the ignition.
- Operators are to reverse when the load obscures vision.
- Operators are not permitted to lift any person on forklift tines or carry passengers.
- Operators must stop and switch forklift off whilst speaking on radios or mobile phones.
- Operators must not be fatigued or under the influence of prescription medication, illegal drugs, or alcohol at any time.
- Hands free radios, phones or EarPods are not permitted whilst operating equipment. This includes listening to music.
- Forklift operators must always give way to pedestrians and shall not drive on pedestrian walkways.
- When travelling without a load, the tines must remain at axle height.
- All lifts must be assessed as safe before attempting the lift.

- If a load is dropped an ICC Sydney team member must be informed.
- Forklifts are not to be stored in exhibition halls; a forklift parking area will be allocated.
- When forklifts are not in use, gas bottles must be removed and stored in *AS 4332-2004* compliant gas storage cages on the applicable loading dock.

  Note: electrically powered forklifts are the preferred option at The Cutaway.
- Any contact between moving plant and any part of a venue, must be reported immediately to ICC Sydney Security or the ICC Event Delivery Manager.
- Forklifts are not permitted to traverse the ramps to or from halls 5 – 7, the slip lanes and the Event Deck without the express permission of the ICC Sydney Logistics team.
- Forklifts must not operate within 3m of the Decorative Trees at The Cutaway.
- Forklifts must not drive over any uplighting at The Cutaway.

25.2 FORKLIFT SPOTTERS

Forklifts must operate under the following conditions within any ICC Sydney venue during, move in and move out periods or where the drivers' line of sight is impaired by booths or materials in the area:

- Each forklift must always be accompanied by a trained and competent spotter wearing a safety vest to guide and escort the forklift in the exhibition halls, event hall, event deck and dock areas.
- The spotter must remain a safe distance from the forklift and its load while the forklift is moving, or the load is raised.
- The spotter must always be in constant view of the forklift operator.
- The spotter must warn pedestrians to stand clear of the forklift and load.
- If the forklift operator must raise the load, the spotter must ensure pedestrians are not 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 must direct the forklift operator to an area with adequate space to place the load safely.
- Spotters and drivers are to ensure loads are not placed to obstruct emergency egress or firefighting equipment.
- If a spotter needs to leave the forklift, then the operator must place the load or tines on the floor if practicable and keep the forklift stationary until the spotter returns.

25.3 MAN CAGES / SAFETY CAGES

Use of man cages / safety cages with forklifts requires prior review from ICC Sydney. Man cages / safety cages shall be SafeWork NSW approved and must only be used for people performing short-term tasks and the cage must be securely attached to the forklift. In this instance the attachments must have:

- Rated capacities of the work cage
- De-rated capacities of the forklift due to the attachment.

25.4 FORKLIFTS / TRENCHES AND PIT COVERS

ICC Sydney venues may have trenches and pits throughout. When traversing over trench and pit covers, special care must be taken by undertaking the following:

- Forklift drivers must slow down whenever they approach a trench pit cover.
- Forklifts must whenever possible avoid travelling along any trench cover. Should a trench cover need to be crossed this must be done in the shortest possible distance at a maximum speed of 5km per hour.

- Under no circumstances should a forklift drive over the junction of any trench cover.
- Forklifts must avoid turning whenever traversing over any trench plate or pit lid.
- Should a pit lid or trench plate move, it must be replaced by the forklift operator or spotter and reported to the ICC Sydney Event Delivery Manager.

25.5 FORKLIFT AND DAMAGE

Any damage caused by forklifts or their loads must be reported immediately to the ICC Sydney Event Delivery Manager or ICC Sydney security staff.

26 HAZARD REPORTING

A hazard is anything including work practices or procedures that could negatively impact a person's health or safety. All ICC Sydney venue users are responsible for identifying and reporting hazards. If you are unable or not qualified to rectify a hazard, it must be reported immediately to the event organiser, ICC Sydney Event Delivery Manager or ICC Sydney security staff.

ICC Sydney documents any hazard, unsafe work practice or near miss, investigates and takes appropriate action.

27 HIGH RISK PERFORMANCES

All high-risk performances including aerial acrobatics, fire acts and high velocity routines must be reviewed in advance by the ICC Sydney. A risk assessment MUST BE conducted by the performance companies prior to the performance taking place. A permit must be submitted along with the risk assessment before the event occurs along with any additional requirements.

Please note that naked flames apart from Aboriginal smoking ceremonies are not permitted at The Cutaway.

Please see Permit Form-Other Activities

28 LADDERS

To minimise risks when using portable ladders, please consider the following:

- Ladders are to comply with AS/NZS 1892.5:2000 Portable ladders – selection, safe use, and care.
- Ladders are to be suitable for the task, and for short durations and light work.
- Do not use metal ladders where an electrical hazard exists.
- Ladders are to be used as prescribed by the manufacturer.
- Do not carry anything when climbing or descending a ladder – use a tool belt.
- Avoid placing ladders in vehicle or pedestrian traffic areas.
- Stepladders are to be used in the fully open position.
- Wear slip-resistant footwear when using ladders.
- Three points of contact is always maintained, and tools can be operated safely with one hand.
- Utilising the top two steps of an A-frame ladder is not permitted.

A ladder that does not comply with the above requirements is one that is inappropriate for the task and needs replacement with a more suitable elevated work platform e.g. a scissor lift, boom lift or vertical lift.

29 LIQUEFIED PETROLEUM GAS (LPG)

ICC Sydney has limited LPG quantities and gas storage cages onsite. Additional cages, which are to be provided by the client, require prior ICC Sydney review.

The Cutaway has limited LPG quantities and gas storage cages onsite. A gas cage must be provided by the client or its delegate and requires prior ICC Sydney review.

Please note the following:

- LPG appliances apart from moving plant (where electrically powered is preferred) cannot be used at The Cutaway.
- Gas cages hired by the event organiser must be used for any on site gas storage.
- All LPG installations must comply with relevant legislation and Australian standards.
- All LPG cylinders in use must have a regulator and gas fuse fitted.
- No naked flames are permitted within proximity of LPG cylinders.
- A powder fire extinguisher ABE type rated 3A-40B minimum 2.5kg, distinguished by a white band around the top of the cylinder and fire blanket, 1.8m x 1.8m must be visible at the stand or feature area with staff trained in its use.
- No section of the LPG system is to be accessible to patrons attending the event. Only trained and authorised persons are to operate the approved equipment.
- All LPG appliances shall be certified and display approval plate as proof of certification.
- Operational events have a maximum total quantity of 45kg per 50m2 up to a total of 180kg regardless of the event size. If the quantity of gas or cylinder size is required to exceed the limit allowed, the cylinders will be installed externally to the exhibition hall.
- ICC Sydney at its sole discretion, may limit the amount of LPG.
- A licensed gas fitter is required to connect, monitor and install / remove LPG bottles, with the exception of forklift gas bottles.
- All LPG bottles must be placed in a Gas Cage on the venue Loading Dock overnight and return each morning. Storage of LPG inside the venue in any other area is not permitted.
- A licensed gas fitter is required to check compliance, correct location, and application of gas appliances. Those not compliant cannot be connected.
- A licensed gas fitter is to monitor all LPG installations for Carbon Monoxide and LPG whenever appliances are connected.
- Mobile and portable appliances must only be used in line with the manufacturer's instructions and in line with any specific operating conditions or warning labels.
- Exhibitors must have access to a copy of the manufacturer's instructions on site. LPG appliances labelled for outdoor use are strictly not permitted.
- LPG appliances labelled for residential use are not permitted for commercial applications.
- LPG appliances that are not labelled are not permitted.
- Gas installations installed as part of a public event shall comply with the requirements of AS/NZS5601.1 Gas installations, Part 1 General Installations and AS/NZS 1596 The storage and handling of gas.
- Portable butane gas stoves are strictly not permitted.

Please complete and return the Permit Form-Hazardous Substances and LPG

30 LOADING DOCK MANAGEMENT

To assist with traffic management planning, move in and move out schedules for all ICC Sydney venues must be submitted through the Loading Dock Management System, which tracks peak periods and identifies contractors and exhibitors requiring loading dock access.

An exhibitor or representative must be onsite to accept and sign for deliveries.

ICC Sydney is not responsible for unattended goods onsite and will not sign for exhibitor deliveries. Exhibitors are fully responsible for the safety of any items delivered or on site.

30.1 EGRESS

Egress paths are to remain clear during all phases of loading, and during the event's operational days.

30.2 FORKLIFTS AND CLEARWAYS

Designated clearways are to always remain unobstructed to facilitate safe movement of vehicles. In the event of emergencies, clearways will be used to provide emergency services vehicle access to the exhibition halls and aid in the evacuation of people.

Storage items, materials, or vehicles (including forklifts) must not to be placed in clearways.

30.3 LOADING DOCK AND GATE CONTROLLER

A gate controller supervises entry to the loading dock. Access is only allowed to vehicles arriving at the scheduled time set in the event loading plan.

30.4 LOADING DOCK MARSHAL

ICC Sydney provides a loading dock marshal for each loading dock space to facilitate the smooth flow of exhibitor vehicles and minimise delays during move in and move out. The marshals are in contact with the Loading Dock Gate Controller to ensure the efficient use of the loading facilities.

30.5 STORAGE OF ITEMS

Storage at the venue is limited. It is the responsibility of the client to ensure that its contracted freight forwarder removes unnecessary freight such as packing crates and empty stillage from the venue. Equipment / plant storage will be handled on an event-by-event basis and will be subject to activity within the facility.

ICC Sydney requires all requests for the storage of packing materials and crates be coursed only via the event organiser. Such items are to be stacked no more than three metres in height and stored away from fire exit pathways. Packing crates and stillages are to be removed from the site once loading of equipment has been completed. Storage is not permitted on any ICC Sydney venue loading dock without the express permission of the venue. Applicable costs will be passed onto the client (hirer of the event space).

ICC Sydney venues accept no responsibility for any item stored or left on site.

30.6 TRAFFIC AND PARKING

ICC Sydney – Convention, Exhibition and Tik Tok Entertainment Centre

All traffic is to enter via the southbound lane of Darling Drive. Movement of vehicles on the loading dock is strictly one way. Vehicles may remain on the loading dock for 20-minute time slots unless prior arrangements have been made with the ICC Sydney event manager.

Vehicles exceeding the allotted unload time may be towed from site at the owner's expense if they are hindering access to the loading area. Charges will apply.

The Cutaway

All traffic is to enter via 5 Towns Place Barangaroo. Access to The Cutaway Car Park must always be maintained. Vehicles may remain on the loading dock for 20-minute time slots unless prior arrangements have been made with the ICC Sydney event manager.

Vehicles exceeding the allotted unload time may be towed from site at the owner's expense if they are hindering access to the loading area. Charges will apply.

The Cutaway Loading Dock operates between 07:00am – 10:00pm

All ICC Sydney venue loading docks are NO PARKING zones

30.7 UP RAMP EXHIBITION HALLS 5 - 7 AND EVENT DECK

Only one truck may traverse up the ramp at any one time. The maximum length of a truck is 19m; B Doubles are not permitted.

31 LOCKS AND DANGER TAGS

In accordance with the Work Health and Safety Regulation 2017 (NSW), all plant (e.g. equipment, machinery, or tools) brought into the venue must have a completed risk assessment and all required inspections documented. Safety controls must be implemented, especially when the plant is undergoing, repair, maintenance, or cleaning.

Before commencing work, and when not in use, plant must be shut down, isolated, locked out, tagged, and all stored energy safely dissipated.

Isolation and Tag-Out Requirements:

- Each person working on isolated plant must apply their own lock and danger tag.
- Tags must be fully completed, signed, and dated.
- Each lock must be accompanied by a corresponding tag identifying the person who applied it.
- Only the person who applied the lock and tag may remove them.

These procedures are mandatory and align with SafeWork NSW requirements to ensure a safe working environment.

32 MACHINERY WITHIN EXHIBITS / DISPLAYS

It is important to ensure that all machinery is fitted with guarding, fencing, immobilisation locks and other safety devices. Signage above the machine is not considered as a protective method.

Please see Permit Form-Other Activities.

33 MEDICAL DISPLAY OR DEMONSTRATION

Any medical activities including tattooing, body piercing, cosmetic procedures and anatomical demonstrations using human cadavers, animals or specimens require ICC Sydney review and the relevant government authority's permission.

Please see Permit Form-Medical Activities

33.1 SHARPS

Please pay careful attention to the safe transport, storage, and disposal of sharps such as needles, syringes and scalpels and any biological matter associated with their use. Only approved receptacles for sharps disposal and removal of clinical waste may be used at ICC Sydney.

Please see Permit Form-Medical Activities

34 MUSIC

While background music can enhance the work environment, it must never interfere with safety. During move in and move out, music must be kept at a level that allows all safety signals and verbal commands to be clearly heard.

35 NOISE

ICC Sydney has an obligation to control noise levels generated at all venues.

ICC Sydney strictly adheres to legislation and codes of practice addressing the risks of exposure to excessive noise. If noise levels generated is deemed to be excessive, the contractor is required to limit the noise or exposure time and/or supply and enforce the wearing of hearing protectors for those who are affected.

ICC Sydney has procedures in place to control noise generated by its activities. In some instances, an acoustic consultant may be required to monitor noise levels emanating from the premises during an event. This is a chargeable cost.

The maximum permissible total sound level in any area of an exhibition or event is 82dB (slow), measurable at three (3) metres from the source of the sound using a directional decibel meter. Exhibitors showing films, generating excessive noise, or using audio visual aids that disturb adjacent exhibitors will be requested to control noise levels or cease activities.

The use and operation of the Event Deck is bound by a separate Operational Noise Management Plan which details noise limits and management practices that have been committed to control impacts from operational noise on surrounding properties in compliance with the Centre's DA.

The use and operation of The Cutaway is bound by a separate Operational Noise Management Plan which details noise limits and management practices that have been committed to control impacts from operational noise on surrounding properties in compliance with the Centre's DA.

36 PAINTING

All exhibit stands within ICC Sydney venues are to be modular, as such, major painting of displays and exhibition materials is not permitted within ICC Sydney venues. However, "touch-up" painting of the displays and exhibition materials is permitted, provided such work is undertaken during the build period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- Painting in an area which is properly ventilated.
- Use of non-toxic paints.
- Covering the floor areas with plastic overlay or drop sheets.
- No painting near the ICC Sydney's walls and columns.

The use of spray paint is strictly prohibited. Painting is not permitted on the carpeted area unless proper protection has been provided and permissions granted by ICC Sydney.

Disposing of any paint, thinners or other potentially hazardous substances in the drainage system of any ICC Sydney venue is not permitted. Water-based paint is to be used wherever possible.

37 PERMITS

ICC Sydney requires permits to be submitted for activities that involve the following:

- Amusement rides and devices permit form.
- Animals permit form.
- Canvassing solicitation and distribution permit form.
- Car park permit form.
- Cooking permit form.
- Custom stand plans permit form.
- Event Forklift permit form.
- Food and beverage sampling permit form.
- Hazardous substances and LPG permit form.
- Lasers permit form.
- Loading permit form.
- Material handling and elevated work platform (EWP) delivery permit form.
- Medical activities permit form.
- Naked flames permit form.
- Pyrotechnics permit form.
- Remote operated plant permit form.
- Signage permit form.
- Vehicle display permit form.
- Weapons permit form.
- Welding and hot works permit form.
- Working at heights permit form.
- Other activities permit form.
- Electrical works – sign off.
- Plumbing works – sign off.

Please see Permit Forms.

38 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is clothing and equipment worn as protection against workplace hazards including safety eye protection goggles, ear protection muffs, steel cap boots, safety helmets, long sleeved clothes, gloves and safety harnesses.

All PPE must comply with the relevant Australian Standard and must be worn when required. PPE must also be appropriate to the task and be well maintained. Employees must be instructed in its proper use.

High visibility vests and enclosed shoes, preferably safety boots, especially when operating machinery are to be worn during the move in, exhibition build and move out of events. No high heels or open toe shoes are allowed during these times.

39 PLANT AND EQUIPMENT

Please ensure any plant and equipment brought onto site is appropriately maintained and compliant. ICC Sydney requires current certificates of inspection for certain types of equipment prior to the event.

All machinery should be fitted with guarding, fencing or other controls to ensure safe operation and a safe environment for all. All electrical equipment is to be tagged and tested.

Only qualified operators can operate plant and equipment. ICC Sydney may request proof of licence.

Only white tyred moving plant may be used at The Cutaway. Electric powered plant is the preferred option at The Cutaway.

40 POWER TOOLS

Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders. ICC Sydney requires all portable electrical equipment, appliances and leads to be tested and tagged in accordance with AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment.

Contractors, sub-contractors, and their staff are expected to provide their own tools and equipment and exercise safety in their use. All power tools used are to be maintained in a sound working condition, tagged, and tested.

Please ensure effective dust extraction equipment and measures are in place for activities, such as sawing or sanding.

The following conditions apply when using power tools:

- Power tools may not be used on ICC Sydney permanently carpeted areas.
- Stands are to be modular with minimal cutting or sanding within the venue. If this is required ensure appropriate dust extraction equipment and measures are in place. The client (hirer of the event space) may incur additional cleaning charges should this not be followed.
- Protect building surfaces and carpet from dust generated by use of power tools.
- Angle grinders should only be used as part of a display. When they are used, have measures in place to control sparks and minimise the risk of fire. Complete and return the Permit Form-Welding and Hot Work to obtain prior ICC Sydney review.
- Brick and tile cutting saws shall not be used at any ICC Sydney venue.

41 PYROTECHNICS

The use of pyrotechnics and theatrical effects is not permitted at The Cutaway. All other ICC venues require prior notice and ICC Sydney review. A risk assessment is required to obtain this permission.

Compliance with ICC Sydney's Fire Engineer Report is to be strictly adhered to when using pyrotechnics. The ICC Sydney Event Manager shall be consulted before any pyrotechnic display is factored into your event.

Please ensure relevant authorities have been informed about the transportation and use of pyrotechnics. Only pyrotechnics supplied specifically for stage use shall be considered as part of a stage production. Mixing loose powders at the venue is not permitted at any time.

The venue requires strict compliance with the conditions of the *NSW Explosives Act 2003 and the NSW Explosives Regulation 2013*.

Please provide the following:

- A production risk assessment, which includes proximity of pyrotechnics to costumes, props and sets and outlines controls such as the use of flame-retardant materials.
- The quantity of pyrotechnics used at any one time, ensuring that this will not result in a burn time exceeding 15 seconds.
- Manufacturer details outlining that the pyrotechnics to be used are specifically manufactured and marked for indoor use. No pyrotechnics rockets or any other devices will be used that will result in pyrotechnic effects above the audience and seating.
- A valid copy of the SafeWork NSW Fireworks and Pyrotechnics Licence and Notification relating to the performance. Any pyrotechnic devices will be located at least their throw distance from combustible props on stage.
- A Safe Work Method Statement, including storage, handling, operation, and disposal. Ensure the storage area onsite is secured and physically always monitored by a security officer.

ICC Sydney's risk officers will enforce and monitor all movements/equipment/stage props/ displays that are part of the event to ensure it complies with the relevant standards.

Please complete and return the Permit Form-Pyrotechnics along with any required documentation.

42 RIGGING

All rigging at The Cutaway, Tik Tok Entertainment Centre, Darling Harbour Theatre and Grand Ballroom is coordinated and installed by ICC Sydney. ICC Sydney at its sole discretion may allow secondary rigging by authorised rigging providers within the Tik Tok Entertainment Centre, Darling Harbour Theatre and Grand Ballroom.

For all other ICC Sydney venues, all primary rigging for events is coordinated and installed by ICC Sydney. Secondary rigging (attached to the primary) in the exhibition halls can be provided by ICC Sydney authorised rigging providers or contracted directly by clients.

Detailed rigging plans are to be submitted to the ICC Sydney Event Manager no later than 21 days prior to move-in. Plans received after this deadline may not allow sufficient time to be reviewed and may result in the item not being able to be rigged All rigging must comply with ICC Sydney's Fire Engineer Report for the relevant space.

Any relevant information must be provided when requested. This may include:

- Weight, dimension, make, model and/or data sheet of items to be rigged.
- Plans, elevations and/or layouts detailing the design of items to be rigged.

Those applying to carry out secondary rigging as an independent contractor are required to have completed an ICC Sydney Induction prior to entering site.

Before work starts, ICC Sydney may conduct a review of all tasks that are to be carried out by the independent contractor.

When contracted companies, including but not limited to AV production companies or rigging companies, are undertaking rigging works onsite, they are to ensure that a spotter is always present when rigging is being raised or lowered. This is to ensure that the working area above or below the rigging is clear of all obstacles and potential hazards.

43 RISK ASSESSMENT

The Work Health Safety (WHS) legislation and regulations require that all hazards in a workplace be identified, assessed, controlled, and monitored. Event organisers are responsible for undertaking a risk assessment specific to the event. A 'recycled' assessment based on previous events is best avoided as it presents no value.

ICC Sydney may request copies of risk assessments and safe work method statements (SWMS) and may monitor the control measures during the event.

Any high-risk performances and some permits require a risk assessment to be completed for review by ICC Sydney.

44 SAFETY DATA SHEETS

Safety Data Sheets (SDS) are issued by the manufacturer of a hazardous chemical to provide detailed information on the safe use, handling, and disposal of a chemical and recommended first aid treatment. Current SDS are to be provided prior to bringing hazardous chemicals onsite. These can be downloaded from the manufacturer's website.

45 SAFEWORK NSW

SafeWork NSW is the State Government Authority responsible for the enforcement of WHS and Workers Compensation legislation. Inspectors from SafeWork NSW have a legal right of entry to any workplace, at any time, to investigate suspected breaches of the legislation.

The client (hirer of the space) is identified as a Person in Control of a Business or Undertaking (PCBU) and as such should any SafeWork Notifiable incident occur on site, ICC Sydney and SafeWork NSW must be informed.

The WHS Law requires:

- A 'notifiable incident' to be reported to the regulatory authority immediately after becoming aware it has happened. Qualifications and certifications.
- If the regulator asks, written notification within 48hrs of the request, and
- The incident site to be preserved until and inspector arrives or directs otherwise (subject to some exceptions).

Failing to report a 'notifiable incident' is an offence and penalties apply.

Incident notification | SafeWork NSW

Inspectors may confiscate equipment, stop work on events and issue notices depending on the severity of any breaches found.

SafeWork NSW also offers advice regarding the requirements of WHS and Workers Compensation legislation.

For further information, contact SafeWork NSW Information Centre Phone: +61 131 050 or visit their website.

46 SAFETY OF PERSONS

If works are to be undertaken in the venue's public areas, or anywhere which may hamper the movement of or pose a danger to persons, barricades, safety signage or other appropriate measures must be in place for safe pedestrian or traffic flow.

When unattended, the area is to be secured with barricades and/or appropriate covers.

47 SCAFFOLDING

When properly installed and maintained, scaffolding is an effective control measure for persons working at heights. All scaffolding is to comply with AS 1576 Scaffolding Series and is to be erected and dismantled by qualified scaffolders. The WHS Regulations requires any person erecting scaffolding with a work platform over four (4) metres in height, to be a certified scaffolder. In this instance, once the scaffold is erect, the scaffolder must provide certification to the company commissioning the work.

Scaffolding requires an internal access ladder. It is important for each working platform to have full edge protection comprising handrail, mid-rail and toe board, or a handrail and infill panel.

When working from mobile scaffold, ensure wheel locks are engaged before any person works from the scaffold. Prior to removing the scaffold, persons working on the structure are to exit until it is secured again.

48 SECURITY

48.1 BUILDING SECURITY

ICC Sydney venues have a 24-hour general building security augmented with CCTV cameras and alarm systems. CCTV cameras are installed in the interior and exterior public areas. ICC Sydney security personnel will respond professionally to any potential security issue.

48.2 CROWD CONTROL

Events that attract a large volume of guests or where alcohol is served, require crowd control staff. Manning levels will be determined jointly by the venue and the client based on a risk assessment and the size and nature of the event.

48.3 EVENT SECURITY

ICC Sydney Security Department specialises in the provision of quality security personnel who are trained specifically for the venue and its operations. The ICC Sydney Security team are trained in line with the Venue's Emergency Management Plan, Security Plan, Liquor Plan of Management and are all members of the ICC Sydney Internal Response Team (IRT)

- ICC Sydney Security team are First Responders to all Medical Incidents and can perform basic First Aid if required.
- ICC Sydney Security are the wardens in the event of an emergency and are conversant with all ICC Sydney Fire Life Safety Systems. All fire isolations are covered by ICC Sydney Security team.

48.4 USE OF EXTERNAL SECURITY COMPANIES

Only ICC Sydney Security may be engaged at the Cutaway, Live Events and Convention Centre events. The use of an external security provider may be considered for exhibitions held in the ICC Sydney Exhibition Centre halls only and requires review from ICC Sydney's Building Services and Sustainability Director. External security companies will be permitted to work inside contracted exhibition hall spaces only. The Exhibition Centre foyers and loading docks are excluded. Any variance to this requires review from the ICC Sydney Director of Building Services and Sustainability.

It is mandatory to use ICC Sydney security personnel for all events held that are under the ICC Sydney Liquor Licence.

It is mandatory to use ICC Sydney security wherever a fire isolation is in place.

Manning levels will be determined jointly by the venue and the client based on a risk assessment and the size, nature and complexity of the event.

ICC Sydney endeavours to maintain the venue as a safe and secure place. Clients and exhibitors are responsible for safeguarding their belongings, materials, and equipment always. The venue is not responsible for any loss or damage to these items.

Suppliers and contractors must complete the ICC Sydney's online induction and should be familiar with the venue's safety, security, and emergency procedures.

48.4.1 EXTERNAL SECURITY REQUIREMENTS AND CONDITIONS

The client and/or organiser is responsible for ensuring that the agreed security requirements are always adhered to and in place during the tenancy. All contracted external security companies and personnel must have completed the ICC Sydney induction prior to coming on site. Contracted security is to be positioned within the event's contracted space and back of house only. ICC Sydney review is required for contracted external security to be positioned in any front of house public spaces / foyers.

The following guidelines must be adhered to prior to engaging in any security activity onsite.

48.4.2 PROVISION OF A SECURITY PLAN

A security plan is required to be submitted to the ICC Sydney Security Manager for review 14 days before commencement of tenancy with the following information:

- NSW Security Master Licence subclass MC (up to 14 guards) or MD (up to (49 guards)
- ASIC Business Certificate
- Public Liability (minimum $20,000,000 cover)
- Workers Compensation Certificate of Currency
- Statutory Declaration as to the wage instrument that the security guards are employed under.
- If under an EBA, a copy of the agreement
- A security deployment plan that includes position/date start/date finish for all positions
- Nominated site contact/s responsible for overseeing the contracted security and compliance are required to be on site from move in to move out.
- A copy of the Event Specific Risk Assessment that covers the entire tenancy
- Completed copy of the ICC Sydney security deployment schedule that includes;
    - Copies of all security officers' NSW security licences.
    - Copies of all security officers First Aid Certificates.
    - Copies of all security officers NSW RSA competency cards.

- Each location/position.
- Names of security guards.
- Shift start date and time.
- Shift finish date and time.
- Confirmation ICC Sydney induction completed.

48.4.3 SECURITY PERSONNEL COMPLIANCE

All external security personnel performing security operations within ICC Sydney must comply with the following:

- ICC Sydney policies, procedures, and all federal, state, and local statutory requirements.
- ICC Sydney's Liquor Licence conditions and Liquor Plan of Management.
- Professional attire and appearance.
- Conduct must be polite, courteous, friendly, and respectful at all times.
- No personnel are to eat, drink, use mobile phones, or smoke/vape while on duty or in the vicinity of ICC Sydney.
- Security personnel are responsible for maintaining clear passageways and emergency egress and maintaining clear access to fire hydrants, hose reels, fire extinguishers and emergency services.
- Ensure safety and security and reduce the risk of damage to ICC Sydney's building infrastructure.
- The nominated contract security site representative is required to maintain two-way radio contact with ICC Sydney Event Security Supervisor and ICC Sydney Security Control Room throughout the entire tenancy period. The cost of the two-way radio hire will be at the contractor's cost.
- In the event of a security, RSA incident, first aid or fire incident, or the need to contact emergency services; contact is to be made with ICC Sydney Security via the radio for assistance.
- In the event of an emergency on site the ICC Sydney Chief Warden will assume control of the site and the security contracted services is to comply with any direction given by the ICC Sydney Chief Warden or nominated wardens.
- All information obtained regarding the venue while on the premise is to be treated as 'commercial in confidence and at all-times remains the intellectual property of ICC Sydney.
- No company signage or advertisement of security services under any circumstances is to be displayed without the written permission of the security manager or Director of Building Services and Sustainability. The nominated security company must display their master licence in the contracted space as approved by the ICC Sydney security manager or an ICC Sydney event security supervisor.
- No contracted security is to be on site until the signed security plan has been received and approved by the ICC Sydney Security Manager or Director of Building Services and Sustainability.
- Failure to adhere to ICC Sydney policies, procedures and requirements may result in the contracted company being suspended from supplying services within ICC Sydney premises.

48.4.4 PROHIBITED ITEMS

- Smoking or vaping
- Drinking of alcohol
- Use of illicit drugs
- Firearms
- Hand cuffs or restraints
- Batons
- Guard dogs

48.4.5 SECURITY MANNING MANDATORY REQUIREMENTS

ICC Sydney has mandatory minimum security deployment requirements to be in place for all events. These deployment locations are to:

- Deter and monitor for damage and inappropriate behaviour.
- Prevent unauthorised access.
- WHS Compliance including ensuring PPE is worn when required.

ICC Sydney reserves the right to increase the minimum number of security deployment after review of any event specific risk assessment and/or change in risk profile.

Security operatives must be present from the time of use for the tenancy period.

All contracted security officers are required to attend an ICC Sydney security induction prior to commencement of work within ICC Sydney. This session is conducted Day 1 between 0600-0700 of the events and will require ALL security guards to attend even if not rostered on for that day. This induction will cover the following topics:

- ICC Sydney's Fire Life Safety Systems
- Risk and safety
- Emergency procedures
- Contracted space/s and obligations
- First aid
- ICC Sydney's liquor licence conditions and Liquor Plan of Management

All contracted security must possess and carry the following when on site at ICC Sydney:

- Be in full uniform
- Display valid NSW security licence
- Completed and have a copy of the ICC Sydney induction certificate
- Security numbered page notebook and pen for the taking of contemporaneous notes
- Hi visibility vest during move in / out periods
- First aid kit
- ICC Sydney and client event briefing sheets

48.4.6 FIRE ISOLATIONS

If fire isolations are required for any venue, an ICC Sydney fire safety officer must be engaged for the duration of the isolation, this is in addition to any security guard coverage. Two security personnel are required to cover the overnight security guard role and the fire safety officer positions.

48.5 BUMP IN AND BUMP OUT

48.5.1 FOYER ACCESS CONTROL POINTS

The Cutaway foyer shall not be used for bump in / bump out of events within the Event Hall.

For ICC Sydney Exhibition Centre events, security must be positioned within the Exhibition Centre foyers Halls 1-4 on the ground floor, and inside the entry to Halls 5 - 7. Responsibilities include enforcing WHS compliance, ensuring all personnel are wearing the appropriate PPE, and restricting access to authorised individuals only.

Random checks of contractors and exhibitors exiting the hall with items must be conducted.

Security officers must report all suspicious behaviour, recording detailed notes in their security notebook. They are also required to respond to first aid incidents, complete incident reports, and immediately notify ICC Sydney security and the ICC Sydney event delivery manager.

48.5.2 RELIEF AND ROVING SECURITY GUARDS – EXHIBITION HALLS

Security must maintain a visible presence within the contracted event hall by regularly patrolling the area. Responsibilities include managing incidents such as aggression, vandalism, suspicious behaviour, safety risks, and any other security concerns. Officers must also respond to first aid incidents and actively support WHS practices.

Security personnel must be familiar with ICC Sydney's emergency evacuation procedures.

Overnight, security must secure the exhibition by checking all toilets, rooms, doors, and stands to ensure the halls are fully vacated. Random inspections of contractors and exhibitors removing tools or items from the site are also required.

Security must know the location of any stand with an enclosed ceiling or with a ceiling larger than 18sqm and ensure each of these stands must be equipped with an A: B(E) dry powder or CO_2 fire extinguisher, as well as a smoke detector. Security must also be familiar with the nearest fire hydrants, hose reels, and portable ICC Sydney fire extinguisher trolleys, and be properly trained and proficient in their use.

48.5.3 OVERNIGHT SECURITY ROVER – EXHIBITIONS

Security is responsible for ensuring that only authorised individuals access the area. This includes maintaining a visible presence through regular patrols and managing incidents such as aggression, vandalism, suspicious behaviour, safety risks, and other security related issues. Officers must respond to first aid incidents and actively uphold WHS standards.

Security personnel must be familiar with the ICC Sydney emergency evacuation procedures and remain in constant two-way radio contact with ICC Sydney security.

Overnight, the officer will secure the exhibition by physically checking all toilets, rooms and stands are vacated. They will also monitor contractor activity including random inspections during the removal of tools or equipment. Cleaner access points, trolleys, and waste bags must also be randomly inspected during this period.

Security must know the location of any stand with an enclosed ceiling or with a ceiling larger than 18sqm and ensure each of these stands must be equipped with an A: B(E) dry powder or CO_2 fire extinguisher, as well as a smoke detector. Security must also be familiar with the nearest fire hydrants, hose reels, and portable ICC Sydney fire extinguisher trolleys, and be properly trained and proficient in their use.

The security supervisor will be on hand to supervise and manage the days contracted security activities. The supervisor will liaise between the event coordinator, ICC Sydney event security supervisor and the client. They are responsible to brief security guards at the beginning of the shift and take them to their position location. The supervisor will ensure guards' security licences are visible and in place, correct uniform is worn, and PPE is issued for use if required.

The security supervisor will deal with any escalated situations and advise ICC Sydney security and the event operations manager.

Security supervisors are to be aware of the ICC Sydney emergency evacuation procedures. The supervisor will monitor crowd behaviour and RSA throughout the event and deal with issues as they arise in their assigned zone. The Security supervisor is to monitor crowd behaviour and manage any other security issues that may arise, completing incident reports and advising the ICC Security event coordinator immediately.

The security supervisor must always be in two-way radio contact with ICC Security and must attend all toolbox meetings.

The security supervisor is responsible for ensuring all contracted security guards receive adequate breaks and that the breaks are always covered with relief guards.

49 SMOKING, VAPING, E CIGARETTES POLICY

ICC Sydney venues are non-smoking zones. This also applies to the use of electronic cigarettes and vaporisers.

Smoking / vaping is prohibited within 10 metres of all building entrances and exits.

All requirements outlined in *Smoke-free Environment Act 2000 and the Smoke-free Environment Regulation 2016 apply*.

50 SPILLS

Due to the proximity of all ICC Sydney venues to the harbour, hazardous chemical spill containment is a critical priority. In the event of a spill, please contact ICC Sydney event delivery manager immediately for assistance. Use of temporary signage and barriers as needed to ensure safety.

Anyone bringing chemicals onsite, must follow all requirements of the Hazardous Substances permit form.
Permit Form-Hazardous Substances and LPG

51 SWIMMING POOL AND SPA DISPLAYS

The Cutaway, Convention Centre and Tik Tok Entertainment Centre do not allow swimming pool and spa displays. These displays are limited to the Exhibition Centre.

There are minimum requirements to ensure the safety of any structure containing water to a depth greater than 300mm:

- At least one (1) qualified person is always present on the exhibit space of a pool/spa/water feature to ensure the safety and wellbeing of visitors.
- The designated person must be trained and certified in first aid and resuscitation techniques. Please provide valid certification to the ICC Sydney Event Manager prior to move in.
- No attached climbing devices such as ladders and footholds.
- Where possible, stand designs should restrict the number of access points to the pool, spa, or water feature.
- Pool signage complies with Australian Standards and has supervision warnings and details of resuscitation techniques.

52 TEMPORARY STAGES

- A non-conventional stage that is larger than 50m2 but smaller than 150m2 must have at least two means of egress from the backstage area.
- The need for a handrail is based on the rise (height) of the stairway, not the number of steps. A handrail is required if steps rise 1m or more. The handrail must be located along at least one side of a flight of stairs or along each side if the width is 2m or more. Should the client design have Tivoli stairs or similar the client must seek independent advice and include this with the plans to ICC Sydney for review.
- Standard handrails are required for stages 1000mm and taller. It is however often a wise decision to use handrails where the public will be entering and exiting on stage.

- The erection and design of temporary stages is a safety critical element of any event; therefore, it is important that special attention is made regarding the design, materials and erection of any stage.
- The client is responsible for ensuring that any temporary stage is designed and approved by a structural engineer prior to build taking place. Information regarding the layout, design and structure must be approved as fit for purpose and submitted to ICC Sydney no less than 14 days prior to building. This is to include method statement for installing and dismantling of the stage.

53 THEATRICAL STRUCTURES AND SPECIAL EFFECT

53.1 DESIGN AND MANUFACTURE OF STRUCTURES AND SETS

Under the WHS Act and Regulations, the hirer of the venue (or representative / supplier) is to focus on a design and manufacture process that reduces or eliminates, so far as is reasonably practicable, the need for any hazardous manual task to be carried out.

53.2 MATERIALS

The materials to be used must be compliant with the fire hazard properties outlined in the National Construction Code 2019 (NCC).

Combustible materials that cannot be properly fire retarded e.g. foam rubber, polystyrene, dried flowers and leaves, are not permitted for use in ICC Sydney theatres.

Ensure all timber used for fencing or displays in areas accessible to the public is free from splinters and is not treated with any products that may stain clothing or cause skin irritations.

Creosote-treated timber or any product containing creosote is strictly prohibited on-site due to health risks.

53.3 PRODUCTION RISK ASSESSMENTS

A production risk assessment is mandated by work health and safety (WHS) legislation, which requires persons conducting businesses or undertakings (PCBUs) to identify hazards, assess the associated risks, and eliminate or minimise them to a reasonably practicable level.

- Physical work environment.
- Equipment, props, materials, and substances used.
- Work tasks, and how they are performed and managed – interaction of the above aspects.

The production risk assessment must include the following:

- All phases of the event: move in, move out (load in, load out), rehearsal and performance.
- Any hazardous chemicals being used.
- Details of stage contents to ensure fuel loads are within permissible limits and controlled
- A risk rating (e.g., low, medium, high, extreme) based upon the potential consequence and severity of the hazard.

54 VEHICLES AND MOBILE EQUIPMENT USE AND OPERATION

Use of any vehicle or mobile equipment, including e-bikes, scooters, buggies etc.) within any ICC Sydney venue requires prior review from ICC Sydney. All use must comply with relevant regulations, including licensing, safety equipment, passenger limits, and load capacity). A Safety Management Plan relevant to the use of these vehicles may be required.

Moving vehicle displays are not permitted at The Cutaway.

Details of any moving vehicle or mobile display intended for use within other ICC Sydney venues must be submitted for review by the ICC Sydney. This includes vehicles driven, pushed, or otherwise moved during the event for demonstration or display purposes. This review may be subject to conditions including safety measures, designated movement times, qualified operators, and submission of a Traffic Management Plan and Safety Management Plan.

Vehicles requiring access to the Grand Ballroom must comply with specific access and safety requirements. This includes the use of plywood sheets to distribute the vehicles' weight load to protect the hearing loops laid under the Grand Ballroom carpet. For further information, please consult your dedicated ICC Sydney Event Manager.

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

Exhibitors planning to display a vehicle within ICC Sydney venues shall comply with the following:

- Where vehicles are parked on ICC Sydney floor coverings, use drip trays under vehicle and place carpet squares under the vehicle tyres.
- Vehicles may carry a maximum of 5L of fuel (excluding fuel in the fuel line and engine with fuel tanks locked and sealed with a fuel cap to prevent unauthorized. Strictly follow rules for vehicles fuelled by ethanol, methanol, or nitromethane. These fuel tanks must be completely empty / purged.
- Electric vehicles including cars, trucks, motorcycles, scooters and e-bikes may only be charged in the designated charging bays within P1 and P2 car parks. There are no recharging facilities in The Cutaway Carpark. Electric vehicles must be placed in a staggered arrangement or a spaced arrangement as per the Vehicle Display Permit.
- Provide contact details for the person/s delivering and collecting the vehicles.
- When vehicles are located within The Cutaway, Convention Centre and or theatre spaces (apart from loading docks) the vehicles keys must not to be left with the vehicle; a second set is to be kept with event security in case of an emergency.

Complete and return the Permit Form-Vehicle Display

55 WASTE MANAGEMENT AND DISPOSAL

ICC Sydney is committed to best practices in recycling and resource recovery. ICC Sydney provides designated facilities for the separation of waste during event move in, operation and move out, including bins for mixed recyclables, cardboard, paper, food organics, glass, clear plastic wrap, and untreated timber. Please use the waste facilities provided.

Clients are responsible for the proper disposal of any regulated, toxic, or biohazardous waste generated during their event. Disposal of such materials via venue drainage or general waste systems is strictly prohibited and may result in significant remediation costs. Hazardous waste must be removed from the premises by the end of move-out.

For further information, please consult your dedicated ICC Sydney Event Manager.

56 WEAPONS, SHARP IMPLEMENTS AND PROPS

All attendees, vendors, and staff must comply with all relevant NSW legislation concerning weapons, replica weapons, sharp implements, and props, including but not limited to the Weapons Prohibition Act 1998 and the Summary Offences Act 1988. It is an offence to possess, carry, or use a prohibited or dangerous weapon in a public place without lawful excuse or permit.

The misuse or unsafe handling of any weapon, sharp implement or prop that poses a risk to others will result in the item being deemed unsafe and immediately confiscated. Unsafe or prohibited items will not be permitted at the venue under any circumstances.

Prohibited Items and Safety Requirements:

- Sharp blades are strictly prohibited in all public areas unless securely sheathed and inaccessible to patrons.
- No sharp / live blades are allowed to be within reach of any patrons without appropriate supervision and secure covering.
- Any prop, sharp implement or weapon deemed dangerous, misused, or non-compliant with venue or legal standards will be removed from the premises.

Sales and Packaging:

- All weapons, sharp implements or props sold on-site must be securely sealed upon purchase.
- Items will only be handed to the purchaser upon exit from the venue by the vendor.
- Once removed from sealed packaging, these items cannot be brought back into the venue.

Event Planning:

- The Event Organiser must notify local NSW Police of the event and any associated risks involving weapons or props.
- If your event includes the sale, display, or use of weapons or props, contact your dedicated Event Manager immediately. A risk assessment will be conducted in collaboration with the venue's Risk and Compliance Team.

Please see Permit Form-Weapons / Sharp Implements / Props

57 WELDING AND HOT WORKS

Hot work intended to be carried out at any ICC Sydney venue requires permission from ICC Sydney.

Please see Permit Form-Welding and Hot Work

Please submit a risk assessments and Safe Work Method Statement (SWMS) to support the permit application.

58 WORKING AT HEIGHTS

When working at heights, workers must comply with the WHS Act 2011, WHS Regulation 2011, the Code of Practice: Managing the Risk of Falls at workplaces 2018 and relevant Australian Standards.

Please see Permit Form-Working at Heights