



SYDNEY

INTERNATIONAL  
CONVENTION  
CENTRE

# SAFETY GUIDELINES

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**COMMERCIAL IN CONFIDENCE**

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## 1 INTRODUCTION

International Convention Centre Sydney (ICC Sydney) will ensure, so far as is reasonably practicable, the health, safety and welfare of all – team members, contractors and visitors – in the workplace as required under the Work, Health and Safety (WHS) Act 2011. Implementing this duty of care requires everyone in the workplace to be aware of potential hazards and take necessary steps to prevent workplace accidents, injuries and illnesses. Close consultation with other persons conducting a business or undertaking (PCBU) working at ICC Sydney will also ensure so far as is reasonably practicable, exposure to risks to health and safety are minimised for all workers and others onsite.

The purpose of this guide is to help event organisers, contractors, exhibitors, PCBUs and workers understand the safety and legislative obligations and guidelines for working on events at ICC Sydney.

## 2 DISCLAIMER

ICC Sydney requests the reader fully understand their responsibilities, duty of care and due diligence obligations under the WHS Act and Regulations 2011, 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](http://www.safework.nsw.gov.au) and [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au).

## 3 ATTIRE AND CONDUCT

It is a requirement that all event contractors, service providers, organisers, exhibitors and those working for them must be dressed in a neat and tidy manner at all times whilst working in the venue. Covered footwear and safety vests **must** be worn onsite during the move in and move out of an event. Clothing is to be clean, of the correct size and in good condition. All shirts, jackets, vests, jumpers etc. must have a clearly identifiable company name or logo. Polo shirts are preferred as are working style shorts and pants.

High visibility safety items are to comply with *AS/NZS 4602.1:2011 High visibility safety garments – Garments for high risk applications*. Vests are to be worn over a polo shirt, t-shirt or long sleeved garment. Offensive slogans or images on clothing are not permissible.

### 3.1 FOOTWEAR

Please ensure that footwear is fully enclosed, clean, worn with socks if suitable, and in good condition. 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.

### 3.2 HAIR

Some tasks and specific SWMS require compliance with hair guidelines so it is beneficial to be aware of these. Neat and tidy hair, tied back if required, always makes for a professional look.

### 3.3 CONDUCT

Contractors must adhere to the following standards of conduct at all times while at the venue:

- comply with all applicable legal requirements
- comply with Safe Work Method Statements (SWMS)
- adhere to all directions from ICC Sydney staff
- behave in a courteous and respectful manner
- avoid offensive language
- ensure that they do not engage in intimidating and harassing behaviour.
- The venue is a No-smoking Zone

## 4 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, plants and the like 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
- Boats with fitted tanks carry a maximum of 5L 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.
- All LPG bottles are removed.
- Specific rules apply to boats fuelled by ethanol, methanol or nitro methane. These boats must have a completely empty/purged fuel tank.

## 5 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.

## 6 CANDLES/NAKED FLAMES

Prior ICC Sydney authorisation is required if using naked flames, ICC Sydney as the venue has the right to limit the number of naked flames on a stand. Where additional fire safety measures are required, these are to be conveyed to the exhibitor.

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 fire places, ethanol burners, BBQ's, gas heaters and fire pits etc. that are used as decorative homeware and entertainment. 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. Exhibitors must ensure these are safely positioned and cannot be knocked over or come into contact with any person or flammable item. All cloths and materials in close proximity to 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. It is a basic safety precaution not to leave a stand unattended while candles are alight.

Please see [Permit Form – Naked Flames](#).

## 7 CHILDREN ONSITE

The safety of all visitors to the venue is ICC Sydney's primary concern. During 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 an adult in all areas within the venue.

## 8 CLEANING

At commencement of tenancy, ICC Sydney provides a clean space.

During the course of an event, venue presentation staff 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.
- 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.

For a quotation for pre and post cleaning services, please see your dedicated ICC Sydney event manager.

For exhibitors, please complete and return the [Cleaning Services Order Form](#).

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 kept clear at all times when packing and unpacking goods.

Discarding toxic chemicals or waste through the venue's drainage system is strictly prohibited and will incur significant remedial costs. Hazardous waste must be removed safely and securely and must not remain on the premises after move out.

### 8.1 DANGEROUS GOODS/HAZARDOUS CHEMICALS

Bringing dangerous goods or hazardous chemicals onsite requires prior written approval from ICC Sydney. This includes chemicals, paint products, sharps, biological matter, fuel acids, cleaning agents etc.

LPG is the only fuel permitted to be stored onsite; however, cylinders need to be contained in approved gas storage cages. Storing LPG within the venue overnight is not permissible.



Use of LPG for cooking or exhibition displays requires prior ICC Sydney authorisation. 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.

Please see [Permit Form – Hazardous Substances and LPG](#).

## 9 COVID-19

The Coronavirus (COVID-19) pandemic is a transformative global situation, requiring fresh thinking and increased safety precautions when hosting events.

We have monitored the COVID-19 situation and followed regulations and advice provided by the Australian Government Department of Health. This advice has been further complimented with NSW Government Health Orders.

ICC Sydney operates at all times within the current Health Orders and has created EventSafe Guidelines to assist our clients in ensuring they understand the current requirements.

Please see [EventSafe Operating Guide](#).

## 10 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

## 11 DRUGS AND ALCOHOL

It is prohibited for any person undertaking work within the venue to be under the influence of alcohol or illegal drugs. Possession, distribution and/or use of illegal drugs by anyone is against the law and will be dealt with promptly by reporting to the 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.

Those considered to be under the influence of alcohol, prescription medication, drugs or other substances that, in the opinion of ICC Sydney, constitute a danger to themselves or others will be required to leave the venue.

ICC Sydney is a licensed premise; all alcohol shall be provided by ICC Sydney. No third party may bring alcohol into the venue without the express written permission by ICC Sydney management.

## 12 ELECTRICAL SAFETY

- Persons conducting a business or undertaking (PCBUs) and their workers are responsible for ensuring their electrical equipment is safe, regularly inspected, tagged and tested.
- ICC Sydney carries out all power connections to the venue's main distribution system. No live work is permissible.
- Access to floor pits, bungs and trenches for the installation of sub-mains cables, piped services and data and telecommunication services is limited to authorised ICC Sydney staff, the client's build contractor or appointed production company. All pits, pit lids and trenches must be returned to their original orientation at the completion of the event.
- Only qualified electricians are able to undertake wiring or fitting work can be throughout ICC Sydney, regardless of the cost of the work and whether the work is commercial or industrial.

- All electrical work at ICC Sydney must comply with the relevant AS/NZ Standard for the works conducted.
- Installations must be carried out by an appropriately qualified electrical contractor as per the relevant AS/NZS standards
- An ICC Sydney Electrical Works Sign Off is to be submitted by the organiser 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 not permissible.
- Power boards must be of a design that incorporates individually switched outlets or have a safety cut-off.
- Extension leads or cables are to be unwound completely and secured to prevent tripping or any other risk. If this is not possible they are to be covered by a strong cable tray or secured with gaffer tape; if they are in a high pedestrian traffic area, use yellow and black hazard tape to increase visibility.

Avoiding the following is critical to safety:

- use of damaged electrical leads or untagged/out of date, tools or equipment
- use of electrical leads, tools and equipment in damp or wet conditions unless they are specially designed for use in those conditions
- placement of electrical leads where they may be damaged (e.g. on vehicle access ways, over sharp edges etc.)
- overloading electrical circuits
- use of modified tools or equipment.

## 12.1 ELECTRICAL TESTING AND TAGGING

Prior to use at the venue, please ensure that all electrical equipment has been tested and tagged in accordance with the NSW Work Health and Safety Regulations and Australian Standards.

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 where no electrical contractor has been appointed, ICC Sydney may disapprove untagged equipment or may conduct the inspection on the client's behalf. Charges will apply.

## 13 ELEVATED WORK PLATFORMS

Only trained and licensed individuals may operate elevated work platforms (EWPs). It is their responsibility to carry out an inspection of the vehicle and complete the logbook before and after use. When using an EWP in the raised position, a spotter is to 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. Please see [Working at Heights Permit Form](#). If use of an EWP is required, please consult with your ICC Sydney event manager for authorisation.

## 14 EMERGENCIES

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire/smoke and other emergencies. It is updated regularly and drills are conducted regularly. A trained Emergency Response Team will lead the implementation of all procedures. Event organisers are briefed on emergency procedures pre-event. To report an emergency or incident, call +61 2 9215 7660

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

- Alert alarm: “Beep! Beep! Beep!”

This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions from ICC Sydney’s wardens.

- Evacuation alarm: “Whoop! Whoop!”

This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation assembly point where they are to remain until ICC Sydney staff advise that it is safe to return.

Please see [Evacuation Map](#).

## 14.1 IN CASE OF FIRE, PLEASE:

- break the glass of the nearest call point to activate the fire alarm
- advise an ICC Sydney staff member of the situation
- contain the fire by closing all doors
- evacuate via designated emergency exits only
- extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so.

## 15 EXIT, EGRESS, AISLES AND NO BUILD ZONES

### 15.1 AISLES IN EXHIBITIONS

- Ensure that the dimensions of exits and paths of travel to exits are maintained as per the National Construction Code 2019 (NCC). ICC Sydney’s minimum aisle width for exhibitions is 3 metres (m).
- Two exits as a minimum must be in place per 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 may require approval from relevant authorities. Charges associated with third party approval apply.
- Additional exits may be required to accommodate various event configurations or event structures. For the purpose of 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 floorplans have information relating to aggregate width of exits, no build zones and ICC requirements, please refer to these when submitting floorplans for review.

Event layouts deemed to minimise or modify ICC Sydney’s 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
- every exit door is easily and quickly opened by a person seeking to exit from the building
- 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 signs must be provided.

## 15.2 EXIT SIGNS

- Existing exit signs are clearly visible to all and are seen in two opposite directions from any location within ICC Sydney.
- Additional illuminated exit signs are required if the direct path to an exit is changed or obscured.
- Additional illuminated 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 illuminated 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 illuminated 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.
- Additional signage are to be provided and installed by the event organiser or exhibition contractor.

## 15.3 FIRE EXITS/CLEARWAYS:

Designated fire exits and clearways must not be encroached upon. Storage of materials or equipment in these areas is strictly prohibited. Exhibitors must be made aware of the need for strict compliance with 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 pack materials in any fire exit door, corridor, access way or stair.

## 16 FATIGUE MANAGEMENT

Fatigue may increase the risk of incidents because of a lack of alertness and slower reactions

It can also affect the ability to make good decisions.

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.

The guide contains information that can be applied generally to all types of work and workplaces covered by the Work Health and Safety Act 2011. It is not designed to provide information on managing fatigue in specific industries and does not replace requirements related to fatigue under other laws, for example heavy vehicle driver fatigue laws or rail safety requirements.

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](#).

## 17 FIRST AID

A fully equipped first aid centre is located at the ground level of the Convention Centre. Additional first aid rooms are located on level two of the Exhibition Centre, ground floor back of house and level two of the ICC Sydney Theatre. These rooms may be manned depending on event activity within the Venue.

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

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 as soon as possible.

Event-dedicated first aid teams can be arranged as required. Please refer to your ICC Sydney event manager.

The ICC Sydney Team are required to complete an ICC Sydney incident report for each person treated. This includes those treated by event dedicated paramedics.

ICC Sydney will work in consultation with the client to determine the number of first aid staff needed for an event. Charges will apply.

## 18 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 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.

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

- weight of the item
- dimensions of the item
- 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.

If unsure about floor loading capacity for the intended use, consult ICC Sydney in advance of the event or activity.

See [Venue Specifications and Capacities](#).

## 19 FOOD SAFETY

When food preparation and food sampling occurs, appropriate food handling and hygiene standards are to be applied.

- Details of the ingredients in food samples are to be available including the presence of allergens.
- City of Sydney safety regulations that cover all distribution of food and beverage products apply to all events held at ICC Sydney.
- Businesses are required to register for a Temporary Foodstall 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](http://www.cityofsydney.nsw.gov.au).

## 20 FOREIGN LABOUR

Any foreign staff working on the event should:

- 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.

Any non-Australian workers (including event organisers and contractors) involved in the construction of stands or the onsite operation of an event must have a worker's compensation insurance policy. The policy must meet the statutory requirements of the *Workers Compensation Act (NSW) 1987*. Please note that insurance taken outside of Australia may not be valid within Australia.

## 21 FORKLIFT USE

### 21.1 FORKLIFT OPERATORS

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

Forklifts are not allowed on carpeted surfaces within the venue.

ICC Sydney approved forklift drivers include the appointed main event contractor, the appointed freight forwarder for an exhibition, the appointed riggers and ICC Sydney staff. The licence may need to be presented.

Forklift drivers must be licensed, wear seatbelts at all times and drive safely. The maximum speed limit for forklifts is 10km/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.

Each forklift shall have a trained/competent spotter wearing a safety vest to guide and escort the forklift in exhibition halls and dock areas at all times.

The following conditions for the safe operation of forklifts at ICC Sydney must be followed:

- Trainee operators may not operate forklifts at the venue.
- Pre operational checks must be conducted prior to operation (this involves completing the daily logbook).
- Forklift operators and spotters are to wear a safety vest at all times.
- Seat belts must be worn if fitted.
- Maximum speed limit for forklifts is 10km 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 tynes 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, drugs or alcohol at any time.
- Hands free radios or phones are not permitted whilst operating equipment. This includes listening to music.
- Forklift operators must give way to pedestrians at all times and shall not drive on pedestrian walkways.
- When travelling without a load, the tynes must remain at axle height.
- All lifts must be assessed as safe before attempting the lift.
- 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 appropriate cages.
- If an operator strikes any part of a pillar or any other part of the building, it must be reported to ICC Sydney Security or the ICC event operations manager.
- Forklifts are not permitted to traverse the ramps to or from halls 5 - 7 and the Event Deck without the express permission of the ICC Sydney Logistics team.

## 21.2 FORKLIFT SPOTTERS

Forklifts must operate under the following conditions within the venue during construction, move in and move out periods or where their vision is impaired by booths or materials in the area:

- each forklift shall have a trained/competent spotter wearing a safety vest to guide and escort the forklift in exhibition areas 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 be in constant view of the forklift operator at all times
- the spotter must warn pedestrians to stand clear of the forklift and load
- if the forklift operator has to 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
- ensure loads are not placed to obstruct fire egress or firefighting equipment
- if a spotter needs to leave the forklift then the operator, must place the load or tynes on the floor if practicable and keep the forklift stationary until the spotter returns.

## 21.3 MAN CAGES/SAFETY CAGES

Use of man cages/safety cages with forklifts requires prior approval from ICC Sydney. Man cages/safety cages, 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.

## 21.4 TRENCHES AND PIT COVERS

ICC Sydney has trenches and pits throughout its halls. 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 km 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 or pit cover.
- Regardless of the direction of travel, forklift operators must tilt the tynes completely back when traversing a ramp with or without a load.



## 21.5 FORKLIFT AND DAMAGE

Any damage caused by forklifts or their loads must be reported immediately to the ICC Sydney event operations manager or security staff.

## 22 HANDRAILS FOR RAMPS, STAIRS OR RAISED PLATFORMS

All handrails for ramps, stairs or raised platforms must be constructed as per National Construction Code 2019 (NCC) requirements.

## 23 HAZARD REPORTING

A hazard is defined as anything – including work practices or procedures – that has the potential to adversely affect the health or safety of a person. All users of the venue have a responsibility to identify and report hazards. If not able to or not qualified to rectify a hazard, please report it to the ICC Sydney event operations manager or security staff.

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

## 24 HIGH RISK PERFORMANCES

All high risk performances such as aerial acrobatics, fire twirlers and performers, performances with high velocity etc. must be approved by ICC Sydney and have a risk assessment conducted by the performance companies prior to the performance taking place. A pre-approved permit must be submitted along with the risk assessment before the event occurs along with any additional requirements. Please see [Other Activities Permit Form](#).

## 25 LADDERS

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

- only use ladders for short duration and light work
- 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
- 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 – 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 maintained and tools can be operated safely with one hand.

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.



## 26 LIQUEFIED PETROLEUM GAS (LPG)

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

Please note the following:

- 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 close 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 located at the booth 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.
- LPG cylinders are limited to 9kg per cylinder with a maximum of 10kg per 10sqms used on an open exhibition space.
- Regulations limit the maximum amount of LPG within an event. As such, ICC reserves the right to limit the number of gas cylinders within any area/event.
- A licensed gas fitter is required to connect, monitor and install/remove LPG bottles.
- A licensed gas fitter is required to place all LPG bottles in a Gas Cage on the venue Loading Docks overnight and return each morning.
- A licensed gas fitter is required to check compliance, correct location and application of gas appliances. Those not complaint 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 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 not permitted

To obtain approval, complete and return the [Hazardous Substances and LPG Permit Form](#).

## 27 LOADING DOCK MANAGEMENT

Loading dock management ICC Sydney manages its own loading docks. To assist with traffic management planning, move in/move out delivery schedules must be programmed using the Loading Dock Management System. The use of this system will identify expected traffic peak periods during each day, and details of contractors and exhibitors requiring loading dock access. Please ensure the exhibitor or a representative is onsite to accept and sign for deliveries. ICC Sydney takes no responsibility for unattended goods onsite and will not sign for exhibitor deliveries. Exhibitors are solely responsible for the safety and well-being of any items on or delivered to site.

## 27.1 EGRESS

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

## 27.2 FORKLIFTS AND CLEARWAYS

Designated clearways are to remain unobstructed at all times 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.

## 27.3 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.

## 27.4 LOADING DOCK MARSHAL

ICC Sydney provides a loading dock marshal for each exhibition hall 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.

## 27.5 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 crates and empty boxes 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 the ICC Sydney loading docks without the express permission of the venue.

The venue accepts no responsibility for any item stored or left on site.

## 27.6 TRAFFICE AND PARKING

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 only 20 minutes 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 owners expense if they are hindering access to the loading area. Charges will apply.

The loading docks are NO PARKING zones.

## 27.7 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.

## 28 F LOCKS AND DANGER TAGS

All plant that is brought into the venue should have a risk assessment and its required inspections completed. Safety measures should be implemented and documented with any plant (e.g. equipment, machinery or tools) undergoing repair, construction, maintenance or cleaning. These measures should be assessed and appropriate.

Before work starts and when not in use, the plant item should be shut down, appropriately isolated/locked, tagged and any stored energy dissipated.

Please observe the following:

- persons working on isolated equipment is to fit his or her own lock and/or danger tag
- tags are to be completely filled out, dated and signed
- locks are to be accompanied by a corresponding tag to identify who has locked out the plant item
- tags and locks can only be removed by the person who applied them.

## 29 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 [Other Activities Permit Form](#).

## 30 MEDICAL DISPLAY OR DEMONSTRATION

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

Please see [Medical Activities Permit Form](#).

### 30.1 SHARPS

Please pay careful attention to the safe transport, storage and disposal of sharps – such as needles and scalpels – and any biological matter associated with their use. ICC Sydney provides secure, approved receptacles for sharps disposal and removes all clinical waste from the venue. Charges apply.

Please see [Medical Activities Permit Form](#).

## 31 MUSIC

Background music creates an enjoyable work environment; however, it may also block out sounds such as forklift warning signals or commands for riggers. Music played during move in and move out of an event must be at a level that does not shut out safety warnings.

## 32 NOISE

ICC Sydney has an obligation to control noise generated at the venue.

ICC Sydney strictly adheres to legislation and codes of practice addressing the risks of exposure to excessive noise. If noise 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 82 dB (slow), measurable at a distance of 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 may be requested to control noise levels or cease activities.

## 33 PAINTING

Major painting of displays and exhibition materials is not permitted within the ICC Sydney. However, “touch-up” painting of the displays and exhibition materials is permitted, provided such work is undertaken during the build-up 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 with plastic overlay or drop sheets
- no painting near the ICC Sydney’s walls and columns.

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

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

## 34 PERMITS

ICC Sydney requires permits for activities that involve the following:

- amusement rides and devices permit form
- animals permit form
- car park work permit form
- custom stand plans permit form
- remote operated plant permit
- food cooking/preparation permit form
- food and beverage sampling permit form
- event forklift permit form
- hazardous chemicals and LPG permit
- lasers permit form
- loading dock permit form
- medical activities permit form
- material handling equipment/moving plant and EWP delivery permit form
- naked flames permit form

- pyrotechnics permit form
- vehicle display permit form
- working at heights permit form
- welding and hot works permit form
- weapons/sharp implements/props permit form
- other activities permit
- signage plan permit form
- canvassing solicitation and distribution permit form

Please see [Permit Forms](#).

## 35 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, boots, helmets, long sleeved clothes, and 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.

## 36 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. Make sure applicable licenses are available.

## 37 POWER TOOLS

Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saws. 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.

When in the Exhibition Centre, 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
- When cutting or sanding wood within the venue, ensure appropriate dust extraction equipment and measures are in place
- Protect building surfaces and carpet from dust generated by use of power tools

- When angle grinders are used, have measures in place to control sparks and minimise the risk of fire. Complete and return the [Welding and Hot Work Permit Form](#) to obtain prior ICC Sydney approval.
- Brick and tile cutting saws are to be used in an appropriate location on the loading dock, not inside the venue. Ensure brick and tile slurry are contained and removed from the site. Contractors must eliminate any risk of slurry flowing into storm water drains.

## 38 PYROTECHNICS

The use of pyrotechnics needs prior notice and ICC Sydney authorisation. A risk assessment is required in order to obtain this permission. Compliance with ICC Sydney's Fire Engineer Report is to be strictly adhered to when using pyrotechnics within ICC Sydney. The ICC Sydney event manager should 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 construction.
- 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 monitored by a security officer at all times.

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 [Pyrotechnics Permit Form](#) along with any required documentation.

## 39 RAISED FLOORS, STEPS AND RAMPS

Stand construction and access must be constructed as per the requirements outlined in the National Construction Code 2019 (NCC). The following is a summary of additional requirements, which must be met by designers and builders to ensure adequate access, mobility and to reduce the likelihood of slip and trip incidents:

- All raised floor sections or ramped edges are to be free of sharp or dangerous edges and anything that poses a trip hazard.
- Edges of thin decorative flooring such as carpet, vinyl, matting, wood or the like, are to be taped down or firmly secured.
- Flooring such as bark, pebbles, soil, railway sleepers and other loose materials are to be steady under foot and not cause a trip hazard. Regulations apply to the installation and removal of these materials from the venue floor. For more details, please consult your ICC Sydney event manager.

### 39.1 RAISED FLOORS UNDER 115MM HEIGHT

- Ensure all raised floors with a height of less than 115mm have a clearly distinguishable ramped edge.

- To prevent trip hazards on standard 32mm high raised floors, ramped edging with a gradient no less than 1:3 is generally acceptable in the exhibition industry; however, please note that a 1:3 ramped edge does not constitute a disabled access ramp. For raised floors above, 32mm and below 115mm it is recommended that the gradient of the ramped edging be decreased to 1:8.
- Ensure all ramped edges are contained within the contracted space.

## 40 RIGGING

All primary rigging for events is coordinated and installed by ICC Sydney.

Secondary rigging points (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. Information to be provided includes:

- 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.

All rigging must comply with ICC Sydney's Fire Engineer Report for the relevant space.

Those applying to carry out secondary rigging as an approved independent contractor are required to provide the following to ICC Sydney prior to entering site:

- company information
- qualifications and certifications
- insurances and indemnities
- any other information deemed necessary to satisfy ICC Sydney that the applicant has the required expertise
- risk assessments
- safe work method statement/s
- evidence of induction to the venue
- work program.

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

When contracted companies including but are not limited to AV production companies or rigging companies, are undertaking rigging works onsite, they are to ensure that a spotter is present at all times 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.

## 41 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 if it is requested by the ICC Sydney Risk Team. A 'recycled' assessment based on previous events is best avoided as it presents no value. ICC Sydney reviews and authorises risk assessments and safe work method statements (SWMS), and monitors the control measures during the event.

Any high risk performances will also require a risk assessment to be completed before approval is granted.



## 42 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.

## 43 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.

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](#).

## 44 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.

## 45 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.

## 46 SECURITY

ICC Sydney takes every precaution to create a safe and secure environment for its clients, guests, personnel and equipment.

### 46.1 BUILDING SECURITY

ICC Sydney has 24-hour general building security augmented with CCTV cameras and alarm systems. CCTV cameras scan interior and exterior public areas and ICC Sydney security personnel will respond quickly and professionally to any potential security issue.



## 46.2 CROWD CONTROL

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

## 46.3 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 will perform First Aid as required.
- ICC Sydney Security are all 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.

ICC Sydney Security team are in place:

- during fire isolations.
- during exhibition move in and move out
- where alcohol is served to comply with ICC Sydney Liquor Licence.

## 46.4 USE OF EXTERNAL SECURITY COMPANIES

The use of an external security provider may be considered for exhibitions held in the Exhibition Centre and requires written approval from ICC Sydney building services director. External security companies will be allowed to work inside contracted exhibition hall spaces only, the Exhibition Centre foyers and loading docks are not included in this space. Any variance to this requires approval from the ICC Sydney Building Services director.

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

Only Exhibition and Events Australasia (EEAA) member security suppliers can provide event security within the contracted space in the exhibition halls.

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

ICC Sydney endeavours to maintain the venue as a safe and secure place; however, clients and exhibitors are responsible for safeguarding their belongings, materials and equipment at all times. 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.

### 46.4.1 EXTERNAL SECURITY REQUIREMENTS AND CONDITIONS

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

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

## 46.4.2 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
- ASIC Business Certificate
- Public Liability (minimum \$20,000,000 cover)
- Workers Compensation
- 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; is 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 licence
- copies of all First Aid Certificates
- copies of all NSW RSA competency cards
- each location/position
- Name of security guards
- Start date and time
- Finish date and time
- ICC Sydney induction.

## 46.4.3 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
- professional attire and appearance
- polite, courteous, friendly and pleasant behaviour at all times
- no personnel are to eat, drink or smoke 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 infrastructure.

## 46.4.4 PROHIBITED ITEMS

- Smoking.
- Drinking of alcohol.
- Use of illicit drugs.
- Fire arms.
- Hand cuffs.

- Batons.
- Guard dogs.

The nominated contract security site representative is required to maintain radio contact with ICC Sydney Event Security Supervisor and ICC Sydney Security Control Room throughout the entire tenancy period. The cost of the radio hire will be at the contractors 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 at all times 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 confidential and at all-times remains the intellectual property of ICC Sydney.

No 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. The nominated security officers must display their master licence in the contracted space as approved by the ICC Sydney security manager or ICC Sydney event security supervisor.

No contracted security are to be on site until the signed security plan has been received and signed off by the ICC Sydney security manager or director of building services.

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.

## 46.4.5 SECURITY MANNING MANDATORY REQUIREMENTS

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

- prevent theft of exhibitor products
- prevent unauthorised access
- compliance to WHS including ensuring persons have the required PPE.

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 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 event and will require ALL security guards to attend even if not rostered on for that day. This induction will cover topics such as:

- ICC Sydney's Fire Life Safety Systems
- risk and safety
- emergency procedures
- contracted space and obligations
- first aid
- ICC Sydney's Liquor Licence conditions.

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 note book
- hi visibility vest
- first aid kit
- event briefing sheet.

## 46.4.6 FIRE ISOLATIONS

If fire isolations are required, an ICC Sydney fire safety officer must be engaged for the duration of the isolation, this is in addition to any security guard coverage. The overnight security guard and fire safety officer positions are to be covered by two security guards.

## 46.5 BUMP IN AND BUMP OUT

### 46.5.1 FOYER ACCESS CONTROL POINTS

Security is to be located within the Exhibition Centre foyers Halls 1-4 ground floor and inside the entry to Halls 5-7. Security is responsible for ensuring compliance to WHS including that all persons are wearing the appropriate PPE.

Random checking of contractors and exhibitors when leaving the hall space with items.

This security guard will need to ensure that only authorised persons have access to this area.

The security guard is to report all incidents of suspicious behaviour to ICC Sydney security and making detailed notes in their security notebook.

The security guard will attend to any first aid issues that happen, generate incident reports, and advise ICC Sydney security and ICC Sydney event operations manager immediately.

### 46.5.2 RELIEF AND ROVING SECURITY GUARDS – EXHIBITION HALLS

Security is to maintain a presence in the contracted hall space by way of patrolling the space. Security has the responsibility to manage incidents of aggressive behaviour, vandalism, suspicious behaviour, risk and safety issues and any other security issues as they arise.

Respond to any first aid incidents, maintain and promote WHS in the area.

The security guard is to be aware of the ICC Sydney emergency evacuation procedures.

The security guard will also secure the exhibition overnight by conducting a check all toilets, rooms, doors and stands to ensure all persons have vacated the Halls, randomly inspecting contractors/exhibitors when they remove tools/items from site.

Exhibitor stands with ceilings – the security guards must be aware of the location of all the stands with ceilings. Ensure all stands with ceilings have a A:B:(E) dry powder type or CO2 extinguisher and smoke detector installed. Be aware of the closest fire hydrant and hose reel, including ICC Sydney portable fire extinguisher trolleys and be proficient in their operation.

### 46.5.3 OVERNIGHT SECURITY GUARD ROVER – EXHIBITION HALLS

Security are to ensure only authorised persons have access to this area.

Security is to maintain a presence in the contracted hall space by way of patrolling the space. Security has the responsibility to manage incidents of aggressive behaviour, vandalism, suspicious behaviour, any risk and safety issues and any other security issues as they arise.

Respond to any first aid incidents, maintain and promote WHS in the area.

The security guard is to be aware of the ICC Sydney emergency evacuation procedures.

The security officer will also secure the exhibition overnight by conducting a physical check all toilets, rooms and stands to ensure all persons have vacated the halls, randomly inspecting contractors/exhibitors when they remove tools/items from site.

Monitor overnight cleaner access points and randomly inspection of cleaner trollies and waste bags.

The security officer must be in two way radio contact with ICC Sydney Security at all times.

Stands with ceilings, security must be aware of the location of all stands with ceilings. Ensure all stands with ceilings have a A:B:(E) dry powder type or CO2 extinguisher and smoke detector installed. Be aware of the closest fire hydrant and hose reel, including ICC portable fire extinguisher trolleys and be proficient in their operation.

#### **46.5.4 SUPERVISORS**

The security supervisor will be on hand to supervise and manage the day's 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 be in two way radio contact with ICC Security at all times 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 covered with relief guards at all times.

## **47 SMOKING POLICY**

ICC Sydney is a non-smoking zone. This also applies to the use of electronic cigarettes and vaporisers. All requirements outlined in *Smoke-free Environment Act 2000* and the *Smoke-free Environment Regulation 2016* apply.

## **48 SPILLS**

Due to the close proximity of the venue to the harbour, containment of hazardous chemical spills is a high priority. All persons bringing chemicals onsite, must ensure they have spill containment measures in place to manage any spill that may occur. Spill response kits must be suitable for the type and quantities of chemicals brought onsite as per the Safety Data Sheet (SDS) advice.

In case of a spill, please alert ICC Sydney immediately for assistance. Use of temporary signage and barriers where appropriate is highly recommended.

## 49 STAND CONSTRUCTION

Temporary structures built for exhibitions or events must comply with relevant legislation, and must be constructed with utmost concern for the safety of the public, employees and contractors.

Mandatory safety requirements are as follows:

- A stand with a roof or ceiling larger than two (2) metres is required to provide additional fire protection equipment, such as a smoke detector and portable CO2 or dry chemical extinguisher.
- Halogen lighting cannot be used at ICC Sydney without the express written permission of the venue.
- All temporary spot lights 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 the lower exhibition halls e.g. it is acceptable for lighting, cables and lightweight banners to be located at high level near the trusses but not densely stacked combustible products and stands. All custom stand plans require approval from ICC Sydney prior to construction. Double storey stands require an engineer certificate on completion of building.

### 49.1 STAND DESIGN

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

- Structures in the lower exhibition halls do not exceed 5m in height.
- Strict compliance with the National Construction Code 2019 (NCC) and all other relevant Australian Standards.
- Procedures are in place for safely erecting and dismantling the stand once onsite, within the allocated time frame.
- Stand dimensions fit the allocated space with sufficient clearance.
- Materials used for stand construction 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 custom stands will require an engineer's certificate prior to construction and an Engineer's signoff once constructed 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 approval.
- 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 kept slightly moist at all times. Cleaning charges apply.

## 50 SWIMMING POOL AND SPA DISPLAYS

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 present at all times on the exhibit space of a pool/spa/water feature to ensure the safety and wellbeing of visitors.
- The designated person is trained and competent in first aid and resuscitation techniques. Please provide the relevant certificates to the ICC Sydney event manager prior to move in.
- There are no climbing devices such as ladders and footholds.
- Where possible, the stand design should limit the number of access directions to the pool/spa/water feature
- Pool signage complies with Australian Standards and has supervision warnings and details of resuscitation techniques.

## 51 THEATRICAL STRUCTURES AND SPECIAL EFFECT

### 51.1 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.

### 51.2 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, dry flowers and leaves, are not permitted for use in ICC Sydney theatres.

#### 51.2.1 TIMBER

Ensure that timber used for fencing, construction and other purposes in areas accessible to the public does not pose a danger through splinters, and is not treated with any product that could stain clothing or cause skin irritations.

Refrain from using timber chemically treated with any product that may emit an odour or toxic vapour during construction or in displays. Make certain there is no timber treated with creosote or any product containing creosote onsite, at any time.

### 51.3 PRODUCTION RISK ASSESSMENTS

A production risk assessment is legally required. It identifies reasonably foreseeable hazards that arise from:

- 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.

## 51.4 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 10m<sup>2</sup> 'islands' separated by at least 3m require the engagement of an external fire engineer for certification.

### 51.4.1 FIRE PROTECTION – FUEL LOADS

#### 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	<ul style="list-style-type: none"> <li>■ Footprint of combustible furniture (chairs, tables etc.) to be managed to 10 m<sup>2</sup>. Multiple islands of 15m<sup>2</sup> combustible materials acceptable but to be separated by 3m.</li> <li>■ A three-seater sofa. Multiple sofas acceptable but are to be separated by 3m.</li> <li>■ Two upholstered armchairs.</li> </ul>
Car and Product Launch	<p>Car launch</p> <ul style="list-style-type: none"> <li>■ Each car to be separated from one another by 3m.</li> <li>■ Fuel in tank to be limited to maximum of 5L (no need to clear fuel from fuel line and engine)</li> <li>■ Battery to be disconnected when vehicles are unattended.</li> </ul>
Music Performance	<p>Rock Concert</p> <ul style="list-style-type: none"> <li>■ Drum kits, guitar amplifiers etc. acceptable.</li> <li>■ Footprint of combustible stage props to be limited to 10m<sup>2</sup>. Multiple islands of 10m<sup>2</sup> acceptable, if separated by at least 3m.</li> </ul> <p>Music recital or Orchestra</p> <ul style="list-style-type: none"> <li>■ Orchestra instruments (piano, timpani, double bass etc.) acceptable.</li> <li>■ Seats for musicians to be fully made from steel/hardwood, and if upholstered, the materials need to be fire treated.</li> <li>■ Conductor stand is acceptable. No management needed.</li> <li>■ Footprint of combustible stage props to be limited to 10m<sup>2</sup>. Multiple islands of 10m<sup>2</sup> acceptable, if separated by at least 3m.</li> </ul> <p>Ballet/Dance</p> <ul style="list-style-type: none"> <li>■ Acceptable</li> <li>■ Combustible materials (stage props/sceneries) to be grouped into islands of 10m<sup>2</sup> separated from each other by 3m.</li> </ul>

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 per cent leather or 100 per cent 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.

This 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.



**Darling Harbour Theatre:**

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

**Control of Materials**

Fuel loads on the thrust stage in the Darling Harbour Theatre are to be limited to islands of no more than 10m<sup>2</sup> with 3m of separation between islands.

**Grand Ballroom:**

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

**Control of Materials**

Maximum fuel storage height in Grand Ballroom will be no greater than 3.3m above floor level.

**52 VEHICLES - USE AND OPERAITON**

Use and operation of vehicles or mobile equipment (including bikes, scooters, buggies etc.) within any area of the venue requires prior authorisation from ICC Sydney. Please ensure compliance with applicable regulatory requirements (e.g. licences, safety equipment, number of passengers, maximum load). ICC Sydney may require a Safety Management Plan relevant to the use of these vehicles.

Details of moving displays requires prior approval from ICC Sydney.

Specific requirements apply to vehicles that require access to the Grand Ballroom. This includes the use of plywood sheets to distribute the vehicle load to protect the hearing loops laid under the Grand Ballroom carpet. Contact your ICC Sydney event manager as soon as possible for requirements.

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.

If vehicle movement is required during events, a traffic management plan is required addressing safety, especially in and around visitors. Details of moving displays require approval by ICC Sydney. Please consult the ICC Sydney event manager.

Exhibitors planning to include a vehicle on their stand are requested to comply with the following:

- Place a drip tray underneath vehicle.
- Vehicles are to carry a maximum of 5L of fuel (not including fuel that may be present in the fuel line and engine) with fuel tanks locked and sealed with a fuel cap to prevent removal by third parties.
- Adhere to specific rules for vehicles fuelled by ethanol, methanol or nitro methane. These fuel tanks must be completely empty/purged.
- Provide contact details for the person/s delivering and collecting the vehicles.
- Place carpet under tyres.
- Keys are not to be left with the vehicle; a second set is to be kept with venue security in case of an emergency.
- Complete and return the [Vehicle Display Permit Form](#).

**53 WASTE DISPOSAL**

ICC Sydney is committed to best practices in resource recovery and recycling. ICC Sydney will provide facilities to enable segregation of waste materials generated during event move in, operational and move out (such as

mixed recyclables, cardboard and paper, food organics, glass, plastic wrap, and untreated timber). Please assist ICC Sydney by using the waste facilities provided.

The cost of the appropriate disposal of any regulated waste including any toxic or bio-hazardous materials – during event move in, operation, and move out is the client's responsibility.

Discarding toxic chemicals or waste through the venue's drainage system, or in general waste, is not permitted and may incur significant remedial costs. Hazardous waste is not to remain on the premises after move out.

For further information regarding waste management, please consult your dedicated ICC Sydney event manager.

## 54 WEAPONS/PROPS

Weapons for any purpose is strictly prohibited. For more information, please visit [NSW Police website](#).

If the event requires the display/selling/purchase of weapons, please contact your dedicated ICC Sydney event manager immediately, who will liaise with our Security Team to conduct an assessment.

Please see [Weapons Permit Form](#).

## 55 WELDING AND HOT WORKS

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

Please see [Welding and Hot Work Permit Form](#). Please submit a risk assessments and Safe Work Method Statement (SWMS) to support the permit application.

## 56 WORKING AT HEIGHTS

When working at heights, workers are to comply with the requirements of the WHS Act 2011, WHS Regulation 2011, and Code of Practice: Managing the risk of falls at workplaces 2018 and relevant Australian Standards.

Please see [Working at Heights Permit Form](#).