



# INDUCTION MANUAL CONTRACTORS & SERVICE PROVIDERS

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CTICC is proudly associated with





## SECURITY AND HOUSE RULES

- All contractors, visitors and service providers must report and sign in/out at security.
- All hand tools and power equipment must be declared and registered with security.
- Security reserve the right to search vehicles, body, clothing and all belongings.
- All contractors and service providers must wear clothing with company logo or a name badge provided by your company.
- You need a contractor identification badge (not-accredited) or wrist band (accredited) to enter the CTICC.
- Do not leave your equipment/tools unattended. CTICC will not take responsibility for any losses.
- Follow the rules of the Marshalling yard as sign posted.
- All vehicles must be registered with security on entry to the Marshalling yard.
- Please take care of the building.
- No goods in the glass lifts.
- No propping open of fire door and / or final exit doors.
- Abuse, bad language, horse play and general bad conduct will not be tolerated, work will be stopped and persons will be ask to leave.



## FACILITIES / WELFARE

### REST / EATING FACILITIES:

- Note that NO FOOD is to be consumed inside any venues of the CTICC by staff nor contractors or service providers. Food can be consumed in dedicated areas only.
- The CTICC Canteen is only available to staff and preferred service providers. Contractors and accredited service providers cannot use this facilities unless prearranged with the CTICC Food and Beverage Manager.

### TOILETS

- All service providers must only use the toilet facilities in the Marshalling yard.

### SMOKING / WEAPONS / DRUGS AND ALCOHOL

- CTICC is a 'NO SMOKING' venue. The area before the staff entrance is the designated smoking area.
- Alcohol and substances are not permitted.
- You are not allowed to bring in weapons, including traditional weapons.
- Breaches of this legislation will result in offending parties being requested to leave the site and the contract / agreement cancelled.



## RESPONSIBILITIES

The event organiser is responsible for ensuring that the event planning, build-up / strike schedules, permits and appointments are in place.

### EVERYONE HAS A RESPONSIBILITY TO:

- Adopt safe work practices
- Wear Personal Protective Equipment
- Comply with CTICC Policies, Procedures and house rules
- Report pollutions, hazards and injuries immediately
- You are required to 'walk' your emergency escapes routes and locate the Evacuation Assembly point
- Know where to find medical assistance

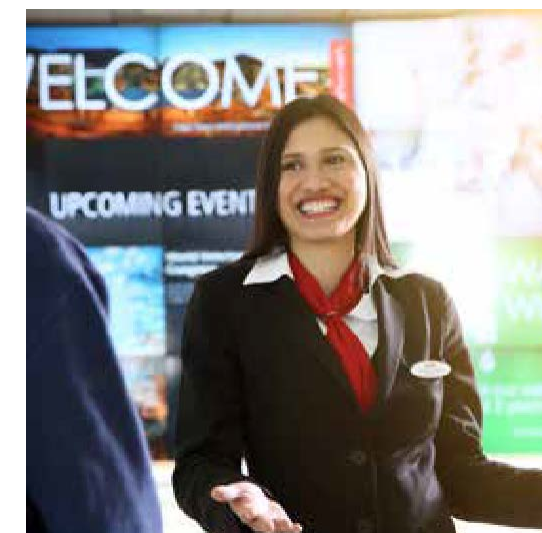
### AND NEVER:

- Place at risk the safety of anyone
- Let others put you at risk – challenge each other
- Misuse equipment

### ROLE OF THE SAFETY OFFICER AT EVENTS TO :

Provide information, instruction, training and supervision and can stop any event should an unsafe act or condition present itself.

Copies of all persons appointed, must be provided to the CTICC.



## OPERATORS LICENSES AND CERTIFICATIONS

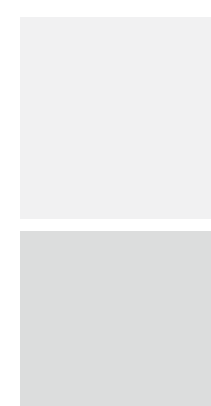
The law requires that operators of certain types of plant and equipment must have a current certificate of competency or license to operate or inspect.

Your license or certificate must be in your possession at all times and no reckless driving will be tolerated.

IT'S SIMPLE: No license, No driving, No operating.

Licenses or Certificates required:

- Gas installation
- Refrigeration and Air Conditioning
- Forklift, scissor lift and cherry picker (MEWP)
- Wireman's for electrical installations
- Medic Card / Safety officers
- Various Inspectors (scaffold/structural engineer/ rigger)





## SAFE WORKING PRACTICES

All contractors and service providers must carry out a risk assessment of works before works are to be undertaken. Induction training must be carried out by the project leader or safety officer if appointed.

High risk work requires a Safe Working Method statement and or Permit to work when needed. This can be arranged via the CTICC Maintenance department.

The following Permits to work are offered:

- Hot work (brazing)
- Working at Heights / Roof work
- High Voltage Electrical work
- Gas work

Note:

Where high risk work is carried out, the area must be demarcated, or isolated. A spotter must be appointed, a safety plan must be in place and a risk assessment carried out. Lock out/tag out procedure might be needed.

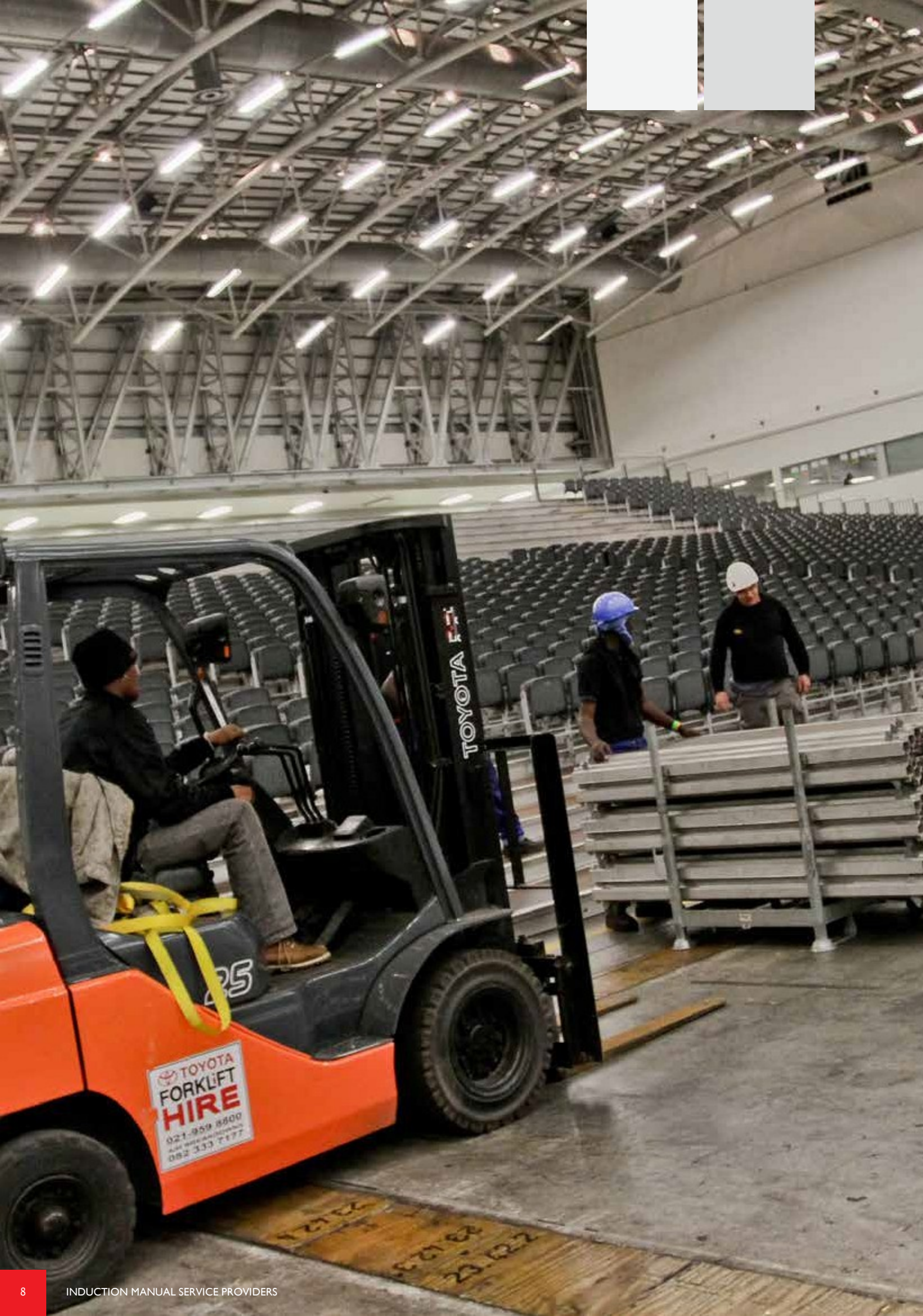


## PERSONAL PROTECTIVE EQUIPMENT (PPE)

During a build-up or strike, appropriate personal protective equipment must be worn at all times and be provided by service providers.

The following items may be required based on the tasks being conducted and associated risks:

- High Visibility Jackets
- Eye protection
- Hard Hats
- Appropriate footwear
- Dust masks if needed
- Ear protection if needed
- Full body safety harness / fall arrest



## STAND CONSTRUCTION

The following is not permitted :

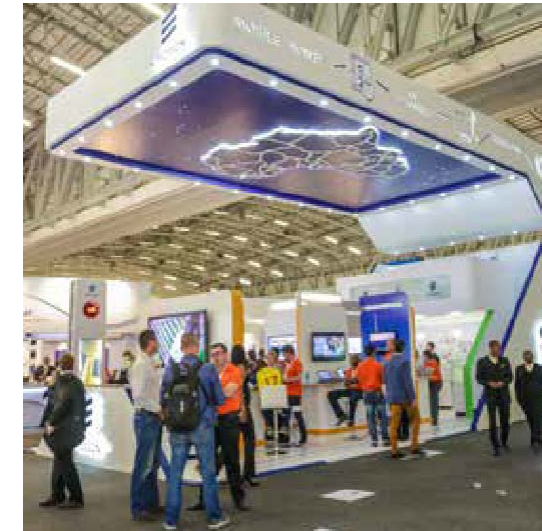
- Spray painting
- Welding
- Angle grinding
- Cutting timber
- Wall papering onto CTICC structures
- Driving equipment on carpets
- Drilling into CTICC Structures

A designated area in the Marshalling Yard must be made available by the event organiser.

Chemicals used and brought on site, must be accompanied by a material safety data sheet.

Use of compressors, generators and helium gas must be approved by the CTICC and COC provided if needed.

All equipment, fittings and materials are subject to inspection by the CTICC.



## SPECIAL STAND CONSTRUCTION

The following applies to:

Custom stands, Marquees, Stages, Raked seating, Tents, Rigging Screens, Trussing and Scaffolding.

- All the above listed items must be approved by the CTICC prior to construction.
- A Structural Engineer must inspect all of the above and furnish a Structural Engineering Certificate (BDM13) on completion.
- Failure to comply with this requirement may result in refusal of permission to erect a stand.
- The appointment of a Structural Engineer must be done with a BDM 11 and 12 form and plans with the signed forms must be submitted to the City of Cape Town offices and Fire department for approval 30 days before the event.



## ELECTRICAL SAFETY

- Common risks:
  - Electrocutation
  - Fire
  - Malfunction
- Persons should not interfere with electrical connections or equipment.
- Only a qualified and registered electrician can work on equipment and connections.
- A Certificate of Conformity (COC) must be provided for each connection.



## USE OF PETROL AND LP GAS

### PETROL

- Use of petrol is not permitted.
- Petrol driven vehicles on display, can only have enough petrol in to get vehicle in /out of hall. (refer to Client Manual).

### LP GAS

- No LP Gas bottles larger than 19kg plus one back up cylinder are allowed (38kg max).
- A temporary storage cage, with a perimeter of at least 5m must be arranged by the client with the fire department for storage of back up cylinders.
- The exhibitor/contractors take full responsibility for all aspects of the Health and Safety Act that is applicable to installation of gas.

Governed by the City of Cape Town Fire Safety By-laws and relevant Health and Safety Regulations (Building Regs, SANS codes & Constructions Regs) All events are subject to inspection by the Fire Department.





## FIRE SAFETY

All event organisers and service providers must:

- Ensure that fire extinguisher equipment, emergency exits and signage (including those inside exhibits) remain visible and accessible at all times.
- All aisles must be kept clear of any obstructions or protruding objects. Minimum of 3m aisle clearance spaces and 5m to final exit doors must be maintained.
- Equipment which produces heat, smoke or open flames as an integral part of the product demonstration must receive written approval of plans from the CTICC.
- A Fire Marshall must be booked and additional fire equipment put in place as part of the fire prevention strategy.
- Fireworks (Pyrotechnics) – a permit must be obtained from the SAPS and Fire department and presented to the CTICC 72 hours prior to display.
- Any breach of fire safety will not be tolerated and the event or show will not be allowed to start unless fire safety issues are rectified.
- The following products will not be permitted unless treated with a fire retarding compound:
  - Hessian
  - Thatch
  - Straw
  - Draping
  - Seat covers
  - Wood pallets
  - Crepe paper
  - Corrugated paper
  - Cardboard
  - PVC sheeting (except on the floor to prevent damage to carpets) and;
  - Polystyrene items.
- A certificate must be presented as proof before event start.



## KNOW YOUR FIRE EXTINGUISHERS COLOUR CODES

 <b>WATER</b>	 <b>DRY POWDER</b>	 <b>CO<sub>2</sub> CARBON DIOXIDE</b>	 <b>AFFF FOAM SPRAY</b>	 <b>Fire Blanket</b>	 <b>WET CHEMICAL</b>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON GASEOUS FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE METAL FIRES</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON GASEOUS FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE METAL FIRES</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> DO NOT USE ON WOOD, PAPER, TEXTILES ETC.</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</li> <li><input type="checkbox"/> DO NOT HOLD HORN WHEN OPERATING</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE GAS</li> <li><input type="checkbox"/> DO NOT PUT NOZZLE INTO FAT/OIL</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SAFE FOR USE ON CHIP PAN FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON DEEP FAT FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON WASTE BIN FIRES</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE GAS</li> <li><input type="checkbox"/> DO NOT PUT NOZZLE INTO FAT/OIL</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SAFE FOR USE ON COOKING OILS &amp; DEEP FAT FIRES</li> <li><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</li> <li><input type="checkbox"/> DO NOT USE ON FLAMMABLE GAS</li> <li><input type="checkbox"/> DO NOT PUT NOZZLE INTO FAT/OIL</li> </ul>



## DISCOVERING A FIRE

1. Break glass- activate alarm.
2. Call Ext 5252 or Disaster Risk 107 or 021 480 7700 and inform them:
  - Location
  - Type of Fire
  - Who you are
3. Use a fire extinguisher if trained in the use.
4. All fails - Get out!!



## FIRE EVACUATION PROCEDURE

Fire Alarm sound it is a Voice activation followed by a siren sound.

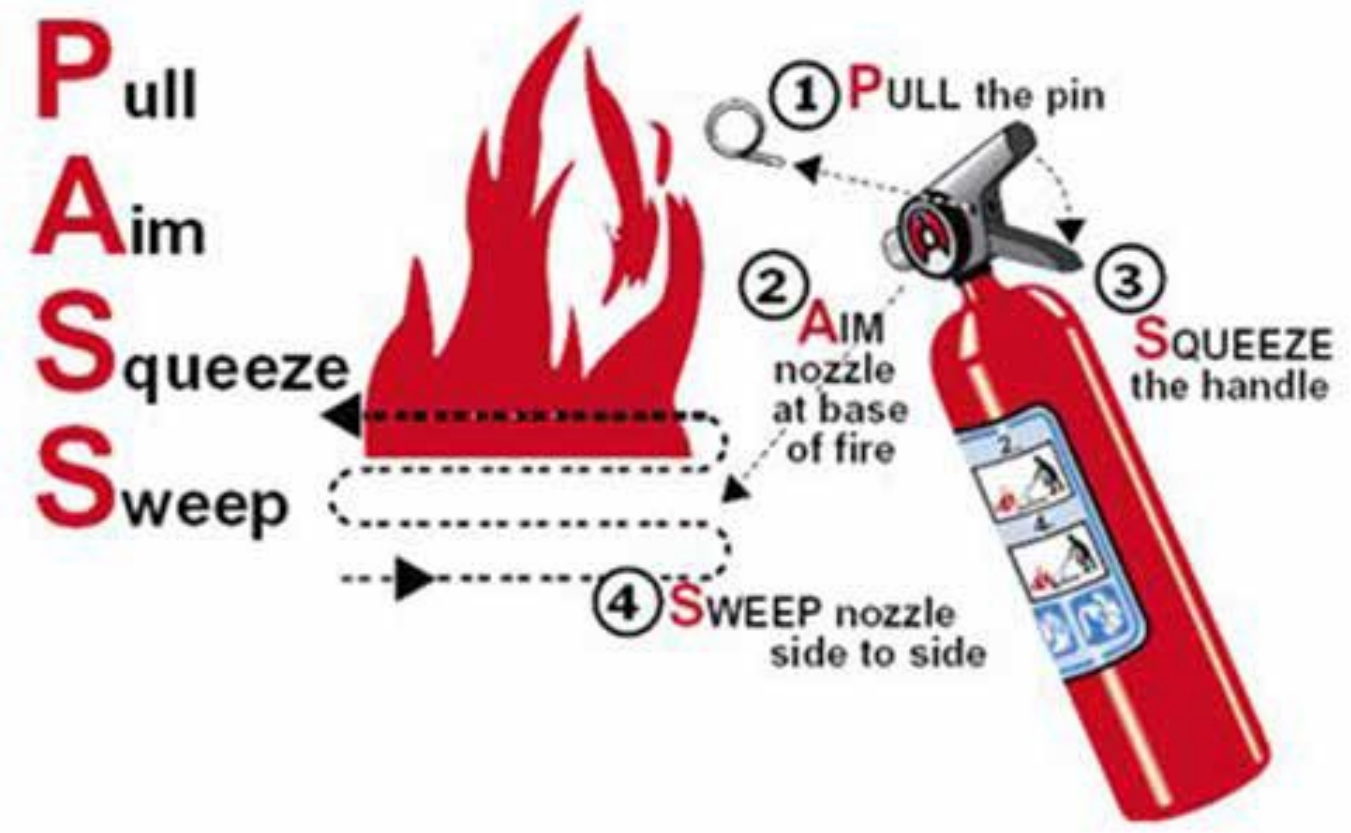
**DO NOT:**

- Collect your belongings!
- Take the lifts!
- Run!

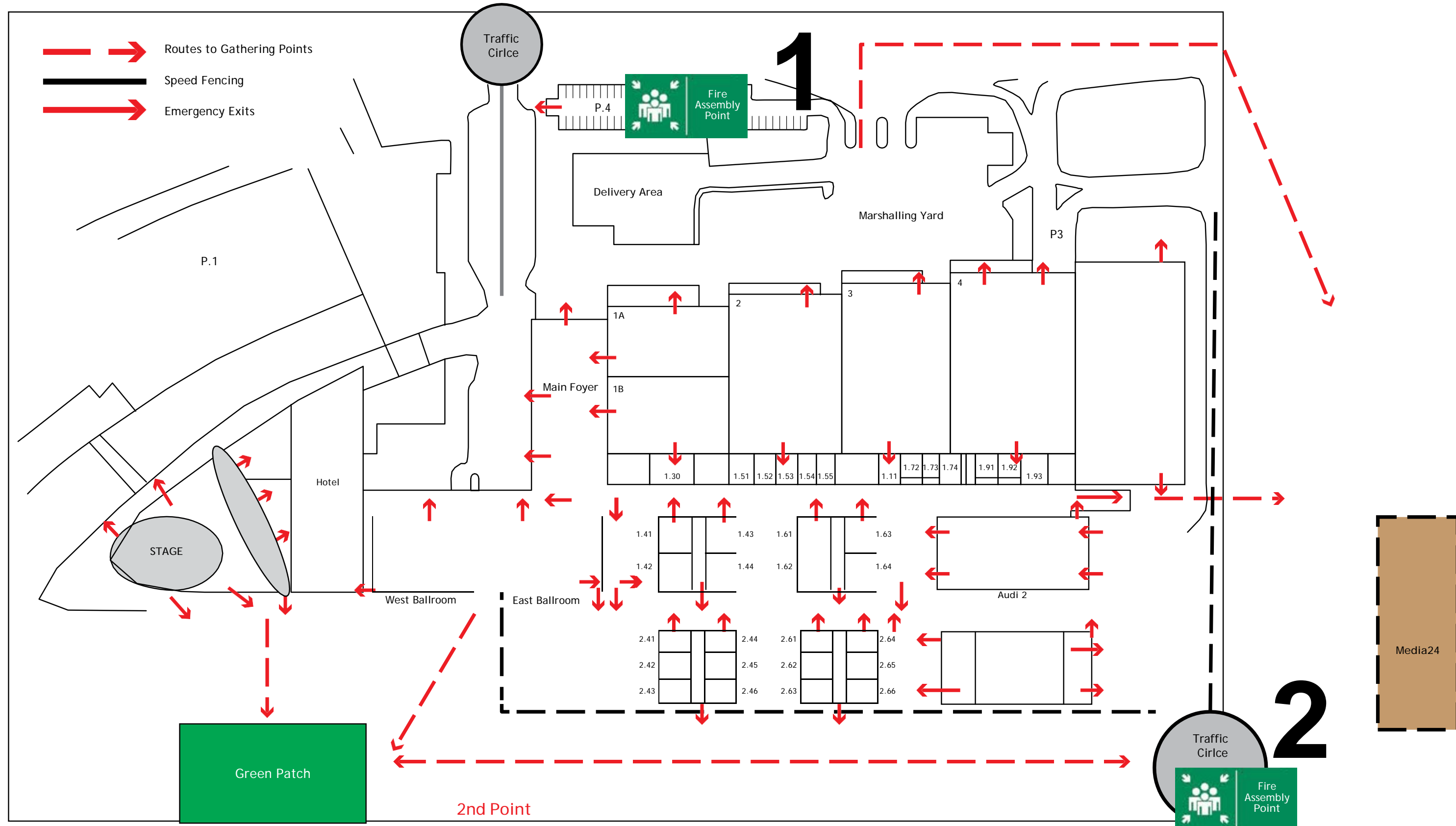
**DO:**

- Walk briskly to the closest fire exit, follow the green running man sign.
- Assist others on the way out.
- Go to the assembly point and stay in your department.
- Re-enter only when the all clear message has been given.
- Report to the fire marshal any irregularities or missing people.

To operate an extinguisher: *(Check your own extinguisher's label for detailed instructions.)*



# EVACUATION ROUTES



## ACCIDENT REPORTING AND FIRST AID

It is the responsibility of the event organiser to arrange a medic and /or medical room for your event.

The medic :

- Must provide first line medical support to all service providers.
- Must be registered with the health board.
- Must be available during all operational hours.
- Must complete an accident form for further investigation and follow up.
- Must report all incident to the safety officer.

CTICC - Get help:

Emergency number: 5252

Or contact the on-site medical facilities service provider.



## WASTE PLAN

It is the event organisers responsibility to provide an event waste plan and make provisions for:

- Skips
- Bins
- Cleaning services
- Hazardous waste bins if needed

Stand builders are responsible for their own cleaning.

The CTICC has an event waste plan in place that must be followed.

### NON-RECYCLING

**✓ Items that can go into this bin**

- Contaminated items
- Broken crockery
- Used paper plates & cups
- Small items
- Used serviettes
- Stickers
- Dirty plastic
- Non-hazardous liquid
- Paper towels
- Glued paper
- Dirty cardboard

**✗ Items that can't go into this bin**  
**No Hazardous Waste**

- Food waste
- Compact fluorescent lights (CFL)
- Electronic waste
- Irritants
- Corrosive items
- Toxic items
- Explosive items
- Used sanitary towels/soiled nappies

### RECYCLING

**✓ Items that can go into this bin**

- Glass bottles
- Tin drinking cans
- Tin food cans
- Tetrapack containers
- Plastic bottles
- Paper & cardboard

Containers don't need to be washed, but should be empty

If cardboard boxes are large, please arrange with cleaners for collection

**✗ Items that can't go into this bin**

- Food waste
- Dirty cardboard
- Glued Paper
- Used serviettes
- Used paper plates & cups
- Stickers
- Dirty plastic

### ORGANIC/FOOD WASTE

**✓ Items that can go into this bin**

- Any food waste
- Bread
- Coffee grinds & tea bags
- Meat
- Fish
- Pastry
- Fruit & vegetables
- Egg shells
- Pasta
- Rice

**✗ Items that can't go into this bin**

- Paper towels
- Non-hazardous liquid