

## **SAFETY POLICY NOTIFICATION**

**PLEASE NOTE:** This policy is applicable to all stand builders, electrical contractors décor providers, production crews and AV/ technical providers.

Revised legislation has necessitated that Durban ICC incorporating ICC Durban Arena and ICC Durban Exhibition Centre review their safety policy and the enforcement of safety standards during conferences and events with specific emphasis on build-ups and breakdowns (i.e. when the area is deemed a construction site).

The Durban ICC thus deems it necessary to reiterate the requirements stipulated in the indemnity document signed by organisers of the event / exhibition / function that all activities undertaken within the venue comply with the relevant necessary legislation and municipal by-laws. This applies specifically to the Occupational Health and Safety Act (OSH Act 85 of 1993) and the Events Safety Bill (SANS10366). It would be advisable to employ a recognised Health & Safety Consultant to assist in preparing a working document for all events / exhibitions / functions as follows:

### **CONTRACTORS & SUB-CONTRACTORS**

**Documents to be included in the required Safety File presented to the venue during build-up:**

- 1. Occupational Health & Safety Policy & Plan**  
*A written policy concerning the protection of the health & safety of his/her employees at work. It includes a brief description of the organisation and the arrangement for carrying out and reviewing that policy.*
- 2. Supervisor Appointment (Section 8.2 OSH Act)**  
*A written appointment of a supervisor to oversee all work done on site.*
- 3. General Safety Regulation 3.4**  
*Written appointment for providing First Aid on site, during build-up, breakdown and show days.*
- 4. General Safety Regulation 13.A**  
*Written appointment for a ladder inspector, inclusive of a register listing all ladders in use on site.*
- 5. Construction Regulation 7**  
*Proof that on site Risk Assessment was conducted by a competent person for the specific task performed.*
- 6. General Machinery Regulation 2.1**  
*Written appointment of a competent person to supervise and inspect the machinery being used. (Full time employee)*
- 7. Acts or Omissions by employees (Section 37.2)**  
*Mandatory agreement between (in this case) the organiser and contractor to ensure compliance of the occupational Health & Safety Act in terms of section 37.2.*
- 8. Driven Machinery Regulations**  
*Written appointment of a competent and suitable person/s operating high powered machinery (sanding machines, grinders, circular saws etc. )*
- 9. All technical drawings and floor plans**
- 10. Fall Protection Plan**  
*Required when contractors working on heights or using scaffolding measuring 1.5 meters or more. (i.e. Risk assessment for working within high rise areas).*
- 11. Safety Representative Appointment (Section 17 OSH Act)**
- 12. Electrical Installation Plan / Certificates (CoC's)**  
*Submission of such plans must take place after the job is complete.*
- 13. All Structural Engineer's Certificate**  
*(Only required for stands over 3 meters) Submission of such plans must take place after the stand building is complete.*
- 14. COID Registration Number (letter of good standing)**
- 15. Rigging Certificates**  
*(Should the service not be done by the venue itself). Submission of such plans must take place **after** the rigging is complete.*

## GENERAL SAFETY HOUSE RULES

**Applicable to all Organisers, Contractors, Subcontractors and Exhibitors on site during build-up & breakdown (i.e when the area is deemed a construction site, that is when shell scheme and custom-built stands are being built).**

1. All personnel are required to wear hard hats when working in areas deemed a 'construction site' during build up and breakdown of an event. (*Hard Hats are available via the Durban ICC for purchase on site*). .
2. Safety shoes are to be worn by all persons working with or lifting heavy materials. No open, canvas or trainer shoes or persons working barefoot will be permitted onto the work site.
3. Eye protection must be worn by all personnel cutting timber, grinding metals or welding.
4. All saws, grinding wheels and other portable equipment are to be guarded as required by the Act and no open, unguarded, inverted saw blades will be allowed.
5. A "Hot Works" permit will be required where any welding or grinding is carried out. This may be obtained from the ICCD Safety Officer.
6. Any person/s working in an elevated position will require a safety harness which must be secured to a safe structure.
7. A permit is required for all scaffolding utilised on site. This permit must be displayed on the scaffold framework during use.
8. No scaffold structure above 6 meters from the platform may be erected.
9. When moving the scaffold, no persons will be permitted to be stationed on the scaffold.
10. All designer / custom-built stands will require a Certificate of Compliance (COC) for temporary electrical installations.
11. The use of 2-core ripcord on any wiring on stands is strictly forbidden.
12. Approved wiring includes:
  - a. Cabtyre: 3-core 1.5 mm and larger (live neutral earth)
  - b. Surfex: 3-core 5 mm and larger (live neutral earth)
  - c. Trailing cable 3-phase (red, white, blue, neutral and earth)
  - d. Twin flat and earth 1.5 mm and larger
13. All wiring to be carried out to standard good wiring practices:
  - a. Single core or open wiring may not be run through stand supports.
  - b. Joints will be done with a connecting strip and will be bound with electrical insulation tape
  - c. All electrical equipment and appliances must be protected against earth leakage faults by ensuring that it is connected to earth leakage protection unless utilizing clearly marked double insulated equipment

For assistance, clarity on the above or for further information, kindly contact the ICC Durban Safety Officer, Ebrahim Yusuf, on telephone 031-360 1329 or e-mail [ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za)

TO COMPLY IS TO STAY SAFE!