

 <p><b>DURBAN ICC</b> INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p>	<p><b>ISO Management System</b></p>	<p>Approval</p>	
		<p><b>Operations Director</b></p>	
	<p><b>Contractor Safety Regulations &amp; Safety Requirements</b></p>	<p>Doc No: <b>SOP-14</b></p>	
		<p>Issue Date: 14/04/2016</p>	<p>Rev: 3</p>

## 1. POLICY

This policy is applicable to all contractors, sub-contractors, stand builders, electrical contractors, décor providers, production crews and AV/technical providers.

Revised legislation has necessitated that Durban ICC (incorporating the Arena and Exhibition Centre) review the safety policy and the enforcement of safety standards during conferences and events with specific emphasis on build up and breakdown (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, where all activities undertaken within the venue comply with the necessary legislation and municipal by-laws. This applies specifically to the Occupational Health & Safety Act (OSH Act 85 of 1993) and the Events Safety Bill (SANS 10366).

## 2. RESPONSIBILITY FOR IMPLEMENTATION

Operations Director  
Risk Manager  
Health & Safety Officer/s  
Security Manager  
Organiser of the event

## 3. REFERENCES AND SAFETY FILE REQUIREMENTS

### 3.1 Occupational Health & Safety Policy & Plan

A written policy, concerning the protection of the health and safety of his/her employees at work, must be in place. It should also include a brief description of the organisation and the arrangement for carrying out and reviewing that policy.

### 3.2 Supervisor Appointment (Section 8(2)(i) of the OSH Act)

A written appointment is required for a competent supervisor to oversee all work done on site.

### 3.3 General Safety Regulation 3(4)

A written appointment of a First Aider is required on site (according to GSR 3(4), during build-up, show and breakdown days.

### 3.4 General Safety Regulation 13.A

A written appointment of a ladder inspector is required. Inspect and record such inspections on a ladder register.

### 3.5 OHS Act Section 8(2)(d) Construction Regulation 9

Proof that an on-site Risk Assessment was conducted by a competent person for the specific task performed.

### 3.6 General Machinery Regulation 2(1)

Written appointment of a competent person as Supervisor of Machinery and inspect the machinery being used. (Full time employee)

### 3.7 Acts or Omissions by Employees or Mandatories OHS Act Section 37

A mandatory agreement must exist between the organiser and contractor to ensure compliance of the Occupational Health & Safety Act.

### 3.8 All drawings and floor plans for an event are to be submitted in the planning stages to the venue for approval purposes.

### 3.9 Fall Protection Plan

Required when contractor will be working on heights or using scaffolding measuring 1.5 metres or more (i.e. risk assessment for working within high rise areas)

### 3.10 Safety Representative Appointment – Section 17 OSH Act

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**3.11 Temporary Electrical Installation Plan / Certificates (CoC's)**

Submission of such plans must take place after the job is complete.

**3.12 All Structural Engineer's Certificates**

(Only required for stands over 3 metres). Submission of such certifications must take place **after** the custom stand has been complete.

**3.13 COID Registration Number (letter of good standing)**

**3.14 Rigging Certificates**

Submission of rigging certifications must take place **once** the rigging is complete.

3.15 Public Liability Insurance must be in place for all role players involved (all contractors, organisers and the venue)

**4. IMPLEMENTATION**

A Health & Safety Consultant shall be employed by the organiser to assist in preparing a working document for all events / exhibitions / functions according to the above references. Upon completion the safety file to be submitted to the Durban ICC Health & Safety Officer at least 3-4 weeks prior to build up in order to assess outstanding requirements where applicable.

**5. MONITORING**

The Durban ICC Health & Safety Officer, together with the employed consultant will conduct ad hoc site inspections to ensure legal compliance.

**6. CORRECTIVE ACTION**

Failure to comply with any of the above regulations may result in the contractor being asked to leave the site and in the event of a major non-compliance can face possible blacklisting.

**7. SERVICE CONTRACTOR SAFETY REGULATIONS**

All main contractors shall ensure that any sub-contractor employed by them will receive a set of these rules, understand them and adhere to them. Contractors will be held responsible for any breaches of the regulations during such time that the contract work is being undertaken.

**8. CONTRACT WORK**

8.1.1 The contractor is an entity undertaking work at the Durban ICC, whether contracted directly by Durban ICC or by an Event Organiser.

8.1.2 The contract work / service shall be conducted strictly in accordance to that agreed upon and in a safe and responsible manner and to this end, the contractor certifies that they are fully conversant with the provision of the prescribed legislation above and that his employees, agents and mandatories have similar knowledge.

8.1.3 No contractor shall commence work on the Durban ICC property unless and until he has received permission to do so by Durban ICC Management.

8.1.4 The contractor certifies that all electrical or mechanical equipment which will be brought onto the site and used during the course of the contract conforms to the regulations and is safe to use.

8.1.5 The contractor further understands that should it come to the attention of the Durban ICC officials / representatives that such equipment does not meet the required standards, the Durban ICC may order cessation of work until such time as the equipment is repaired or replaced satisfactorily.

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- 8.1.6 No excavations of any sort shall be commenced at any time during the contract works, or stakes driven into the ground, unless and until permission is granted by Durban ICC Management.
- 8.1.7 Before any welding operations or hot work is carried out, permission must be sought from the Health and Safety Officer and/or Risk Manager. We will require the following items to be in place on inspection (before and after) of the work area in order for permission to be given for any Hot Work activities:
- Must have trained people to do the work.
  - Must have the right type of equipment to carry out any Hot Work.
  - Must have fire equipment and a competent fire watch on standby at the work site.
  - The area must be cleared of all flammable substances.

**If the above is not complied with then no permission will be given for any Hot Work Activities.**

- 8.1.8 No work shall be undertaken unless supervised by a competent person (OHS Act Section 8(2)(i).)
- 8.1.9 During the contracted period, the contractor shall take all necessary steps to ensure that the site / exhibition space remains reasonably clear of waste and any hazardous material or substances.
- 8.1.10 On completion of such work the contractor shall make good and leave the site clean and tidy and any costs of removal of such waste etc., shall be borne by the contractor.

## 8.2 Tools and Equipment

- 8.2.1 The contractor shall not be permitted to use Durban ICC tools or equipment.
- 8.2.2 They shall provide their own tools and equipment and these shall remain under lock and key when not in use and Durban ICC will not be liable for any loss thereof or damage thereof, however caused.

## 8.3 Removal of Items

The contractor and / or any person engaged to work on their behalf, shall not remove any item from the site without permission and an official gate pass.

## 8.4 Movement on the Durban ICC property

The contractor shall advise all those under his control that movement about the property other than in the area of the contract work, is strictly forbidden without special permission from Durban ICC Management.

## 8.5 Clothing and Safety Apparatus / Equipment

As stated in the Act personal protective clothing and/or equipment shall be worn when required to. (Consult with the Health and Safety Officer and Risk Manager on these particular requirements should there be an uncertainty.

## 8.6 Combustibles and Flammables

- 8.6.1 No combustible and/or flammable material will be permitted on or stored on site without permission from Durban ICC Management.
- 8.6.2 Should the contractor engage in work that may cause a fire, he should first report same to Durban ICC Management.

## 8.7 Damage to Property

- 8.7.1 Should any property belonging to or in the care of the contractor or any person engaged in the contract work be damaged, the Durban ICC shall not be liable for same, however caused and the contractor fully indemnifies the Durban ICC in respect thereof.

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8.7.2 Should any property belonging to the Durban ICC be damaged, such damage should immediately be reported to Durban ICC Management and the contractor shall be liable to compensate the Durban ICC should the loss or damage to said property be as a result of negligence or otherwise of any person engage in the contract work.

8.7.3 Should any property of any other party be damaged through and by way of the contract work the company shall not be responsible and the contractor indemnifies the Durban ICC.

#### 8.8 Accidents

Any accident or injury shall be reported immediately to Durban ICC Management and if reportable in terms of the OSH Act, this shall be reported by the contractor to the inspector and proof of such shall be given to the Durban ICC Risk Manager and/or Health & Safety Officer.

#### 8.9 Liquor, Drugs, Dangerous Weapons and Firearms

The contractor shall ensure that no liquor, drugs, dangerous weapons or firearms are brought onto the premises.

#### 8.10 Searches

The contractor and any person engaged in the contract work may at any time be searched by Durban ICC contracted security personnel and all packages, suitcases, etc., must be presented to the access control point for examination prior to being brought onto or taken off the property.

#### 8.11 OSH Act Responsibilities

Further in terms of Section 37(2) of the Occupation Health & Safety Act 1993, it is hereby agreed that –

8.11.1 In terms of the section the contractor shall be responsible for the full and proper implementation of the terms and provision of the Act and it's regulations in the area where the work is to be undertaken for the company/client/lessee, by the contractor.

8.11.2 The contractor shall be responsible for the well-being, in relation to health and safety, of all persons coming upon/into such area in accordance with that legislation, subject to any directives issued by Durban ICC Management.

8.11.3 The contractor undertakes to report to Durban ICC Management any hazard to health and safety which exists or arises during the contract work in the area concerned and over which the contractor shall have no control.

8.11.4 All necessary and appropriate safety/health equipment shall be issued by the contractor to all persons working or coming into the area.

#### 8.12 Indemnification

The contractor hereby certifies that all contracting workmen recognise the inherent hazards that exist on the Durban ICC property and that the contractor –

8.12.1 Enters the property entirely at its own risk and therefore the contractor **waives any claims** of whatsoever nature against Durban ICC, it's employees, agents and/or mandatories in respect of any loss, damage and/or injury whether same is as a result of any negligent act or omission on the part of Durban ICC, it's employees, agents and/or mandatories or other independent contractor, or by third persons or by way of defective equipment or materials supplied by Durban ICC, nothing at all excepted.

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8.12.2 Indemnifies Durban ICC, its employees, agents and/or mandatories against any claims from the contractor's employees and/or from any other persons arising and being caused in the manner set out above, nothing at all excepted.