



Site Safety Rules

version dated 2 Dec 2016

All Visitors, Client, Exhibitor and Contractors MUST adhere to the following venue rules:

- Follow ASB venue and security staff safety instructions at all times.
- Make yourself familiar with and adhere to all Safety signage and instructions.
- Correct / valid ID passes must be carried at all times.
- Sign in / out at your advised appropriate site safety office.
- Vehicle Speed is 10kph for all areas of the venue.
- Follow traffic directions at all times – one way systems are in place.
- Park only in your designated area.
- Smoking is not permitted inside any of the venue areas. Designated areas may be available – ask staff.
- Anybody entering this site whose actions/behaviour/appearance/conduct suggests that alcohol or drugs maybe impacting on their ability to take responsibility for their own safety and that of others will be refused entry.

During pack in and pack out stages All Event Organisers, Exhibitors and Contractors MUST adhere to the following

- The Client, Exhibitors and Contractors are all required to be inducted, wear ID pass and hi-viz vest prior to being permitted access into the venue during pack-in. ID passes are to be carried at all times.
- **No children 15 years or under** are permitted onsite at any time during pack in and pack out stages.
- **Specified PPE (Personal Protective Equipment) must be worn in the venue during the pack-in and pack-out stages.**
 - **Hi-Viz vest (orange or yellow)**
 - Closed toed footwear is a minimum requirement during pack-in and pack-out
 - Other PPE appropriate to the risk e.g. safety footwear, safety helmet. This will be captured on the hazard board if required
- Forklift and lifting platforms for height work are only to be used by authorized licensed operators, ID is required Best safety practices to be used at all times.
- Indoor vehicle Speed Limit is 5kph for any vehicles operating within the venue and hazard lights must be flashing. Use of vehicles inside venue to be pre authorised. Spotters may be required with large vehicles and trailers.
- No vehicles to use hall loading zones unless permitted to do so. Parking in loading zones is not permitted.
- All machinery / ladders / tools to be safe, compliant and used only by those trained to do so, best safety practices are to be followed at all times.
- All electrical equipment is required to be tagged and tested. Phone chargers and personal laptops are excluded except for when left unattended and or used for display purposes during the show.
- All ACCIDENTS/INCIDENTS/NEAR HITS/SPILLS or any new HAZARDS must be reported to Event Organiser and ASB Showgrounds staff immediately.
- Contractors must update the venue hazard board with any hazards they bring onsite with controls
- In the event of an emergency, you will be required to proceed immediately to the assembly point indicated on the emergency plan and hazard board.

Failure to comply with the venue health and safety requirements may result in your removal from the site.

- **By signing the Visitor / Contractor book you agree to the venue rules listed above.**