

HEALTH & SAFETY PROCEDURES – IMPORTANT FOR ALL EXHIBITORS!

At the beginning of 2006, the Government of Ontario set targets of lowering workplace injuries by 20% across the province in all work environments. The Ministry of Labour hired and trained approximately 200 new inspectors in Ontario that have been vigilant in their enforcement of the Occupational Health & Safety Act across all businesses in Ontario. Many industries had been previously overlooked, including the shows & events industry, with little or no inspections or enforcement of the law due to a low number of inspectors.

According to the Occupational Health & Safety Act, everyone on the show floor needs to be responsible for ensuring a safe working environment. All on-site move-in/move-out staff and contractors must be knowledgeable on the necessary work protection activities that must be implemented in accordance with the law.

In order to ensure that everyone understands the importance of this policy, **all exhibitors are required to sign and return the “Safety Acknowledgement Form” attached prior to move-in - this will be enforced.**

Show management will be vigilantly monitoring the show floor to ensure a safe work environment. It needs to be everyone’s goal to minimize the potential hazards and reduce the risk of injuries – everyone needs to think safe and stay safe. Should you see a hazard or unsafe work practice on the show floor, we request that you notify show management immediately.

The **Ontario Occupational Health and Safety Act** (the Act) is the ultimate authority on issues of Health and Safety in the workplace and these tips are meant to inform you of the basics. The Act is enforced by provincial safety inspectors and could show up on site. The Act should be consulted if questions arise.

This document is intended to provide baseline information to exhibitors setting up at the Green Living Show. A few key items are listed for you to follow. Each instance can have certain specifics associated with it.

- Due to the high volume of activity and equipment/materials on the show floor, it is highly recommended that safety shoes be worn during move in and move out. No open toed shoes will be permitted for safety reasons.
- Do not use chairs or other inappropriate items as ladders. You should bring your own proper stepping device, as most companies won’t lend them due to liability issues.
- Ladders are not to be used as working platforms. (i.e. they are used for momentary access to a higher point) Extended time at a height should be performed on a small scaffolding system.
- Ontario law prohibits children under 14 to be on a show floor during move in and move out. Please make alternate arrangements to keep children off the floor.
- Should there be any work happening overhead, hard hats would be required for anyone operating in the area.
- If your display involves significant activity, you may be required to secure your area from unauthorized access

Show Management wants you to have a safe show and following some basic safety guidelines will ensure we all are protected.

SAFETY ACKNOWLEDGEMENT FORM

All exhibitors must comply with the legislation stipulated in the Occupational Health & Safety Act, governed by the Province of Ontario. It is also the sole responsibility of each exhibitor to ensure that all on-site staff and contracted suppliers are familiar with this legislation and comply with these regulations at all times while on the property of Exhibition Place – including but not exclusive to the Direct Energy Centre.

These regulations will be strictly enforced on-site by both show management and representatives of the Ministry of Labour. Any fines or costs incurred due to the stoppage of labour will be at the sole expense of the exhibitor.

I, the undersigned, acknowledge that I understand the Show Health & Safety requirements of the show. I recognize that as an exhibitor and employer in the Province of Ontario, I am required to be educated on the Occupational Health & Safety Act and that I must ensure that my company works in compliance with the legislation at all times while on-site at the Green Living Show. I concede that failure to do so may result in work stoppages or Ministry of Labour fines and that all penalties incurred will be at the expense of myself or the company to which I represent in signing this document.

I also acknowledge that it is my sole responsibility to ensure that all on-site move-in/move-out staff and contracted suppliers, employed by my company, are informed and compliant to both the Health & Safety Procedures of the Green Living Show and the Occupational Health & Safety Act stipulated by the Province of Ontario. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to the Occupational Health and Safety Act, as an exhibitor of the 2012 Green Living Show, I agree to be liable for the actions of my staff and contractors as it applies to the situation.

Exhibiting Company: _____ Booth # _____

Print Name: _____

Signature: _____

(I have authority to represent the exhibiting company listed above)

Date: _____

PLEASE COMPLETE AND RETURN THIS WAIVER BY March 28, 2012. MOVE-IN MAY NOT BE PERMITTED UNTIL THIS FORM HAS BEEN RECEIVED BY SHOW MANAGEMENT – THIS WILL BE ENFORCED ON-SITE.

Please fax the completed form to the Green Living Show at 416.642.1711, attn. Kasia Hulicki