



MELBOURNE  
CONVENTION  
EXHIBITION  
CENTRE

# MCEC OH&S Site Induction

# OCCUPATIONAL HEALTH AND SAFETY (OH&S) SITE INDUCTION

## Melbourne Convention and Exhibition Centre

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## 1. INTRODUCTION

### 1.1 MCEC SAFETY OVERVIEW

Your evidence of familiarisation with the contents of this OH&S Induction handbook and completion of the MCEC Serviced Area Induction is a precondition for permission to work on the Melbourne Convention and Exhibition Centre (MCEC) premises. These Inductions ensure all persons working within the MCEC buildings understand the MCEC and their surrounding work environment and covers pertinent OH&S issues such as:

- Emergency procedures at the MCEC
- Emergency contacts (identification and sequence)
- Where and when to report accidents and near misses
- Where to park and general housekeeping issues
- Personal safety around an event site

Access to both the MCEC Serviced Area Induction and Occupational Health and Safety (OH&S) Site Induction will be available through the MCEC website at [www.mcec.com.au](http://www.mcec.com.au).

Upon signed completion of this OH&S Site Induction an MCEC Site Induction Pass will be issued. This pass acknowledges that you have supplied the MCEC with a signed receipt stating you have read and understood the details of the MCEC OH&S Site Induction and have completed the MCEC Serviced Area Induction.

The MCEC Induction Pass does not provide automatic right of entry to the site. Each event may have customised security arrangements that require a greater level of identification to gain access.

Those persons found working outside the parameters set by this OH&S Induction Handbook, will be removed from the MCEC sites immediately, followed by further corrective action for the associated employers.

### 1.2 MANDATORY MCEC OH&S SITE INDUCTION REQUIREMENTS

1. Persons working in a contracting or subcontracting capacity on site at the MCEC buildings are required to complete this OH&S Site Induction Handbook in conjunction with completing the MCEC Serviced Area Induction.
2. Access to the MCEC Serviced Area Induction and a copy of the OH&S Site Induction Handbook is available via the MCEC website at [www.mcec.com.au](http://www.mcec.com.au), the relevant MCEC department, or your Contracting Company or Organiser. The OH&S induction document can be completed in advance off site. Completed questionnaires can be returned by either fax or email, along with a copy of your certificate following completion of the MCEC Serviced Area Induction.

3. To avoid delays we suggest off site completion. Proof should be shown upon arrival on site with completion of the signed acknowledgement, along with a copy of your certificate following completion of the MCEC Serviced Area Induction. This acknowledges on-line component has been completed and the handbook has been read and understood.
4. No Induction Pass or Identification, no MCEC Access will be permitted. Upon receipt of your induction information, the MCEC will issue an MCEC Site Induction Pass.
5. All contractors and subcontractors are to provide the appropriate MCEC Department Manager or the MCEC Event Services Manager with the following information and documentation prior to the commencement of any works:
  - Job Safety Analysis (JSA) for all work conducted within the MCEC.  
[Job Safety Analysis Worksheet \(JSA\) - WorkSafe Victoria](#)
  - A copy of your Occupational Health and Safety Policy.
  - A Certificate of Currency of your Work Cover Policy.
  - A Certificate of Currency of your Public Liability Policy (at least \$10 million).
  - A copy of your 'Safe Work Procedures' for all work to be undertaken at the MCEC.
  - Evidence of a suitable induction process for your staff to the MCEC site.
6. The Permit to Work system (PTW) is a requirement for the actual conducting of the works when required. No Permit, No Works.
7. If there is anything you do not understand, contact your Manager/Supervisor or Organiser.

## 2. SITE SECURITY AND HOUSEKEEPING

### 2.1 IDENTIFICATION & INDUCTION PASSES

For further information or queries, see your relevant MCEC Department Manager, Event Services Manager or Organiser.

### 2.2 EVENT SECURITY

Event Security are contracted by the Organisers and are responsible for the safety and security of the licenced area only.

Security must be present on any open doorway into the licenced area; this includes all open entry and exit doors.

All incidents within the event area, including medical and security incidents, are to be documented by the Event Security staff with copies forwarded to the Security Control room within 24 hours.

Event Security are to be equipped with suitable first aid kits to attend to any medical incidents within the licenced area, unless the licensor has provided specialized first aid personnel. (I.e. St Johns ambulance)

### 2.3 SAFETY CHECKS

The MCEC will conduct random safety checks of works to ensure compliance to the MCEC OH&S Site requirements.

- The safety team meet each morning of the licence period to confirm the day's operations.
- The MCEC representative will document this meeting.

Any reported unsafe work will require an immediate stop of the works and the relevant persons or organisation may be removed from site until the required corrective action has been taken.

### 2.4 EMERGENCIES ONLY

Dial Extension **6666** from any house phone or **9235 8333** in the event of an emergency.

### 2.5 REPORTING HAZARD AND UNSAFE WORK PRACTICES

A hazard report is raised when there is a potential risk to harm or obstruct persons on the MCEC site. Copies of the MCEC Hazard Reports can be obtained from the MCEC Loading Docks and from the Event Services Manager. They should be completed and returned as soon as possible to ensure the issue is documented and appropriate action taken immediately to minimise risk.

Return the Hazard Report Immediately to:

- Direct Supervisor
- Organisers Office
- Event Services Manager
- MCEC Loading Dock Offices
- Member of the MCEC Management Team

Any reported unsafe work will require an immediate stop of the works and the relevant persons or organisation may be removed from site until the required corrective action has been taken.

### **3. MANDATORY SAFETY RULES**

#### **3.1 HOUSE KEEPING**

Each person is responsible for ensuring their workplace is kept in a clean and safe condition to minimise the risk to health and safety of all persons on the site.

Contractors found causing damage to the building by leaning panels against columns or walls, drilling, painting, sawing without ground covers, not replacing carpets correctly or cutting carpet tiles will be charged for repairs or replacement.

#### **3.2 CHEMICALS & HAZARDOUS SUBSTANCES**

Contractors with chemicals must comply with the legislative requirements for storage, handling and transportation. Legislation includes Occupational Health and Safety Act 2004, Dangerous Goods (Explosives) Regulations 2000, Dangerous Goods (Storage and Handling) Regulations 2000 and Occupational Health and Safety Regulations 2007. Where possible the need for hazardous substances should be eliminated. Appropriate personal protective equipment (PPE) must be worn at all times when handling chemicals.

##### **3.2.1 MATERIAL SAFETY DATA SHEETS**

A Material Safety Data Sheet (MSDS) must be produced upon request for any chemicals or hazardous materials brought, stored or handled at the MCEC, as well as disclosure of the chemical usage on the appropriate Job Safety Analysis (JSA). All employees/contractors have access to material safety data sheets for chemicals kept on the MCEC site.

##### **3.2.2 CHEMICAL SPILLAGE**

- Any spillage of chemicals or other materials shall be cleaned up immediately. Spill response kits are available at both the Melbourne Convention Centre and Melbourne Exhibition Centre Loading Docks.
- Refer to the Material Safety Data Sheet for clean-up instructions.
- Any spillage shall be reported to the Manager/Supervisor immediately.
- Temporary barriers and signage should be put in place to warn others of the hazard.

#### **3.3 PLANT & EQUIPMENT OPERATIONS**

Relevant licences, permits, accreditations are required when operating machinery. All forklift and lifting equipment operators must carry their current license and their driving licence.

Plant and equipment must be appropriately tested and tagged, and be in good working order when using on the MCEC site.

### 3.4 PLANT – EQUIPMENT ISOLATION (LOCK OUT & TAG OUT)

The MCEC requires the isolation and lockout of items of plant and equipment prior to any repair or maintenance work being carried out on the equipment, so that any potential hazards are eliminated or controlled.

This is also to prevent the operation of faulty or dangerous plant or equipment or the operation of energy sources (hazards) which will harm personnel working downstream from the point of isolation.

#### 3.4.1 CAUTION / OUT OF SERVICE TAGS

Caution or Out of Service Tag on an item of plant indicates that the plant is unserviceable and should not be used. It can be attached to non-powered plant such as ladders, jacks and trolleys as well as powered plant and should be attached to the main controls if possible, or to a prominent part if there are no controls (such as in the case of a damaged ladder).

- Prior to attaching an out of service tag all required details on the tag should be clearly entered in the spaces provided, with emphasis given to the reason for placing the tag. Tags should be securely fixed, so as to be clearly visible.
- Except in an emergency, out of service tags should be removed only by a person who is both familiar with the plant and fully conversant with the reason that the tag was placed.

### 3.5 LADDERS

When using a ladder, abide by the following guidelines:

- Your ladder will indicate which rungs you may stand on. Do not stand on any rungs not recommended by the ladder's manufacturer.
- To minimise slippage, clean boots of mud and debris before use.
- Ensure the ladder is on a stable even surface.
- Keep both hands free to use when climbing or ascending, maintain three point of contact with the ladder.
- Carry tools in pockets or hoist them up with a rope in a canvas bag.
- Have an assistant hold the bottom of the ladder to prevent movement.
- Barricade the work area when the public or vehicles are in the vicinity.
- Keep the body within the ladder side rails.
- Do not straddle the ladder or support planks with the ladder.
- Do not perform hot work while working on a ladder.
- Do not work backwards on the ladder.
- Do not use any equipment requiring two-handed operation.
- Do not use any PPE, which impairs vision.
- Do not use the ladder for anything but its intended purpose.
- Do not work over other people and do not allow anybody else to be on the ladder at the same time.
- Do not use the ladder in wet or windy conditions.
- Ladders should not be used in access areas or within the arc of swinging doors.

### 3.6 WORKING FROM HEIGHTS

A large amount of work within the MCEC requires work to be conducted from heights such as rigging, shell scheme builds, hanging banners and building custom built stands.

The definition of a fall as outlined in the Occupational Health & Safety Regulations 2007 – in Part 3.3 (Prevention of Falls) – means a person's involuntary fall of more than 2 metres.

For all tasks involving work from heights, preference should be given to the use of platform ladders, scissor lifts, scaffolding or elevated work platforms.

Appropriate and approved harnesses or fall restraints devices capable of arresting a fall from a height of no more than 1.8 metres must be used whenever personnel are working at height. This includes riggers, scaffolders, stand builders, audio visual staff, lighting crews on trusses etc.

For any works above 2 metres, contractors are to supply a Job Safety Analysis.

Custom Built stands require MCEC approval. Approval will only be granted for the construction of two storey stands after the contractor provides a JSA, and agrees to abide by the JSA.

### 3.7 TEST & TAG

All temporary electrical installations must be carried out by a registered electrical contractor. All electrical installations on displays must be in accordance with both AS/NZS 3000:2007 Wiring Rules and the code of practice for temporary installation on building and construction sites. Only unmodified appliances may be plugged in to electrical general-purpose outlets.

All electrical leads need to be tagged and tested in accordance with AS/NZS 3760:2010 prior to use on site.

A recording system with dates and results of testing must be in place. Items are to be tagged at time of testing. Tags are to be made of a non-metallic and durable material and be non-reusable. They should contain the date of testing and the name of the person or company that did the testing.

An MCEC Electrical Safety Certificate must be completed by contractors after any electrical installation works. The Electrical Safety Certificate must be forwarded to the Event Services Manager prior to Exhibition Opening.

### *Testing and Tagging*

- All new electrical equipment must be tested and tagged prior to initial use.
- All electrical leads, tools and equipment must be tested & tagged, every twelve months. Visually inspect electrical leads, tools and equipment for damage before each use.
- Use safety switches (RCDs) when using electrical tools and equipment.
- Use competent people to repair damaged electrical leads, tools and equipment.

### *Never*

- Use damaged electrical leads, tools and equipment.
- Use electrical leads, tools and equipment in damp or wet conditions unless they are specially designed for use in those conditions.
- Place electrical leads in areas where they may be damaged (e.g. on the ground, through doorways and over sharp edges).
- Overload electrical circuits.
- Use modified electrical tools and equipment.

## **3.8 PERMITS TO WORK (PTW)**

Contractors must obtain a Permit To Work (PTW) and or approval for isolation requests from the Brookfield Multiplex Services prior to starting each activity requiring a Work Permit and or isolation request. Permits can be obtained through the Event Services Manager or Loading Docks Manager.

The following activities require Work Permits and/or Isolation Requests:

- Any electrical work undertaken outside of the licensed area of the Exhibition Hall requiring access to distribution boards or service tunnels.
- Any rigging to be undertaken within the MCEC.
- Use of oxy-acetylene equipment or any other work that emits sparks.
- Interruption to power and light supply
- Interruption to fire alarm/fire detection systems

All Permits to Work must be accompanied by a Job Safety Analysis on the work to be undertaken and be authorised by the Brookfield Multiplex Facilities Manager.

## **3.9 INCIDENTS**

Report all incidents or near misses to the Event Organiser, Event Security or Event Services Manager.

## **3.10 CHILDREN IN HALLS AND LOADING DOCKS**

- Persons under the age of 15 years are not permitted on the Loading Dock or in the halls whilst a move in or move out are taking place unless formally employed with adequate Workcover for the duties being performed.

### **3.11 LOADING DOCK SAFETY**

The Melbourne Exhibition Centre and Melbourne Convention Centre Loading Docks are very busy during the move in and move out of events. It is designed for the movement of trucks, plant and motor vehicles and can be dangerous for pedestrian traffic.

### **3.12 ALCOHOL AND DRUGS**

It is prohibited for any contractor to be under the influence of alcohol or illegal drugs while working at the MCEC or while performing site activities, including operating vehicles or equipment. The manufacture, distribution, possession, use or sale of any illegal drug or alcohol at the MCEC is strictly prohibited and will be dealt with promptly.

### **3.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All persons working on the MCEC site must identify and use appropriate PPE for the works they are undertaking, including eye, hearing and sun protection.

#### **3.13.1 SAFETY VESTS**

Safety Vests are compulsory whilst on loading docks or in the MCEC venues during the move in and move out of events.

### **3.14 PUBLIC SAFETY**

All contractors/sub-contractors must submit notification to the MCEC of an intention to carry out work on site, which may affect the public. The movement of other people in the area must be considered, therefore, arrange barricades, signs or other appropriate measures to ensure the safe flow of pedestrians and traffic. Secure the site when unattended. Barricade and/or cover excavations where there is a risk of injury.

### **3.15 SMOKING**

All buildings within the MCEC are smoke-free environments. Please observe the No Smoking rules on site. Smoking zones are marked accordingly. No smoking within 5m of the loading dock roller doors.

## **4. MELBOURNE EXHIBITION CENTRE - VENUE SPECIFIC SAFETY**

### **4.1.1 CONTRACTORS DURING MOVE OUT**

- Forklifts, Boom Lifts and Scissor Lifts are not to be operated on the Loading Dock or hall for the 1st Hour after the roller doors have been raised or until it is deemed safe by Event Services Manager, Loading Dock Manager, Organisers, and Security.
- Contractor vehicles are not permitted onto the Loading Dock until 2 hours after the exhibition has closed. This is to lower the queue entering the loading dock and to have maximum spaces on the loading dock available for exhibitors.
- Contractors are not permitted to block aisles ways and impede exhibitors' departure.

### **4.1.2 MELBOURNE EXHIBITION CENTRE LOADING DOCK ENTRANCE**

- The Melbourne Exhibition Centre is a self-managing dock. At times the entrance gate will not be manned. Users are required to take Access Permit at the boom gate machine to gain access.
- Entrance to the Loading Dock is via the Normanby Road entrance
- Signage at the entrance shall be maintained to provide direction as to how the Loading Dock area operates
- All access to the Melbourne Exhibition Centre Loading Dock is through the entry gate at the western end of the building.
- No access will be granted without evidence of MCEC induction.

### **4.1.3 TRAFFIC SAFETY**

A 5km per hour speed limit operates at the MCEC across both Loading Docks and Exhibition Halls.

### **4.1.4 PARKING ON THE MELBOURNE EXHIBITION CENTRE LOADING DOCK**

- Vehicles are not permitted to park on, over or blocking the yellow or red painted KEEP CLEAR AREAS near the doors. Pedestrian walkways are to remain clear at all times. This includes ramps, tailgates and doors of vehicles and exhibitor/contractor goods.
- Vehicles with Contractor passes are permitted to park on the Loading Dock during Move –In and Move –out of exhibitions and events. Maximum of four (4) vehicles on the Loading Dock per company at any one time.
- During large exhibitions or when instructed, contractor vehicles are not permitted to park on the Loading Dock due to the need for car spaces for exhibitors and the presence of Storage Containers and Hoeckers. Vehicles are allowed access for 30 minutes maximum to unload tools, equipment etc. Once unloaded vehicles are to be parked in the Exhibitor Car Park on Munro Street, permit passes will be accepted. (The MCEC Management can make a decision on contractors parking on the dock at any time).

- Vehicles parking close to bollards must leave a 3 metre clearance from the pedestrian walkways to allow “clear vision space” for pedestrians and traffic.
- Vehicles are not permitted to park on the yellow line that runs down the length of the dock defining the roadway.
- All persons to wear approved high visibility clothing or safety vests on the loading dock and in the hall.
- Drivers to observe road rules and give way to pedestrians at all times on the loading dock.
- Drivers to park as per Loading Dock Traffic Controller directions and as close to safety rails to ensure maximum roadway.
- Vehicles not to encroach the “keep clear” areas with vehicle, tailgate or load.
- When taking load into hall, drivers must use the defined vehicle entry points only at roller doors.

#### **4.1.5 EXCLUSION ZONES – UNLOADING AREAS**

- The roller doors on the loading dock have been painted with pedestrian walkways and forklift drive areas.
- Forklifts are only permitted to drive on the yellow forklift designated areas and pedestrians are not permitted to access /exit the hall via this area, they must enter / exit hall through Fire Exit doors located at side of Roller Door.
- Forklifts are not permitted to drive on the pedestrian defined access lanes.
- All loading/unloading of vehicles by forklifts needs to be done in an exclusion area. Temporary barriers need to be assembled in area where Forklift is operating.

#### **4.2 ACCESS TO EXHIBITION HALL**

Access to Exhibition Hall will not be allowed to contractors or Organisers unless Event Security is present and has control over the exhibition hall. Where early access has been granted to contractors, Event Security must be present.

##### **4.2.1 TRAFFIC CONTROL WITHIN EXHIBITION HALL**

- Floor plans to show forklift operating lanes and clear aisles.
- Signage to be placed defining these lanes
- A responsible spotter will be required to guide all forklifts whilst operating in the hall.
- Announcements to be made by organisers reminding exhibitors of safety requirements.
- Place all goods onto the stand in such a position that the goods do not encroach into the aisle ways.
- All unnecessary stand builders’ equipment to be removed from hall prior to the commencement of exhibitors moving in.
- Access to fire doors or fire equipment is not to be blocked at any time.

#### **4.2.2 PEDESTRIANS**

Safety zones have been established on the Melbourne Exhibition Centre loading area. All pedestrians are to utilise the pedestrian walkway behind the bollards when walking along the dock, and to cross the dock at the appropriate pedestrian crossing. Pedestrians are to enter and exit halls via areas marked in **RED** at Roller doors and through Fire Exit doors located in each bay.

#### **4.3 MELBOURNE EXHIBITION CENTRE GAS CAGES**

The MCEC has a number of Gas Cages located on the Loading Dock that allow for the storage of these items safely outside the building. The Loading Dock staff or MCEC Security Control Room can provide access.

No gas bottles are to be stored or left in the building or with storage on dock area. All bottles must be returned to gas cage located near the Wash Bay when not in use. All bottles must be stored upright to ensure they cannot fall.

#### **4.4 FORKLIFTS**

- Any forklifts brought onsite need to be approved by the Loading Dock Manager.
- All plant equipment is to be tagged with the name and phone number details of the hiring company.
- Drivers to abide by Traffic Management procedures when operating on the Loading Dock
- Any directions or instructions given by MCEC staff must be adhered to at all times.
- Drivers to observe road rules and give way to pedestrians at all times on the loading dock.
- Drivers to operate forklifts at a walking pace at all times within the exhibition halls.
- A site inducted plant spotter must accompany any plant entering the exhibition halls. The responsibility of this role is to ensure the path of the plant remains clear of pedestrians and hazards.
- Forklifts are to use designated forklift aisle ways that are established for each event.
- Forklifts cannot be left unattended at any time with a key in the ignition.
- All forklift drivers to hold appropriate forklift licence and current car licence.
- Forklifts operating in the hall to have lights switched on.
- Forklift drivers are to wear their seat belt and a safety vest at all times, they are also responsible for ensuring spotters working with them are wearing a safety vest.
- If a spotter needs to leave the forklift then the driver must place the load or tynes on the floor if practicable and keep the forklift stationary until the spotter returns.
- Drivers to reverse when vision is slightly blocked by load.
- Driver's to sound horn at intersections and blind corners.
- Drivers are not permitted to lift any person on forklift tynes or carry passengers.

- Drivers must switch forklift off whilst speaking on radios or mobile phones.
- Hands free radios or phones are not permitted whilst operating equipment.
- Forklift tyres to be as low as possible when driving in hall.
- Forklift Tyne extensions must be secured when fitted
- Forklift drivers must give way to pedestrians.
- Forklifts must have a completed service logbook.
- Driver to complete a documented safety check daily.
- A Quality Improvement Request (QIR) will be issued for failure to abide on above procedures to driver and company.

Forklifts must be parked in the designated area on the Loading Dock. Gas bottles are to be removed and stored in the gas cage area. Keys must not be left in the forklift and must be removed by hire company the day after move-out of the exhibition has completed.

#### 4.5 LICENCE CHECKS & EQUIPMENT REGISTRATION

- MCEC Loading Dock staff conducts licence checks of forklift operators per exhibition.
- All forklift drivers to hold a current car drivers licence and forklifts must be registered.
- Forklifts must be registered. Under the Vic Roads Road Safety Act 1986 S18, S3. Victoria 1999 Rule 11,12 & 13:
- If driven on a gazetted roadway a car licence is required (as they are defined as motor vehicle) regardless of size.
- In general terms road or road related area includes any area open to or used by the public for Driving/ riding motor vehicles and includes footpaths, nature strips, car parks and similar. The Melbourne Exhibition Centre loading dock is a gazetted roadway.

#### 4.6 EQUIPMENT SERVICE HISTORY

- All contractor companies who bring their own equipment onto the Melbourne Convention and Exhibition Centre site must supply with the equipment a service logbook on request by Loading Dock Manager, Event Services Manager or OH&S representatives.
- All companies hiring plant equipment from Hiring Companies must ensure the equipment has a completed Service Log Book.

#### 4.7 SPOTTERS – PLANT

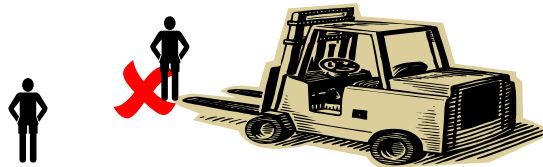
Spotters are required in the exhibition hall as soon as contractor staff commence the placement of carpet tiles onto hall floor.

#### 4.7.1 SPOTTER RESPONSIBILITIES

Spotters are to:

- Remain a safe distance from a forklift and its load while the forklift is moving or the load is raised
- Be well clear of the actual path of the forklift where practicable.
- Be in constant view of forklift driver at all times
- Walk either to the left or right hand side 3 metres in front of the forklift NOT directly in the pathway of forklift in order to maintain the driver's view of the spotter.

### DO NOT WALK DIRECTLY IN FRONT



- Ensure they do NOT direct the forklift driver to enter a designated pedestrian walkway.
- Warn pedestrians to stand clear of forklift and load, if pedestrian does not clear the pathway then the spotter must direct the driver to stop the forklift until the pedestrian moves or an alternative route should be taken.
- Direct pedestrians to the designated pedestrian walkways as indicated on exhibition floor plan submitted under the Event Safety Plan.
- If a forklift driver has to raise a load then the spotter must ensure pedestrians are not located under or near the raised load.
- If a spotter is unable to maintain a clear area around the forklift then they need to direct the forklift driver to stop with the load on the ground until they can find someone to assist them.
- Spotter needs to be fully alert to any obstacles in the way, both in front of them and overhead.
- Obstacles on the exhibition floor can include but are not limited to:
  - Pedestrians
  - Service pits uncovered, or covers not replaced correctly
  - Rigging chains hanging from fixed points
  - Electrical, phone and computer cabling
  - Electrical circuit boards
  - Signage
  - Goods placed in aisle ways
  - Faulty electrical cables (must be isolated and reported to supervisor immediately)
  - Other plant operating
  - Rubbish not cleared from stands and aisles
  - Spillages & wet floors that may result in slipping
- Spotters should only direct drivers to travel down the freight free aisles applicable to all exhibition floor plans.

- Spotter is required to carry a copy of the exhibition floorplan with them indicating the freight free aisles.
- Spotter directs forklift drivers to an area with adequate space to place load safely.
- Goods NOT to be placed in freight free aisles.
- If there are hazards or obstacles in the way then the spotter must direct the forklift driver to stop until hazard or obstacle can be removed.

#### 4.8 RIGGING COMPANIES AND WORKING AT HEIGHTS

- Only rigging companies approved by MCEC are permitted to perform rigging in the venue.
- All rigging contractors to comply with the Occupational Health & Safety Act 2004 and associated Regulations and Codes.
- All rigging companies to comply with MCEC specific requirements regarding roof loadings.
- All riggers and crew employed by rigging companies working at MCEC must have appropriate certification for the duties they are performing and equipment they are operating.
- Appropriate and approved harnesses or fall restraints devices capable of arresting a fall from a height of no more than 1.8 metres must be used whenever personnel are working at height. This includes riggers, scaffolders, stand builders, lighting crews on trusses etc.
- Riggers are to ensure a safety vest is worn at all times, they are also responsible for ensuring spotters working with them are wearing a safety vest.
- Hands free radios or phones are not permitted to be used whilst operating equipment.
- Tools taken aloft must be secured to lanyards.
- Total weight in basket must never exceed the SWL specified by the manufacturer.
- Control measures must be implemented to prevent any equipment or items taken aloft from creating a risk by falling.
- Spotter to be in contact with boom lift operator at all times.
- Appropriate signage must be displayed when overhead work is being conducted by boom lifts or scissor lifts.
- All crew engaged in groundwork for riggers or spotting for booms or scissor lifts while in use or being moved must wear hard hats.
- Spotters are to ensure that aisles are cleared of personnel or equipment whilst boom lift is being moved around or between stands.
- Spotters to ensure that there is adequate supervision and warning given to bystanders during slewing, raising or lowering operations to prevent any crushing hazard to personnel or equipment.
- Chains are not to be left hanging from rigging in such a manner that it is obstructing aisle ways and the risk of a forklift or person connecting with the chain.

#### 4.9 CUTTING OR SAWING IN EXHIBITION HALLS

Any cutting or sawing that is required should be completed in the Melbourne Exhibition Centre Wash Bay. This removes the risk of interfering with other contractors on site, and reduces the level of cleaning required to open the event.

MDF Products may **NOT** be cut inside the Exhibition Halls; these must be cut in Wash Bay area ensuring:

- Facial protection is worn.
- Cutting devices are fitted with a vacuum mechanism to remove the bulk of sawdust.
- The area is well cleaned afterward with as much effort as possible made to not leave any residue behind.

Contractors must perform all work involving isolation of MCEC services in accordance with the MCEC Isolation procedures

#### 4.10 WASTE MANAGEMENT SYSTEMS

- Removal of waste during move in – out is required to ensure a safe workplace.
- Waste removal from aisle ways and door entrances must be maintained.
- The MCEC have implemented with the assistance of VISY Closed Loop, a Waste Management System. Trolley bins are supplied for the disposal of cardboard and plastic.

#### 4.11 DRINKING WATER

Drinking water taps are located at the rear of Kiosk 2 and 4. This water is filtered and maintained by the MCEC.

## **5. MELBOURNE CONVENTION CENTRE - VENUE SPECIFIC SAFETY**

The following are additional guidelines for users of the Melbourne Convention Centre:

### **5.1 ACCESS**

- No contractor/courier access through any Front of House (FOH) areas.
- No courier deliveries through FOH.
- No movement of exhibitor products or build materials through any FOH doors (all deliveries must be through loading dock).
- There is no parking of vehicles allowed in the loading dock area, unless for unloading/loading requirements.
- All contractor personal belongings to be stored in loading dock lockers.

### **5.2 TRUCKS / FORKLIFTS**

- No forklift activity in main foyer areas.
- All forklifts, pallet jacks, etc. need to be fitted with white wheels.
- The use of Electric Fork Lifts in licensed areas will be only allowed for special deliveries (i.e.; heavy loads). Approval is to be granted by Melbourne Convention Centre Loading Dock Management prior to this occurring.
- Only the use of trolleys allowed to transport goods to licensed areas.
- Plywood materials are to be laid in all areas for use to disperse the weight of the Fork Lifts and pallet jacks/trolleys to provide protection from carpeted and tiled floor surfaces.
- No wooden pallets are to be transported to licensed areas of the Melbourne Convention Centre.
- Only plastic style pallets are allowed in licensed areas.
- Unloading/Loading of all trucks of Plenary Hall External Event equipment will be done by company contracted to build/rig the event.
- MCEC Loading Dock Management/staff will assist in ensuring traffic logistics and Forklift contractor guidelines are adhered too.
- B-Double's/Long Trucks with trailers must disengage one trailer prior to entering the Loading Dock, unless prior approval given by Loading Dock management, this is to ensure vehicle can fit into area.

### **5.3 USE OF VEHICLE LIFTS:**

- Trucks not to be driven into licensed areas of the Melbourne Convention Centre to unload goods.
- Trucks are not to leave the lift.
- Vehicle ignition is to be turned off at all times.
- Vehicles are to be hand unloaded onto trolleys for transportation to final destination.

### **5.4 OTHER**

- Only licensed contractors to connect to utility services.
- All damage to be reported to MCEC floor staff.

## 6. MCEC WORK HEALTH & SAFETY POLICY

The Melbourne Convention and Exhibition Trust (MCET) is committed to maintaining a proactive healthy and safe working environment for all employees and external contractors, clients, and the community, while ensuring regard to the environment throughout its business practices. As a consequence of this, the MCEC encourages all internal employees and external customers to regard accident prevention and working safely as a collective and individual responsibility and to respect theirs and other's safety through appropriate conduct whilst on site or working for the MCEC. All visitors are required to comply with all MCEC given instructions in order to protect their health and safety whilst on the MCEC's premises.

The MCEC recognises its responsibility under the Victorian Work Health and Safety legislation, and in conjunction with certification to AS/NZS 4801:2001 Occupational Health and Safety Management Systems, ISO 9001:2008 Quality Management Systems Requirements, HACCP-9000 Food Safety systems and Good Manufacturing Principles requirements, and aims to incorporate practicable compliance to all aspects of related business activities.

The priority objective of the WH&S Policy for the 2011/2012 year is the following:

- Realign the MCEC's work health and safety management system including transition to certification under AS/NZS 4801:2001 Occupational Health and Safety Management Systems.

The MCEC's WH&S Policy, objectives and procedures are reviewed on a regular basis and as required by changes to processes or governing requirements. Copies of the Policy are available on all WH&S Noticeboards, and the MCEC Website [www.mcec.com.au](http://www.mcec.com.au).

Further information may be obtained by emailing [whs@mcec.com.au](mailto:whs@mcec.com.au).

LEIGH HARRY  
Chief Executive  
September 2011

## 7. CONTACT NUMBERS

### 7.1 HOUSE PHONES

Director of Operations	8029
Event Services Manager	8030
Loading Dock Manager – MCEC	8384
Loading Dock Manager – Melbourne Exhibition Centre	8395
Loading Dock Manager – Melbourne Convention Centre	8386
Loading Dock Administrative Assistant	8385
Customer Service	8302
Technology Services	8182
Melbourne Exhibition Centre Loading Dock	8395
Melbourne Convention Centre Loading Dock	8385
Emergency Number	6666

## 8. MANDATORY QUESTIONNAIRE

It is mandatory to complete and return both the questionnaire and the induction acknowledgement to the relevant MCEC department indicated at the bottom of this section. The Brookfield Multiplex Services induction certificate must also be submitted in order to obtain a Contractor Induction Card.

Complete only the questionnaire sections that support your pertained works at the MCEC.

### 8.1 ANSWER ALL QUESTIONS:

Please tick:

#### 1. Which electrical items require to be tested and tagged?

- A  Only electrical items brought into the MCEC by exhibitors.
- B  Only OLD electrical items.
- C  All items, old or new, brought into the MCEC by anyone (including organisers, contractors, and exhibitors) which are expected to be plugged into the MCEC electrical system, must have a valid tag.

#### 2. When must you provide a Material Safety Data Sheet?

- A  When bringing any chemicals and/or hazardous substances to the MCEC.
- B  When storing chemicals and/or hazardous substances at the MCEC.
- C  When handling chemicals and/or hazardous substances at the MCEC.
- D  All of the above.

#### 3. What is the role of Event Security?

- A  Responsible for the safety and security of the licensed area.
- B  To be present on any open doorway into the licenced area; this includes roller doors, concourse doors and pedestrian doorways at rear of Venue.
- C  Attend Medical incidents inside the licenced area.
- D  To investigate and document any reported incidents within the licenced area.
- E  All of the above.

**4. What are the requirements for any works above 2 metres?**

- A  Workers can use any means at their disposal.
- B  Contractors are to supply a Job Safety Analysis.
- C  Preference should be given to the use of scissor lifts, scaffolding or elevated work platforms.
- D  All of the above.
- E  B & C.

**5. When should Event contractors obtain a Permit to Work or Isolation Request?**

- A  When using oxy-acetylene equipment within the Exhibition Halls.
- B  When undertaking any works outside of the licenced area, this includes the Lower and Upper Services Tunnels and the Underground car park.
- C  When working on the concourse.
- D  All of the above.

**6. MDF Products may NOT be cut inside the Exhibition Halls: these must be cut in Wash Bay area ensuring Facial protection is worn, using cutting devices fitted with a vacuum mechanism to remove the bulk of sawdust, and the area is well cleaned afterward with as much effort as possible made to not leave any residue.**

- A  True
- B  False

**7. Tick all the boxes which are true:**

- A  Forklift drivers do not need a spotter.
- B  Forklift drivers do not need to wear a seat belt.
- C  Forklift drivers can use their mobile, 2-way radio and listen to music on earphones whilst driving.
- D  Forklift drivers should raise their load above stand level at all times.
- E  Forklift drivers do not require a licence to operate a forklift in the MCEC.
- F  None of the above.

**8. Who would you report to if you observed a hazard or were involved in a workplace incident?**

- A  Direct Supervisor
- B  Organisers Office
- C  Event Services Manager
- D  MCEC Loading Dock Offices
- E  Member of the MCEC Management Team
- F  All of the above

**9. MELBOURNE CONVENTION AND EXHIBITION CENTRE INDUCTION  
ACKNOWLEDGEMENT**

I acknowledge receipt of the Melbourne Convention and Exhibition Centre (MCEC) Occupational Health and Safety Site Induction.

I have read the information and understand that compliance with the rules contained in this document is a prerequisite for permission to work at the MCEC.

I understand that should I have questions on the contents that I should ask the relevant MCEC Department Head or the Event Services Manager.

**PLEASE COMPLETE IN PRINTED BLOCK LETTERS**

**Name:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact No:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please provide copies of any licences or certificates of competency that are **relevant to your work** at the MCEC. Licences must be carried and produced upon request.

**Forklift:** \_\_\_\_\_  
**Driver's License (Forklift drivers only):** \_\_\_\_\_  
**Elevating Work Platform:** \_\_\_\_\_  
**Scissor Lift/ Boom/ Knuckle Boom** \_\_\_\_\_  
**Licensed Electrician:** \_\_\_\_\_  
**Licensed Rigger:** \_\_\_\_\_  
**Security Licence:** \_\_\_\_\_  
**First Aid Certificate:** \_\_\_\_\_  
**Other:** \_\_\_\_\_

**Brookfield Multiplex Services Induction Completed?**  Yes  No

Please return this induction acknowledgement together with the questionnaire to:

<u>POSTAL ADDRESS</u>	<u>MCEC DEPARTMENTS CONTACT DETAILS</u>
<b>Melbourne Convention and Exhibition Centre</b> GPO 777 Box Melbourne Victoria Australia 3001  <b>EMAIL</b> <a href="mailto:whs@mcec.com.au">whs@mcec.com.au</a>	<b>Loading Dock</b> Tel No.: (03) 9235 8385 Fax:(03) 9235 8381  <b>Event Services Manager</b> Tel No.: (03) 9235 8030 Fax:(03) 9235 8001  <b>Technology Services</b> Tel No.: (03) 9235 8182 Fax:(03) 9235 8181