



## CANADA BLOOMS FESTIVAL 2018

# EXHIBITOR HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION

Exhibitors, their on-site staff and suppliers/contractors, shall comply with all festival terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, provincial, municipal and local, including the Occupational Health & Safety Act, governed by the Province of Ontario, which may affect the festival space.

It is also the sole responsibility of the Exhibitor to ensure that all their on-site staff and suppliers/contractors are informed of and comply with all these terms at all times while on the festival property. The exhibitor agrees to be liable for the actions of its on-site staff and suppliers/contractors.

These terms and regulations will be enforced by both Festival Management and the Local Health and Safety Enforcement Agency Inspectors/Officers. Exhibitor's failure to comply with such laws, terms, rules and regulations shall entitle Canada Blooms to terminate the Canada Blooms obligations under this contract and remove, shut down or darken Exhibitor's space. Canada Blooms decision on all such matters shall be final.

I, the undersigned, acknowledge that I have read and understand and will comply with the attached Canada Blooms "**Exhibitor Health & Safety Requirements and Compliance Declaration**" document. I recognize that as an Exhibitor and Employer, I am required to be educated on the local Occupational Health & Safety Laws and Regulations and that I must ensure that my company employees and any contractor/supplier work in compliance with all applicable health and safety legislation at all times while on-site at the Canada Blooms Festival. I concede that failure to do so may result in work stoppages or Local Health and Safety Enforcement Agency 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 employed by my company and supplier/contractors, are informed and compliant to both the Health & Safety procedures of Canada Blooms and the Local Occupational Health & Safety Laws and applicable Regulations stipulated by the Province. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to Occupational Health and Safety Laws or Regulations, as a Exhibitor of the Canada Blooms Festival, I agree to be liable for the actions of my staff and suppliers/contractors.



## SAFETY POLICY

The Enercare Centre, home for Canada Blooms 2018, is designated as a **work zone** during the Move-in and Move-out dates of: FG (Feature Garden Builders), ALL

### Move-in

<b>FG - Monday, March 5, 2018</b>	<b>8am-7pm</b>	<b>ALL - Wednesday, March 7, 2018</b>	<b>8am-8pm</b>
<b>FG- Tuesday, March 6, 2018</b>	<b>8am-7pm</b>	<b>ALL - Thursday, March 8, 2018</b>	<b>8am-Noon</b>

**Note: Hall G is considered a construction zone and protective equipment must be worn prior to March 8<sup>th</sup>**

### Move-out

<b>Sunday, March 18, 2018</b>	<b>6 pm – 9 pm</b>	<b>Hand carry only, no dollies or forklifts available to accommodate move out of Halls B &amp; C</b>
	<b>9 pm – Midnight,</b>	<b>Limited Dock and Dolly access</b>

**Note: Hall A is considered a construction zone and protective equipment must be worn after March 19<sup>th</sup>**

<b>Monday, March 19, 2018</b>	<b>8am – 5pm</b>
-------------------------------	------------------

### How does the "Work Zone" designation impact YOU?

Under the Ontario Ministry of Labour's Occupational Health and Safety Act, Canada Blooms' exhibitors are required to abide by all the safety regulations and procedures that are outlined in the ACT and by the Enercare Centre. The Enercare Centre, Canada Blooms, Landscape Ontario, and the Garden Club of Toronto are responsible for the safety at the show and are subject to Ministry of Labour (MOL) inspections at any time during move-in and move-out.

As an exhibitor at the show you are affected by the following:

1. All employees should be made aware of, know and understand that they are subject to the Occupational Health and Safety Act and its contents.
2. **Each employee should have and wear** their own appropriate **Personal Protection Equipment (PPE)** including: **safety shoes/boots (steel toe), eye and ear protection, gloves, hardhat, etc.** PPE must be worn when working around equipment and when performing specific tasks such as overhead work, building, construction, using hand and power tools.
3. Children under 16, by law, are not permitted on the show floor during move-in or move-out.
4. Employees should be trained and qualified for all tasks performed particularly those involving the use of equipment, hand or power tools.
5. Each employee must be adequately trained for any equipment operation and should understand that each person is responsible for their own and each other's safety.
6. Please consult the ACT for specific safety recommendations.
7. All sub-contractors, designated by an exhibiting company, must follow the exhibitors' Safety Policy and the safety policies of Canada Blooms, Landscape Ontario, the Garden Club of Toronto, and the Enercare Centre.

Violations of the ACT are subject to write up orders that may include asking you, an exhibitor, to fix or repair a portion of your display, an order to comply and a fine, or a fine and an order to close your booth operation and/or the entire show.

The show floor will be monitored for safe practices. Non-compliance of any safety-based requests will be documented and addressed appropriately.

Attached is the **Safety Acknowledgment Form** that is to be signed and **FAXED to 416-447-1567** no later than **March 1, 2018**.

### SAFETY SHOES

Safety shoes are mandatory for all personnel involved in the set-up and tear down of the show.



## SAFETY ACKNOWLEDGMENT FORM

EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_

TEL: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CELL: (\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### MOVE-IN WILL NOT BE PERMITTED UNTIL THIS FORM IS SIGNED AND RETURNED

On behalf of \_\_\_\_\_ (**contracted exhibiting company**), I the undersigned, acknowledge that I have read and understand the health and safety requirements for Canada Blooms, March 9 – 18, 2018. Accordingly, as an Exhibitor, I agree that our company and any company appointed contractors will comply with and abide by all statutes and regulations including, but not restricted to the Occupational Health and Safety Act. I will also cooperate with Show Management in the enforcement of safe working conditions.

In the event of a charge, prosecution, or any legal proceeding arising out of or related to the Occupational Health and Safety Act, as an exhibitor, I agree to be liable for the actions of my staff and contractors as it applies to the situation.

I also confirm that as an Exhibitor, our company maintains, and will maintain at the time of Canada Blooms 2018 adequate insurance to cover against any losses, damages to persons or property, arising out of any accidents or mishaps which may occur before, during or after the March 9 - 18, 2018 event attributable to the Exhibitor's negligence in setting-up or dismantling its exhibit.

We understand that **Personal Protective Equipment (PPE) is mandatory** for all personnel involved in the **set-up and dismantling of the show**. Safety shoes are required for all personnel. Other personal protective equipment (hardhats, gloves, safety glasses, ear protection, etc.) must be worn, as required by the Occupational Health and Safety Act.

A Material Safety Data Sheet (MSDS) is required for any controlled products (hazardous materials) under the Hazardous Products Act (Canada). These hazardous materials are to be determined by criteria specified under the Federal Controlled Products Regulations.

I, \_\_\_\_\_  
*Print Name of Exhibitor or Contractor*

Representing: \_\_\_\_\_  
*Print Company Name of the Exhibitor*

Signature: \_\_\_\_\_  
*(I have authority to bind the exhibiting company listed above)*

**DEADLINE: MARCH 1, 2018**  
**FAX PAGE 1 AND 3 BY TO 416-447-1567 OR EMAIL: [INFO@CANADABLOOMS.COM](mailto:INFO@CANADABLOOMS.COM)**

## **EXHIBITOR HEALTH & SAFETY REQUIREMENTS & COMPLIANCE DECLARATION**

Canada Blooms would like to ensure the move-in and move-out of the festival runs as smoothly as possible for everyone involved. The health and safety of everyone on the festival floor is of utmost importance. These health and safety requirements are not only best practices but are also requirement of Occupational Health & Safety Laws (Acts/Codes) and Regulations. **Everyone on the festival floor is responsible for ensuring a healthy and safe working environment.**

All Exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the festival floor.

In order to ensure that everyone understands the importance of these requirements all **Exhibitors are required to sign and return the “Exhibitor Health and Safety Requirements & Compliance Declaration” prior to move-in (Page 1 and 2).**

Festival Management will be monitoring the festival floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the festival floor, we request that you notify Festival Management immediately.

If you have any questions related to these requirements please contact festival management.

### **GENERAL HEALTH AND SAFETY REQUIREMENTS**

**All Exhibitors Must:**

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that no persons under 14 years of age are allowed on the festival floor during move-in/move-out.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities on the festival floor.
- Ensure their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the festival floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of Personal protective equipment are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during the move-in and move-out.
- Ensure that all Exhibitor owned/rented equipment tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must ensure that Vehicles of any are not refueled inside the building.
- Must provide copies of any accident or incident reports to Festival Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.

- Must work together with the facility, festival management and contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Festival Management.

## EMERGENCY EVACUATION PROCEDURES

- The Enercare Centre has a two stage alarm system.
- Stage One Alarm – you will hear a slow bell and see flashing lights - you are to remain calm and listen for instructions over the public address system. There is no need to evacuate at this stage, but you are to stand by and listen for further instructions.  
Stage Two Alarm – you will hear a series of fast bells and the lights will continue to flash – this is the signal to evacuate the building. Remain calm and exit the building using the nearest fire exit, proceed immediately to the parking lot at the front of the building. Once you are in the parking lot pay attention for further instructions from security.
- Re-entry Following Evacuation - The "All Clear" report will be determined by the Fire Department in conjunction with the Enercare Centre. Security will advise you of the "all clear" and then you may re-enter the facility.

## MEDICAL EMERGENCIES

- All accidents that take place on-site must be reported to Festival Management immediately.
- First aid services are on-site during move-in, move-out and festival days to respond to medical emergencies and can be quickly contacted by Festival Management by calling the festival office at 416-263-3222 or visiting the festival office in Salon 107.
- If the accident results in a serious or critical injury, the local Provincial health and safety enforcement agency may need to be contacted immediately. It is the Contractors responsibility to comply with the local Provincial health and safety enforcement agency reporting requirements.

## FIRE REGULATIONS

- Decorative materials used in displays must meet the requirements of the Metropolitan Toronto Fire Department, Fire Prevention Bureau. Questions regarding flameproof properties of display materials should be referred to the Director of Fire Prevention at (416) 338-9350.
- The following materials should be flameproof if used for displays or decorative purposes:
  - artificial flowers or artificial foliage
  - paper
  - cardboard or compressed paperboard less than 1/8" thick is considered to be paper
  - plastic materials
  - rucus
  - split wood and bamboo fibres
  - textiles
  - wallpaper is permissible if pasted securely to walls or wallboard backing
- The use of the following materials shall be prohibited:
  - acetate fabrics
  - styrofoam or foamcore

- corrugated paper box board
  - no-seam paper
- It is not necessary to flameproof textiles, paper and other combustible merchandise on display for sales, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.
- The use of open flame is limited to directly helping promote the sale of an approved appliance or device. Authorization must be obtained prior to move-in. Equipment set up must comply with approved safety standards; a suitable fire extinguisher shall be provided on recommendation of the Inspector. The privilege may be revoked at any time that the operation of such equipment is deemed to be dangerous or hazardous.
- Flame shall not be used solely for attracting attention.
- Flammable liquids or gases shall not be stored inside the building. It is permissible to exhibit one pressurized aerosol container, not exceeding one-pint capacity of each product classified as a flammable liquid. Non-flammable products are not restricted.
- Motor vehicles or gasoline powered equipment on display must be equipped with lock-on type gasoline tank caps, fuel tank must be  $\frac{3}{4}$  full and batteries are to be disconnected.
- Displays must not encroach on exit doorways.
- No portion of a display shall project into any aisle as designated by the festival.
- Exit doors must not be concealed or obscured by drapes or temporary partitions, etc.
- In areas where seating is provided for 300 or more persons, such seats shall be fastened together in rows not exceeding 14 seats to the row, with aisles of adequate width. If the area is enclosed and darkened at any time, approval illuminated EXIT signs are required.
- If a fire hose standpipe is located in exhibit space, it shall be the responsibility of Festival Management & of the Exhibitors, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.
- Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
- Boxes, crates and cartons from which merchandise has been removed just are neatly piled in a storage area designated by Festival Management.
- Construction or ceiling decorations of the festival booths must not impede the operation of the sprinkler system.
- Any enclosed showroom with an area in excess of 2,000 square feet or occupancy of 60 persons must have two means of egress as remote as possible.
- FIRE PROOFING
- Decorative materials used within your booth space must be fire resistant. Should you require your materials to be sprayed with fire resistant material, please call GSS Security at (877) 696-5552.

## CONSTRUCTION ACTIVITY

- Work activity that requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 metres in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer may be designated as construction by the local Provincial health and safety enforcement agency, and therefore any Construction Regulations will be applied to the work by all Exhibitors.

- Where an Exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purpose of conducting work within the area.
- All Exhibitor's on-site employees or suppliers/contractors working within a construction area must wear a CSA approved hardhat and safety shoes at all times.
- All the rules that apply to construction areas will be strictly enforced by Festival Management.

### **SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT**

- Due to significant vehicular and equipment traffic, all move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are required to wear safety shoes when on-site during move-in and move-out.

### **FREIGHT FREE AISLES AND EMERGENCY EXITS**

- In order to provide unobstructed emergency egress during move-in/move-out, freight free aisles will be designated.
- Freight free aisles will be regularly monitored by festival management and all items found in these aisles (such as vehicles, crates, carpet, boxes etc) will be required to be moved immediately.
- In addition to the freight free aisles, it is also essential that all exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the exits and passageways will be cleared immediately.
- Exhibitor's on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitor's on-site employees and/or suppliers/contractors will maintain "freight free aisles" as required.

### **VEHICLE TRAFFIC**

- In order to avoid congestion, freight free aisles must remain clear at all times. For safety reasons the number of vehicles allowed on the festival floor will be restricted by Festival Management.
- Ensure all equipment on the festival floor is in safe operating condition ie: headlights working and turned on, with backup beepers working.
- Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the facility and materials on the festival floor.
- All vehicle operators must be trained and certified as required.
- Festival Management will be monitoring vehicle traffic conditions during move-in/move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles especially forklifts is critical.
- Vehicles entering the building must adhere to the 5km per hour speed limit (walking speed).
- Vehicles inside the building must be shut off immediately. No idling is permitted.
- Vehicles may not be re-fueled inside the building.

## **PROPANE**

- If any propane fired equipment is to be displayed in an exhibitor's booth, the exhibitor must contact Festival Management, prior to move-in, explaining the nature of the equipment. Requests will then be submitted to The Enercare Centers' Safety Engineers for approval, rejection or limitations and all associated costs. A variance from TSSA may be required in order to exhibit using Propane.

## **DISPLAY VEHICLES**

- Exhibitors who wish to have a vehicle in their exhibit space must inform Festival Management of their intent and purpose and receive authorization.
- Safety precautions are needed and sponsorship regulations may prohibit certain types of vehicles.
- Motor vehicles or gasoline powered equipment on the festival floor that are a part of the festival and are remaining in the building, must have battery cables disconnected, locking gas caps and the gasoline tank must be  $\frac{3}{4}$  full.

## **WORKING AT HEIGHTS & THE USE OF LADDERS**

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (ie: ladders) must be used. Ladders higher than 10' are not permitted for safety reasons.
- Items such as tables, chairs, boxes etc. shall not be used to lift a person or to be stood upon.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non slip footings, rung spacing and tethers capable for what they are subject to.(must be CSA Approved)
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (ie; lanyard and safety harness) must be worn when working at heights over 3 metres.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All Exhibitors, on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

## **OVERHEAD WORK**

In order to minimize the risk of head injuries, the following standards must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Ensure all staff working in an area where overhead work exists are properly equipped with CSA approved hardhats (& safety glasses when necessary).



- Exhibitor's on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work. (minimum requirement is yellow caution tape)
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Festival Management to schedule overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all their staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

## **SLIPS, TRIPS AND FALLS**

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that Exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (ie: tools, wood, etc) be appropriately stored.
- Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees placing waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the festival floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (ie: wood, reusable packaging etc).
- Notify festival management of any unsafe practices or conditions noticed that could pose a potential hazard.

## **OPERATION OF TOOLS**

Although power operated hand tools are utilized daily at your business, please review the following policies while on the festival floor.

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

## **CHEMICAL USE AND EXPOSURE**

- Chemicals may have strong odors and are also extremely dangerous, as a result, all work with hazardous materials should be restricted, all precautions must be taken to minimize the exposure of the chemical.
- Exhibitors must inform Festival Management of any chemicals to be used or introduced to the festival floor during move-in and during move-out (including such items that may create dusts or fumes from mobile equipment exhaust). Festival Management reserves the right to restrict or not allow the use of specific chemicals.

- Exhibitors must provide copies of Material Safety Data Sheets to Festival Management for any chemical to be used on the festival floor.
- Only small quantities of paints, cleaners, etc, should be used within the facility. Once the task(s) have been completed, these materials need to be removed as soon as possible.
- Use required controls such as adequate ventilation and personal protective equipment (PPE) when using chemicals on the festival floor.

## **ELECTRICAL WORK**

- Exhibitors are not allowed to install any electrical wiring devices on-site other than regular extension cords. All on-site wiring and connections must be done by Showtech Services, please call exhibitor services at 905-283-0550/onsite: 416-263-3594. Forms are available on-line.
- Any electrical signs or lighting attached to the building structure must be installed by Showtech Services.
- Extension cords must be of the three-prong type (i.e.: grounded) and must contain wires of the proper size to carry the electrical load. Cube taps or cube tap extension cords are not permitted.
- The following power services are available throughout the buildings:
  - Single phase 120-208 volts
  - Three phase 208-757 volts
- If you require 220-230-440 volts or any other special power requirements, please request this when speaking with exhibitor services.
- Electrical energy is capable of causing severe personal injury, death or fire. Electrical equipment and installations must be installed in accordance with the Ontario Provincial Electrical Safety Code.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely.
- Any Exhibitor's on-site employees and/or suppliers/contractors working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tag out procedure in accordance with safety regulations.
- During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that Exhibitor staff be continuously aware of their surroundings and alert to potential electrical hazards.

**FAILURE TO COMPLY COULD RESULT IN THE EQUIPMENT ORDERED REMOVED FROM THE DISPLAY.**

## **FREIGHT HANDLING, STORAGE AND STACKING**

- All loads must be secured and handled safely.
- The stacking of freight during move-in and during the festival can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) as well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.

- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all facility restrictions related to the storage and staking of freight.

## **DOCK SAFETY**

- Comply with any rules intended to separate pedestrian traffic from forklift traffic.
- Exhibitors are not authorized to operate a forklift anywhere on the festival floor.
- Ensure that all trucks and other vehicles are parked in a way that will prevent trailer creep or premature departure of the vehicle from a loading dock (use dock locks or wheel chocks or other vehicle restraining devices).
- Ensure that compressed gas cylinders conform to CSA standards and be handled according to regulations. Gasoline engines on mobile equipment shall only be re-fuelled outdoors.
- Ensure a process and communication system is in place to ensure that there is no unscheduled or early departure of a truck from the dock prior the completion of the loading/unloading.
- Do not allow trucks or any other vehicles to idle in dock areas.
- Loading and unloading of small vans should be carried out at a street level dock or a specially designed ramped dock. If a standard raised dock must be used, consider temporarily or permanently blocking off adjacent docks to eliminate risk from trailers backing into areas where people are working. Also, use wheel chocks behind the van's wheels to prevent the van from rolling back potentially crushing someone between the van and the dock.
- Ensure spotter or vehicle escorts are used as required to ensure safe movement of vehicles.
- Vehicles entering an enclosed Dock area should be free from snow and ice.
- Do not allow pedestrians in trailers while a forklift truck is loading/unloading. The likelihood of being crushed by a forklift is greater in tight spaces.
- Limit the stacked height of materials in staging areas, especially if pedestrians will be working around the material. Also leave sufficient access aisles between rows of staged material if employees may be required to inspect or otherwise access the material.
- If employees need to climb down into the dock area ensure proper ladders or stairs are provided and used.
- Keep the dock areas clean and free of debris.
- Ensure all employees working the Dock area use personal protective equipment such as safety shoes, gloves and reflective vests.
- Ensure employees are dressed appropriately for hot, cold, wind, rain environments and have access to warming and cooling areas as well as drinking water.
- Train employees on proper material handling and lifting techniques.
- Ensure employees comply with all dock safety rules at all times during move-in and move-out.

## **SMOKING**

- The Canada Blooms Festival is guided by the no-smoking by-law #406-79, which prohibits smoking in public areas. Any offender may be fined a maximum of \$5,000.
- Smoking is not permitted within the Facility. Persons found smoking are subject to the maximum penalty. Smokers outside must not be under an overhang of the building nor are they to be positioned in an area where the smoke may waft into the building.