



## Interior Design Show Vancouver 2023 Exhibitor Health & Safety Compliance Declaration

Exhibitors, their on-site staff and suppliers/contractors, shall comply with all show terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, provincial, municipal and local, including all Occupational Health & Safety regulations, governed by the province of British Columbia, which may affect the show 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 show 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 Show Management and WorkSafeBC. Exhibitor's failure to comply with such laws, terms, rules and regulations shall entitle Show Management to terminate Show Management obligations under this contract and remove, shut down or darken Exhibitor's space. Show Management's decision on all such matters shall be final.

Exhibiting Company Name \*

Booth Number \*

Name \*

First Name

Last Name

Email \*

Phone Number \*



I, the undersigned, acknowledge that I have read and understand and will comply with the Show Management "Health & Safety Requirements for all Exhibitors" document below including the Appendix "COVID-19 Health & Safety Guidelines". I recognize that as an Exhibitor and Employer in the Province of British Columbia, I am required to be educated WorkSafe BC's Occupational Health and Safety 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. I concede that failure to do so may result in work stoppages or WorkSafeBC 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 the Show Management, WorkSafeBC and applicable regulations stipulated by the Province of British Columbia. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to Occupational Health and Safety Regulations, as an Exhibitor of Show Management, I agree to be liable for the actions of my staff and suppliers/contractors.

## Emergency Contact Information

Please provide contact information for someone within your company should any one of your employees have an emergency while onsite at IDS Vancouver.

Name \*

First Name

Last Name

Position \*

Email \*

Phone \*

## Authorization



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## HEALTH AND SAFETY REQUIREMENTS

Show Management would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Law. **Everyone on the show floor must work together and needs to be 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 show floor.

In order to ensure that everyone understands the importance of these requirements **all Exhibitors are required to sign and this form prior to move-in.**

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

### 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 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
- Ensure that 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 show 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 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 provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the Facility, Show Management, and Contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Show Management.

### MEDICAL EMERGENCIES

Vancouver Convention Centre has 24-hour first aid on-site who are the first responders to on-site medical emergencies.

- If you require medical assistance, dial 7500 from any house phone, or 604-647-7299 from a cell phone. Give as much information as possible including your location, the age of the person requiring assistance, and Do Not Panic. The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required.
- The facility is equipped with defibrillators and first aid personnel are fully trained to use them.
- If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet.
- All accidents must be reported to Show Management immediately. The Show Office will be located in the exhibit hall behind the Caesarstone Stage.
- If the accident results in a serious injury or fatality, WorkSafeBC must be contacted at 1-888-621-7233 as soon as the situation is under control. In addition to a phone call, a preliminary report must be filed to



WorkSafeBC within 48 hours. <https://www.worksafebc.com/en/health-safety/create-manage/incident-investigations/reporting-incidents-worksafebc>

## EMERGENCY PROCEDURES

The Vancouver Convention Centre has an ongoing program of emergency response training for all key personnel including management, official suppliers, security, and staff. Emergency preparedness plans are updated regularly, and drills are conducted annually. Should there be an emergency; the facility has a trained Emergency Response Team that will lead the implementation of the plans and procedures.

Vancouver Convention Centre Security can be reached from any house phone by dialing 7299 (or 7500 for emergencies). Calls can be made from an outside line or cell phone by dialing 604-647-7299 (or 604-647-7500 for emergencies).

## FIRE ALARM PROCEDURES

- The facility is divided into zones and each zone is fully equipped to detect and contain smoke and/or fire and operates on a two-stage alarm system:
- An alarm will sound at the first sign of a problem and is considered a "first-stage" alarm, which the facility refers to as a "priority one alarm". When there is a "priority one alarm" no action is immediately necessary. It means all individuals are to standby for further instructions from the public address system. In almost all cases, the cause of the problem is identified and rectified at this point (usually in 1 - 4 minutes). The alarm will stop sounding, and activity can proceed as usual. During a "priority one alarm" ticket sales and admittance to the show will be halted until the cause of the alarm has been determined.
- In the rare case that a problem goes beyond a priority one alarm, the alarm continues to ring but changes into a highly audible, rapid alarm known as a "priority two alarm". This stage is accompanied by instructions over the public address system and may include evacuation instructions.

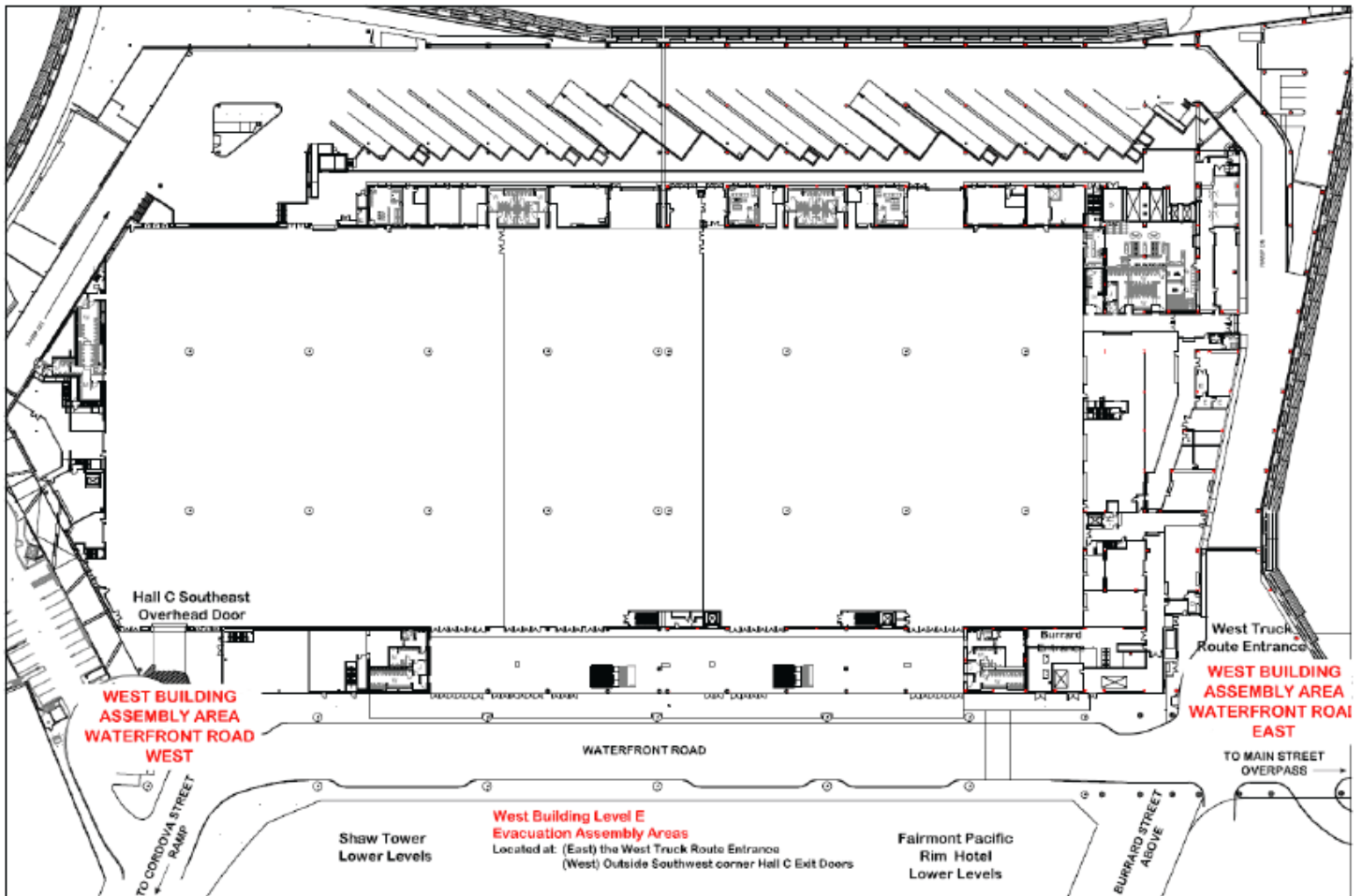
## EVACUATION

- If for any reason the facility or one part of the facility must evacuate, instructions will be given via the facility's public address system. Once the announcement is made, please exit quickly but calmly following the directions of the public announcement and of Vancouver Convention Centre staff in the area. If possible, take staff and attendee lists and proceed to the appropriate "muster station" where Vancouver Convention Centre staff will be positioned.
- Please remain at this location until the Vancouver Convention Centre staff advises that it is safe to return to the facility.
  - Once the Vancouver Convention Centre advises it is safe to re-enter the facility, the following re-entry procedure will occur:
  - Vancouver Convention Centre security and staff will return to their posts
  - Show Management staff and volunteers will return to their duties
  - Exhibitors will return to their booths
  - The general public will be permitted to re-enter the facility (if it is a show day)

## MUSTER STATIONS (ASSEMBLY AREAS AFTER EVACUATION)

Levels 1-3: At the Burrard Street entrance or the Jack Poole Plaza outside the Thurlow Street entrance. Exhibition Halls: At Waterfront Road.





## EARTHQUAKE PROCEDURES

In the event of an earthquake while at the Vancouver Convention Centre, do not panic. Take immediate cover and:

- Stay under cover at least until the shaking has stopped, or until instructed to do so by members of the Vancouver Convention Centre Emergency Response Team or through the public address system.
- If you choose to leave your cover do so cautiously.
- Once you leave your cover, check yourself for injury and check others around you.
- Unless you judge the circumstances to be dangerous and hazardous remain at your location and the facility's Emergency Response Team will come to you.
- If circumstances allow, pull the nearest fire pull station to help the Emergency Response Team locate you.
- Remember in the event of an earthquake you are generally considered to be the safest by staying indoors and waiting for the Emergency Response Team to reach you.

## ACTIVE ASSAILANT

An active assailant is an individual actively engaged in attempting to kill people in a confined and populated area. As Active Assailant situations are unpredictable and evolve quickly, any personnel whom may find themselves in an Active Assailant scenario should follow our guidelines dependent on the threat posed to them (something only each individual will be in a position to assess):

- Remain calm.
- Do not activate the fire alarm system.
- Know your surroundings, exits and where they lead.
- Adopt a run, hide or fight stratagem (outlined below).
- Once clear of the immediate danger or when safe to do so, please call 7500 on any house phone (or 604-647-7500) to inform security of the situation with the following information:



- Number of suspects as well as physical description (if possible)
- Type of weaponry in use (if known or can be described)
- indication of number of people onsite (if known)
- Your current location
- Security will contact the Vancouver Police Department to attend the site and apprise them of the situation.
- Depending on incident specifics, security will activate the public address system to either order an immediate evacuation, by area or the entire building, or instruct attendees to shelter in place until it is deemed safe to evacuate. When instructed to evacuate the building ensure that you leave the immediate vicinity of the building and do not gather at a muster station.

When law enforcement arrives:

- Remain calm and comply with all instructions
- Put down any items in your hands e.g. bags, jackets
- Raise your hands and spread your fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding onto them for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or directions
- First responding officers are not there to save you, they are there to stop the assailant

### A. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible
- Exit the building immediately
- Notify anyone you may encounter to do the same
- Do not assemble at a muster point; keep going!

### B. Hide

- Hide in an area out of the assailant's view
- Lock or barricade the doors
- Take cover behind a sturdy piece of furniture e.g. office desk, table round
- Silence your cell phone and any audio equipment
- Turn off any lights, close any blinds and keep quiet
- Move away from doors and windows
- Do not answer the door to anyone; await an official "All Clear" signal before leaving your location

### C. Fight

- As a last resort and only when your life is in imminent danger, attempt to incapacitate the assailant
- Act with physical aggression and throw items at the active assailant
- If you are with a group of people, spread out and make a plan to take down the assailant if he enters your immediate area

## SUSPICIOUS PACKAGES

An unattended item is not automatically suspicious; however, an item will be considered suspicious if any of the following are true:

- The item is hidden
- The item is not typical of items in the area
- The item is obviously suspicious (e.g. a backpack with wires showing, a package emitting a smell, mist or liquid)
- If there is any doubt, consider the item suspicious

When a determination is made that the item is suspicious, do not touch or move the item until it has been



the area but keep the item in sight. Contact VCC security via house phone by dialing 7500 and provide a description of the item and location. VCC security will cordon off the area and conduct an investigation to attempt to identify the item as malicious or innocent. If no determination can be made, security will contact VPD to aid in the investigation of the item and assist to determine the necessary action to take.

## CONSTRUCTION ACTIVITY

- All Exhibitor's on-site employees or suppliers/contractors must comply with all WorkSafeBC construction regulation requirements.
- 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 always be maintained by the Exhibitor's on-site employees or suppliers/contractors 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 purposes of conducting work within the area.
- All Exhibitor's on-site employees or suppliers/contractors working within a construction area must always wear a CSA-approved hardhat and safety shoes.
- All the rules that apply to construction areas will be strictly enforced by Show 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.
- Open-toed shoes and sandals are prohibited, those wearing inappropriate footwear will not be granted access to the show floor during move-in or move-out.
- *As per s.8.22 (2) of the OHS Regulation: **To determine appropriate protection under subsection (1), the following factors must be considered:***
- *(a) slipping; (g) crushing potential;*
- *(b) tripping; (h) temperature extremes;*
- *(c) uneven terrain; (i) corrosive substances;*
- *(d) abrasion; (j) puncture hazards;*
- *(e) ankle protection and foot support; (k) electrical shock;*
- *(f) potential for musculoskeletal injury; (l) any other recognizable hazard.*
- It is the worker's responsibility under section 8.2(1)(b) to provide their own appropriate footwear including safety footwear.

## FREIGHT FREE AISLES AND 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 show 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.

## VEHICULAR TRAFFIC

- In order to maintain safety, freight free aisles, and avoid congestion, vehicles allowed on the show floor will be restricted by Show Management.
- Ensure all equipment on the show floor is in safe operating condition i.e. headlights working and on, backup beepers working.
- Vehicles such as but not restricted to forklifts, lifts, and hooms where the operator does not have full view of



protection of the Facility and materials on the show floor.

- All vehicle operators must be trained and certified as required.
- Show Management will be monitoring vehicle traffic conditions during move-in and move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles especially forklifts is critical.

## WORKING AT HEIGHTS

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 (i.e. ladders) must be used. We strongly discourage the use of ladders 12' or higher. Items such as tables, chairs, boxes, etc. shall not be used to lift a person.
- 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.
- 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 protection equipment (i.e. lanyard and safety harness) must be worn when working at heights over 3 meters.
- 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 Exhibitor's 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 standard 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 for walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Show Management to schedule, as much as possible, overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all your 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 or water on the floors that can cause potential injury. We ask that the 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:
  - Reinforce with employees the 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





- 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 (i.e. wood, reusable packaging, etc.)
- Notify show 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 show 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 the risk of hand and eye injuries is high.

## CHEMICAL USE AND EXPOSURE

- Chemicals that may have strong odors may also be 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 Show Management of any chemicals to be used or introduced to the show floor during move-in and during move-out (including such items that may create dust or fumes from mobile equipment exhaust). Show Management reserves the right to restrict or not allow the use of specific chemicals.
- Exhibitors must provide copies of Safety Data Sheets to Show Management for any chemical to be used on the show floor.
- Only small quantities of paints, cleaners, etc., should be used within the facility. Once the task(s) has 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 show floor.

## ELECTRICAL WORK

- Electrical energy is capable of causing severe personal injury, death, or fire. Electrical equipment and installations must be installed in accordance with the applicable 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/tagout procedure in accordance with safety regulations.
- Exhibitor, where required, will only allow certified electricians to perform electrical work.

## FREIGHT STORAGE AND STACKING

- The stacking of freight during move-in and during the show 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) 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 stacking of freight.

## SMOKING

- It is the Facility's and Show Management's intent to conform to the laws and standards of the community and their policies surrounding smoking in public places. Therefore, all public areas and rental space, including corridors, registration area, meeting rooms, and the exhibit halls are designated non-smoking for the Facilities guests.

## SHOW FLOOR AND SAFETY RULES

**Everyone on the show floor is responsible for ensuring a healthy and safe working environment. This is for your safety and it is the law.**

If you have any questions related to these rules, please contact show management.

- All incident/accidents that occur on-site must be reported to security and show management immediately.
- For fire and medical emergencies, you must follow the facility's emergency response procedure.
- No persons under 16 years of age are allowed on the show floor during move-in/move-out.
- All personnel on the show floor during move-in/move-out are required to wear CSA-approved safety footwear. This is a legal requirement for which you are personally responsible and liable for.
- Freight free aisles and emergency exits must be kept clean and clear of any materials at all times.
- Only authorized vehicles are allowed on the show floor. Vehicles require a spotter to escort the vehicle and for all reversing vehicles. Maximum speed is walking speed. Keep vehicle idling to a minimum.
- Do not stand on tables, chairs, boxes, etc.
- Proper fall protection equipment (i.e. CSA approved tether and safety harness) must be worn when working at heights over 3 meters (10 feet).
- Ladders are not to be used as working platforms for work over 3 meters high (10 feet).
- When working in an area where overhead work exists, use of CSA-approved hardhats are required (& safety glasses when necessary)
- Overhead work areas must be cordoned off. (minimum requirement is cones and yellow caution tape)
- All work areas/booth spaces are to be kept clean and in reasonable order. Please put your garbage in the appropriate waste containers.
- Use personal protective equipment as required by law (i.e. safety glass, gloves, orange vests)
- No smoking.

**Notify show management immediately of any unsafe practices or conditions that could pose a potential health and safety hazard.**

## Appendix A: COVID-19 Health & Safety Protocols

Current as of May 8, 2023. These protocols will be updated as needed in accordance with government requirements.

The health and safety of our exhibitors, contractors, staff, and customers remain our #1 priority. IDS Vancouver will continue to abide to the latest guidance from local authorities. It's important for everyone involved in the Show to closely follow these measures so that together, we can best mitigate risk.

## SELF-ASSESSMENT OF SYMPTOMS

- If you are not feeling well and are experiencing any COVID-19 symptoms, please do not come to the Show.

## USE OF MASKS AND FACE COVERINGS

- In line with the latest provincial guidance, mask-wearing will not be required but is optional. We encourage



## HAND HYGIENE AND RESPIRATORY ETIQUETTE

- Hands should be washed often and touching the face with unwashed hands should be avoided.
- Coughs and sneezes should be covered or directed into an elbow.
- Have hand sanitizer (70-90% alcohol concentration) available within your booth for your staff and attendees to use.

## APPLICABLE LEGISLATION

Exhibitors must stay up to date on legal requirements and must follow all relevant requirements set out in:

- [Directives from the Provincial Health Officer](#)
- [Vancouver Public Health orders](#)
- Any other relevant legislation

**If you have outside contractors or other individuals working in your booth they must also be aware of the Health & Safety Requirements at the Interior Design Show. Please send them this form.**

\*

I agree to the terms and conditions and have the authority to represent the above-noted company.

[\[clear\]](#)

Use your mouse or finger to draw your signature above

Date \*

			
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Submit

