

IMPORTANT EXHIBITOR INFORMATION NEW BRUNSWICK OCCUPATIONAL HEALTH & SAFETY ACT

Dear Exhibitor,

Master Promotions Ltd. wants to ensure the safety of all those participating in the **Atlantic Motorcycle & ATV Show**.

In New Brunswick, Worksafe New Brunswick requires that all employers and employees adhere to the Act and Health and Safety Regulations outlined by the New Brunswick Occupational Health & Safety Act. To this end and based upon our understanding of the legislation, we have developed the following guidelines for exhibitors/employers/employees (including any persons hired by an exhibitor) to follow while at our show.

All exhibitors are required to ensure the health and safety of their employees and inform them of these requirements prior to move-in.

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

Any fines or costs incurred due to the enforcement of the law by New Brunswick Health and Safety Act enforcement officers will be at the sole expense of the exhibitor.

For a full copy of the New Brunswick Occupational Health & Safety Act, please click [HERE](#)

HEALTH AND SAFETY BEST PRACTICE GUIDELINES

The Canadian Association of Exposition Management (CAEM) has recognized the need to establish guidelines for best practice regarding health and safety for the Canadian Exposition Industry.

In March of 2006 the CAEM established a Health and Safety Standards Task Force. The purpose of the task force was to work on the development of health and safety guidelines for the Canadian Exposition Industry. The focus of these guidelines is to address health and safety hazards and risk during the move-in and move-out phases of a show.

To view a copy of the CAEM Health & Safety guidelines, please click [HERE](#).

General Safety Regulations that must be followed:

1. In all areas of the contracted show space where a person may be exposed to a foot injury, that person must wear CSA approved steel toe foot protection appropriate to the circumstances. This applies to any person walking in or around forklifts/scissorlifts/manlifts.
2. Under no circumstances will children 15 years of age or younger be permitted in the exhibit area during move-in, set-up, tear down or move-out.
3. If you are working around or under any equipment that is used for working at heights such as scissor lifts, manlifts or zoom-boom lifts the following personal protective equipment (P.P.E) must be worn by all staff both working near or around that equipment:
 - a. CSA approved Hard hat
 - b. CSA approved steel toed safety boot
 - c. CSA approved Fall Arrest Equipment
4. You should stay alert and keep away from overhead work whenever possible. Do not walk under any zoom booms, ladders, scaffolds, or man lifts. Obey caution tape and all warning signs, where used.
5. Forklift operators have distractions and blind spots to contend with while operating the forklifts. Do not assume they always will see you. Give them lots of room to maneuver around all the activity. When not in use, forklifts must be stored in the down position.
6. When constructing large booths or structures, the area must be cordoned off by caution tape or stanchions. P.P.E. must be worn by anyone working inside the area.

REMEMBER!

ONLY UP-TO-DATE TRAINED PERSONS ARE TO OPERATE LIFTING EQUIPMENT AND THEY MUST FOLLOW THE PROCEDURES OUTLINED IN THEIR TRAINING.

IF YOU ARE AN EXHIBITOR AND ARE WORKING AS AN OPERATOR OF LIFTING EQUIPMENT (FORKLIFTS, SCISSORLIFTS AND MANLIFTS) IT IS YOUR RESPONSIBILITY TO ENSURE THAT NO PERSONS ARE WORKING UNDER YOUR EQUIPMENT OR SO CLOSE TO YOUR WORK ACTIVITY THAT THEY MAY BE INJURED SHOULD ANYTHING FALL FROM ABOVE. THERE ARE NO EXCEPTIONS TO THIS RULE!

- A. TOOLS ARE NOT TO BE LEFT ON LIFTS, SCAFFOLDS, LADDERS OR OVERHEAD WORKING SPACES WHEN NOT IN USE.
- B. WHERE WORK IS BEING PERFORMED OVERHEAD ON LIFTS, SCAFFOLDS OR LADDERS, CONTAINERS SHALL BE USED TO HOLD TOOLS TO PREVENT THEIR FALLING.
- C. TOOLS ARE NOT TO BE DROPPED FROM ONE LEVEL TO ANOTHER. TOOLS AND MATERIALS ARE TO BE LOWERED USING SUITABLE CONTAINERS AND ROPES.
- D. IT IS MANDATORY THAT P.P.E.- SEAT BELTS MUST BE WORN BY OPERATORS WHEN DRIVING A FORKLIFT; OPERATORS MUST TIE-OFF WHEN WEARING A SAFETY HARNESS.

IF THE WORK AREA IS SO BUSY THAT YOU, AS THE OPERATOR OF THE LIFTING EQUIPMENT CAN NOT EFFECTIVELY CONTROL THE ACTIVITY OF PEOPLE IN YOUR AREA, IT IS YOUR RESPONSIBILITY TO TAKE CONTROL OF THE AREA. THIS CAN BE ACCOMPLISHED BY DISPLAYING SIGNAGE THAT STATES "CAUTION" OR "BE AWARE OF OVERHEAD WORK", CORDONING OFF THE WORK AREA, OR HAVING SOMEONE (A SPOTTER) ON THE FLOOR DIRECTING PEOPLE AWAY FROM THE WORK AREA.

Other Safety Rules to follow:

- Hand tools must be used properly. Use them in the way they were intended to be used.
- Do not leave a machine running unattended, shut off the power.
- Machine guards must be in place before operation of that machine
- Wear safety glasses when cutting something or whenever necessary.
- Beware of Slips, Trips and Falls -- Watch your step, and look where you are going.
- Use ladders safely, inspect them to ensure they are safe to use, use 3 point contact when climbing and if you need to step on the last 2 steps, the ladder is not big enough, get a bigger ladder. Do not leave tools on a ladder. Use containers to prevent falling.
- Do not climb on displays that are not designed to support your weight.
- Keep the floor clean and clear of hazards, Spills should be reported to event management immediately so the spill can be properly cleaned up by the event cleaners.
- Report any unsafe condition or accident hazards of which you have knowledge to a security guard or an event management employee.
- Aisles, fire exits, fire extinguishers and fire hose cabinets must be kept clear at all times.
- Do not block access to any fire protection equipment, electrical panels and outside entrances.
- Ensure any equipment that is operating has adequate ventilation for exhaust fumes. Carbon monoxide levels need to be kept at acceptable levels at all times.
- Read and obey all posted notices and warnings, including the non-smoking provisions. These are provided for your protection.
- Chemicals to be used during the move-in and move-out must be approved by show management and as MSBS must be made available upon request

Move-In and Move-Out

Exhibit materials must be securely crated and/or packaged to avoid damage during move-in and move-out. Palletizing is strongly recommended and larger crates should have wheels mounted on them.

Enforcement of Regulations

Any infraction of these "Safety Rules and Regulations" can result in you being removed from the show. In this event, your booth fee will be forfeited.

Interpretation of Regulations

The event manager and the facility reserve the right to make such changes, amendments and additions to the regulations that are considered necessary for the safe conduct of events and will inform you of these changes. Interpretation of these "Rules and Regulations" will rest with the facility and event manager and this decision is final.

(Note to Exhibitors: Any contractor involved in the set-up of your display must receive a copy of these Rules and Regulations. If you would like a copy e-mailed to your contractor, please contact Show Management.)

LADDERS SAFETY RULES

Safety Rules to follow when using Ladders:

- Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footings and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.
- When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on a muddy surface or you may find yourself falling over. Do not use bricks or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.
- The ladder should reach a minimum of three feet above the "point of support" and should be secured at this point.
- When using extension ladders, abide by the 1:4 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.
- Remember the "3-Point Rule": At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.
- Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

(Note to Exhibitors: Any contractor or employee involved in the set-up of your display using Ladders must receive a copy of this document.)



**COMPLIANCE WITH THE NEW BRUNSWICK
OCCUPATIONAL HEALTH AND SAFETY ACT
AT THE ATLANTIC MOTORCYCLE & ATV SHOW**

Company Name: _____

Contact: _____

Phone: _____

Email: _____

I HEREBY UNDERTAKE THAT I HAVE READ AND UNDERSTOOD THE MEMO "IMPORTANT EXHIBITOR INFORMATION NEW BRUNSWICK OCCUPATIONAL HEALTH & SAFETY ACT" AND THAT MY COMPANY AND ASSOCIATED CONTRACTORS WILL COMPLY WITH THESE DIRECTIONS AND THE REGULATIONS AS SET FORTH IN THE OCCUPATIONAL HEALTH & SAFETY ACT

BY SIGNING BELOW, YOU AGREE WITH WORKERS COMPENSATION IN YOUR LOCAL JURISDICTION

Signed: _____

Date: _____

PLEASE SIGN AND RETURN THIS DOCUMENT TO THE ATLANTIC MOTORCYCLE & ATV SHOW, FAX 506-658-0750, PRIOR TO MOVE-IN.