

Form	Title
HS20	Exhibitor's Health & Safety Obligations

All Exhibitors are required to read the exhibitor's health and safety obligations as set out below and initial the lower right corner of the first page, and sign where indicated on the second page of two copies of this form. The contractor is to retain one copy and Conference Innovators will retain one copy on file on behalf of International Coral Reef Symposium ("the Symposium").

All exhibitors at the Symposium (the principal) are required to:

- 1 Comply with the Venue's induction procedures as outlined in the Exhibition Manual upon arrival at the Symposium venue during pack-in and ensure any exhibitor staff visit the Symposium Registration Desk to register and receive a name badge and lanyard which must be worn throughout the duration of the Symposium.
- 2 Observe and comply with the restriction that all buildings are designated No Smoking areas.
- 3 Under no circumstances operate or make adjustments to any on-site plant or equipment without authorisation from the venue operator.
- 4 Refrain from entering designated "Staff Only" areas not relevant to the work being carried out without authorisation from the venue's Health & Safety Manager or delegated site manager.
- 5 Report all incidents/accidents/near misses including all hazardous spills/discharges, to Symposium Innovators site personnel or delegated site manager as soon as possible.
- 6 Provide first aid facilities for their employees and subcontractors unless agreed otherwise with the principal.
- 7 Adhere to any/all health and safety requirements of the venue.
- 8 Nominate an on-site representative who will be responsible and accountable for health and safety and environmental pollution in areas under their control.
- 9 Maintain compliance with all relevant legislation that pertains to the services/products being provided to the Symposium.
- 10 Understand their obligations under the relevant health and safety legislation and other regulations, and ensure that all their employees and subcontractors are informed of the same, and that no person is permitted to work without being so informed.
- 11 Carry out a systematic identification of hazards likely to be encountered and develop controls for all those identified as being significant hazards before beginning work.
- 12 Conduct a hazard assessment of the work being carried out and advise Conference Innovators personnel immediately of any new hazard created during the contract and take all practicable steps to avoid harm being caused to any person as a result of such hazards.

- 13 Have a health and safety management system in place that ensures their compliance with the relevant health and safety legislation in connection with the work being undertaken and make this available to Conference Innovators personnel for inspection on request.
- 14 Provide safety protection appropriate to their trade, industry, or profession, follow safe work practices and not take unnecessary risks.
- 15 Provide the Symposium with a copy of their occupational health and safety policy and procedures that pertain to the work being undertaken as required.
- 16 Ensure that their employees and subcontractors have been adequately trained and have adequate knowledge and experience of the kind of work, plant or substances that they are required to use. Electrical appliances shall have been tested in accordance with AS/NZS 3760:2001.
- 17 Unless otherwise agreed, it is the responsibility of the exhibitor to ensure that all permits, approvals and legal authorities have been met prior to the commencement of any work.
- 18 Good housekeeping standards are to be observed throughout the Symposium; the exhibition area shall be kept tidy with escape exits and other access ways clear of any obstructions; and any spillage shall be contained and cleaned up in a tidy manner.
- 19 The use of language and/or gestures that may be of an objectionable nature towards the employees, visitors, other exhibitors or contactors on the Symposium sites will not be tolerated.
- 20 The Symposium Event Manager (Conference Innovators) or the Venue's Health & Safety Manager or designated site manager reserves the right to stop work or ask an exhibitor to vacate their stand where the above requirements are not met or where health and safety concerns are not adequately addressed.

The contractor to complete and sign

I/we have read and understood the obligations listed above and agree to abide by them.

Signed (Exhibitor's name and signature)

Company Name

Date