



Work Health and Safety Policy

At Reed Exhibitions Australia, we are committed to the health, safety and welfare of our workers, including employees, contractors, visitors and exhibitors.

Commitments

As part of our overall risk and safety program, Reed Exhibitions Australia is committed to:

- Complying with relevant legislation, codes of practice, standards and guidelines applicable to Reed Exhibitions and to exceed industry best practice standards
- Documenting, implementing and communicating the risk and safety policy to all employees, suppliers, contractors and venues and providing adequate resources to ensure this risk and safety policy is maintained
- Seek, value and incorporate employees opinions in relation to decision making processes impacting on workplace health and safety
- Providing appropriate training to employees and suppliers where appropriate
- Pro-actively liaising with venues to collaboratively provide a safe venue for all stakeholders, and
- Periodically reviewing our entire risk and safety program to ensure it remains relevant and appropriate given the nature of our business.

Objectives

The overall objectives of our risk and safety program are:

- Zero injuries
- To provide effective and meaningful consultation to employees regarding issues that affect their health, safety and welfare
- To implement a risk and safety management program to identify, assess and control all risks to the health, safety and welfare of all people affected by our undertakings, and
- To provide adequate information, training, instruction and / or supervision to all workers to ensure work is conducted in the safest possible manner.

Responsibilities

Management

The promotion and maintenance of risk and safety is primarily the responsibility of event management. To this end, it is Reed Exhibitions Australia's responsibility to develop, implement and keep under review, in consultation with venues, suppliers and workers a risk and safety program capable of managing risks associated with Reed Exhibitions operations.

Workers

All workers are required to cooperate with the intent of this Work Health and Safety Policy and supporting procedures to ensure their own health and safety and the health and safety of others in the workplace.

Each contractor is required to ensure that the intent and requirements of the risk and safety plan are effectively met and implemented in their areas of control, and to support any subordinates and hold them accountable for their specific responsibilities, including sub-contractors.



WH&S Rules and Regulations Further Information

General information

Reed Exhibitions Australia is located in NSW and work under the work health and safety (WHS) laws, effective from 1 January 2012, the term 'employers' was replaced by '[persons conducting a business or undertaking](#)' (PCBU) and 'employees' was replaced by '[workers](#)'. Reed Exhibitions Australia also holds events across all other states, territories, and committed achieve the local legislated required.

Definitions

A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader.

A volunteer organisation which employs any person to carry out work is considered a PCBU. Householders where there is an employment relationship between the householder and the worker are also considered a PCBU.

You are not considered to be a PCBU if you:

- are engaged solely as a worker or an officer
- are an elected member of a local authority
- are a volunteer association
- are a strata title body corporate responsible for common areas used only for residential purposes

A worker is anyone who carries out work for a PCBU, such as:

- an employee
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour hire company
- an apprentice or trainee
- a student gaining work experience
- an outworker
- a volunteer.

You can also be a PCBU and a worker if you carry out work for another PCBU.

An officer is a person who makes decisions, or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.

Partners of a partnership are not officers but are PCBUs. An officer of a PCBU must exercise due diligence to ensure that the PCBU complies with their duties under the WHS legislation.

You are considered to be an officer if you are:

- an officer within the meaning of section 9 of the [Corporations Act 2001](#)



- an officer of the Crown within the meaning of section 247 of the [Work Health and Safety \(WHS\) Act 2011](#)

You and the law

Reed Exhibitions Health and Safety Committee has completed these guidelines to distinguish the basic areas of responsibility for you and those employed by you during the build-up and breakdown of an exhibition.

Exhibitor responsibilities

- Ensure that persons in your employment and any others affected by your actions and omissions are safe and without risks to their health and safety.
- Ensure that the relevant risk assessments have been carried out relating to your own stand/area during build-up and breakdown.
- Co-operate/co-ordinate your actions with the organisers/contractors on site.
- Make parties aware of any potential risks during build-up and breakdown through risk assessments.
- Ensure that your workman/contractors are both competent and following safe systems of work.
- Seek advice where necessary from Reed Exhibitions Operations Manager on site, this will enable you to comply with the relevant statutory provisions.

Contractor responsibilities

- Ensure the health, safety and welfare of any persons including sub-contractors on site during build-up and breakdown.
- Where significant risks are involved ensure that risk assessments and method statements detailing methods of work are completed.
- Ensure that risk assessments and method statements are produced in pre-show meetings.
- Comply with Workplace Health and Safety Legislation, during build-up and breakdown.
- Ensure the competence of employees and sub-contractors to carry out the designated work.
- Co-operate and co-ordinate your actions.

Stand designers

- Must be competent i.e. having necessary skills, knowledge and experience pertaining to stand design backed up by the relevant qualifications.
- Ensure that erection and maintenance of the design, has the ability to be carried out safely and in accordance with the relevant legislation by the contractors in the time available.

Health & safety & risk assessments

Exhibitors are advised to request the health and safety policies of any contractors you employ and to remind them that they should request the same information for any sub-contractors they employ. It is also advisable for exhibitors and/or contractors to document a risk assessment and method statement on the installation and removal of your stand construction at the exhibition.

Safety guidelines

- Get help with big jobs. Too many things at once can be a load of trouble
- Before walking under something, look up
- Never step backwards, always turn and look
- Be aware of forklifts, trucks and other moving machinery, the driver might not see you
- Watch your step in crowded aisles
- Dispose of waste properly
- Do not smoke in the exhibition venue



Note - wearing high visibility clothing gives the right of venue access when peak forklift movements are in place.



Emergency procedures

In the event of a partial or complete evacuation of the exhibition halls, exhibitors' staff are requested to muster in the areas directed by the venue security staff.

Reed Exhibitions will not be responsible for any damage, loss or injury howsoever caused.

If it proves to be necessary to clear people away temporarily from only a section of the building, then the evacuation public address announcement will be made.

The security manager wished to stress the importance of a CONSTANT CHECK being made on the contents of exhibitors' stands to see that no unidentifiable packages, cases or bags have been left lying around. In any case of doubt the article should not be touched, but the control room advised via the organisers. When security is satisfied that there is no danger, an announcement will be made.

Reference

If you require further information, please refer to the event exhibitor manual that has detailed information relating to the event, in depth guidelines and information to support the participation of a successful event.

For further information, please contact the Operations Manager assigned to the event.