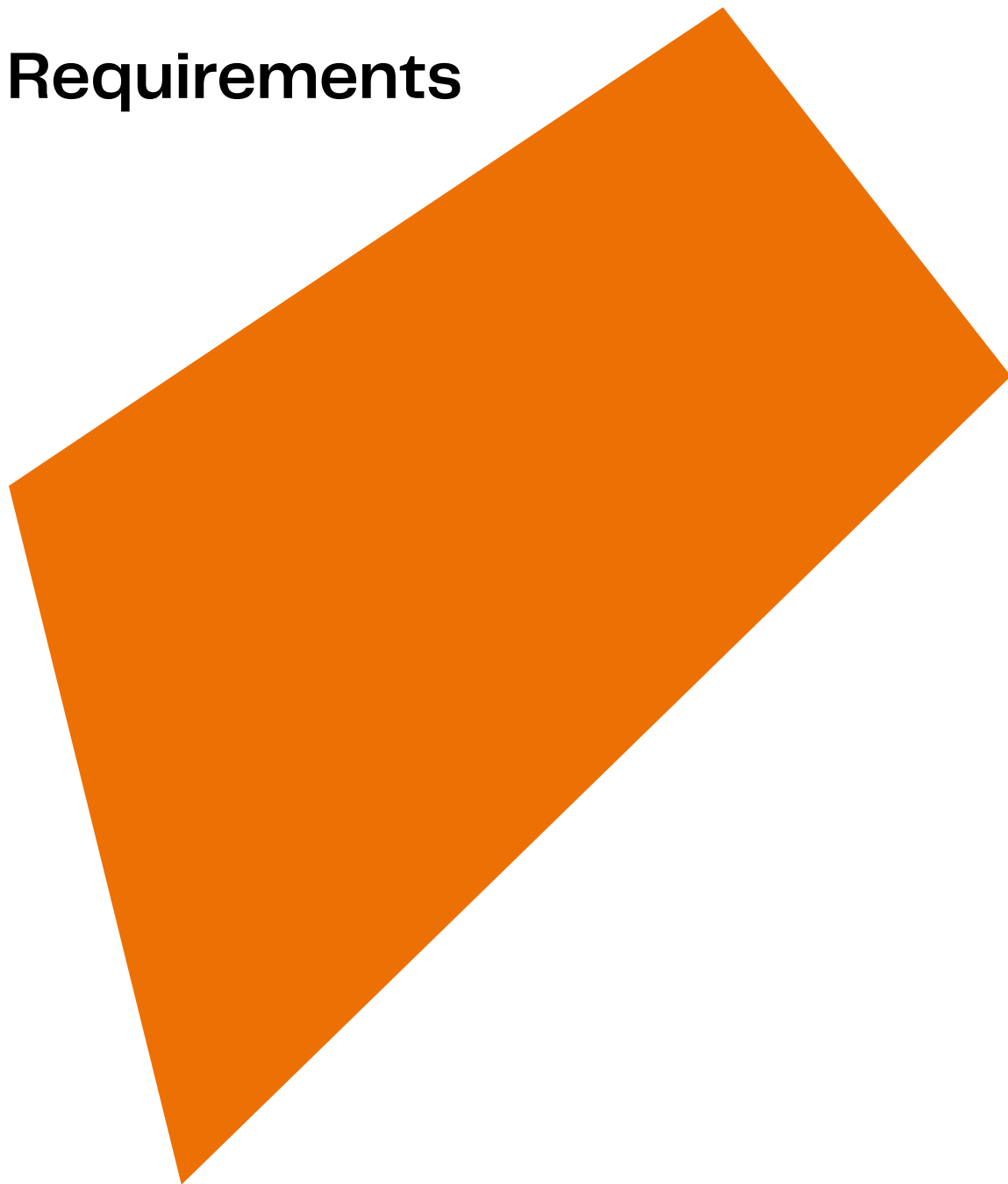


Exhibit Health & Safety Requirements



Palais
des congrès
de Montréal



General presentation

The Palais des congrès de Montréal provides a safe, healthy and orderly environment for guests and personnel during international-calibre events and exhibitions. Along with normal health, safety and civil protection measures, the Palais des congrès de Montréal (hereafter the “Palais”) has developed a set of rules and requirements applicable to setting up and tearing down exhibitions.

The Palais requires all employees, exhibition organizers, subcontractors, exhibitor personnel and their suppliers to comply with Québec’s Act respecting Occupational Health and Safety in the exhibition areas, loading docks and other event spaces that it rents out.

It is understood that the exhibition organizer shall ensure, at its own cost, the safety and security of the exhibition areas, meeting rooms, loading docks, emergency exits, reception area and other event spaces from setup to tear-down. Palais personnel will work with exhibition organizers to ensure the safety, security and cleanliness of all facilities. Approval from the Security and Service to Building Occupants Manager must be obtained before any outside company is hired

We recommend that you supply a preliminary safety and security plan to the event manager at least 30 days prior to setup. The plan must show the number of employees assigned and their tasks, along with their work locations and hours. The Security and Service to Building Occupants Manager determines the safety and security requirements for all Palais events requiring the hiring of subcontractors for event security, internal security and emergency medical services and/or police officers paid according to the size and nature of the event. In the event of failure to meet minimum security requirements, the Palais may be forced to require the presence of additional security personnel for which labour costs are charged.

Assistance and Emergency Procedures

Providing a safe and secure environment is everyone’s responsibility. You must notify a Palais staff member if you or a member of your team observes any hazards or dangerous work practices in the exhibition areas, loading docks or other Palais facilities.

The Security Operations Centre (SOC) is open 24 hours a day, and an agent can be reached at all times at 514 871-3141. Any incident requiring a security report to be filed must be reported to the Security Operations Centre.

Assistance can be obtained in an emergency (medical or other) in any of the following ways:

- Dial 555 (emergency) or call extension 3141 on an internal telephone (you will find them on the walls of all 5th floor halls and in rooms 517, 710 and 210).
- Speak to a security service employee or a Palais des congrès de Montréal staff member.
- Call 514 871-3141 from a cell phone to reach the Security Operations Centre.

Contractual Medical Services

Please inform your event manager of your recommendations regarding medical assistance. Depending on the risk analysis, the nature of the work and the number of people attending your event, you may also be required to offer nursing services.



General health and safety requirements

For security reasons, no child under 16 years of age will be allowed on the exhibit floors or loading docks during exhibits set-up and move-out periods.

Aforementioned parties are required to:

- Ensure their staff comply with all required safe work practices.
- Ensure that any of their staff appointed as supervisors have been adequately trained in Quebec's Occupational Health and Safety Act and have a good understanding of the industry hazards & controls as they relate to their responsibilities.
- Ensure that their staff have been properly trained and certified to carry out all their job tasks safely as required.
- Ensure that all their staff operating any equipment on the exhibit floors have been properly trained and certified to operate such equipment as required.
- Ensure that all staff whose activities require the use of personal protective equipment are properly equipped.
- Monitor and enforce the required Quebec's Occupational Health and Safety Act practices for their Staff during move-in and move-out.
- Ensure that all owned or rented equipment, tools and machinery 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.
- Report any accident or incident to an official security officer of the Palais.
- Comply with all safety rules while working in or accessing any common areas.
- Cooperate with the Palais staff, Show Management, and other contractors to ensure dock traffic safety requirements are maintained.
- Implement the required hazard controls as assigned and agreed with the Palais and Show Management.

Emergency procedure

- For fire and medical emergencies, the Palais emergency response procedure will be enforced. Please review the detailed procedure information available on the Palais website: [Congresmtl.com/pdf/Summary_emergency_measures.pdf](https://congresmtl.com/pdf/Summary_emergency_measures.pdf)
- All accidents taking place on Palais facility's premises must be immediately reported to the Security Operations Centre of the Palais.
- First Aid services are available at the Palais facility during move-in, move-out and exhibit/show days for medical emergencies and can be quickly contacted by Palais staff and Show Management when required.
- Accident resulting in serious or critical injury must be promptly reported to the CNESST health and safety agency. It is the responsibility of all parties involved to comply with the [CNESST](#) health and safety agency work-related accident reporting requirements.

Safety footwear mandatory during move-in/move-out

- Due to significant vehicular and equipment traffic, all move-in/move-out staff is required to wear CSA approved safety shoes during move in and move-out activities.



Vehicular traffic

Motorized Industrial vehicles such as forklifts, lifts and booms are exclusively provided and operated by trained Palais staff.

- All vehicles access to the show floor must be approved by the Palais Loading Dock Supervisor.
- The Palais reserves the right to deny access to its facility to any vehicles.
- Vehicles used on the show floor and loading docks must be in safe operating condition i.e. headlights working and on, backup beepers working.
- All motorized industrial vehicles operators must be trained and certified as required by the Quebec's Occupational Health and Safety Act.
- Motorized industrial 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, protection of the Palais facilities and exhibit materials on the show floor.
- All motorized industrial vehicles must have an up-to-date maintenance logbook conforming to Quebec's Occupational Health and Safety Act standards.
- All vehicles must be operated at safe speed based on the conditions of the show floor and loads being handled. Pedestrian safety on the show floor and loading dock is always the prime concern when operating any vehicle on the show floor.
- All vehicles displayed on the show floor for exhibition purposes must have its fuel tank drained to ¼ of full capacity and its starting battery disconnected.
- All vehicles entering the show floor must be dry and clean: free of water, ice, snow, debris, mud or lubricant.

Vehicles and other Combustion Engines on Display

- All fuel tank caps on vehicles and other combustion engines on display (except for tanks that have never contained fuel) must be locked or sealed with tape to prevent vapour leaks.
- Fuel tanks of vehicles on display must not be more than half-full or contain more than 38 litres of fuel.
- Storage cells (batteries) must be disconnected. For engines not powered by a starter battery, all spark plugs must be removed.
- Vehicles may not be moved during opening hours. No combustion engine may be started during the exhibition.
- Refueling and defueling vehicles and other combustion engines are strictly prohibited inside the building.

Loading dock safety

- All staff, including but not limited to: the Palais staff, Contractors, Show Management representatives as well as Exhibitors Booth staff and their suppliers, are required to ensure local Quebec's Occupational Health and Safety Act measures are respected in and around loading docks.
- Wherever possible, pedestrian traffic and from forklift traffic must be separated.
- Trucks and trailers must be parked in a way that will prevent trailer creep or premature departure of the vehicle from a loading dock. The use of wheel chocks is mandatory.
- It is forbidden for any vehicle to idle in loading dock areas.
- All vehicles entering the loading docks must be dry and clean: free of water, ice, snow, debris, mud, or lubricant.
- Loading dock areas must be kept clean and free of debris.
- Staff working on the loading docks must wear safety shoes and reflective vests.



Freight handling, storage and stacking

- All loads must be secured and handled safely.
- 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), 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.
- Only mandated Palais staff has access to storage areas. At no time do Exhibitors have direct access to storage areas.

Freight free aisles & 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 Palais staff and Show Management: any items found in freight free aisle (such as, but not limited to, vehicles, crates, carpet, boxes, etc.) will be required to be removed immediately.
- Contractors and Exhibitors Booth staff will maintain and enforce “freight free aisles” as required.
- All emergency exits and passageways of the Palais facility must be kept clear: any items (such as, but not limited to, vehicles, crates, carpet, boxes, etc.) found blocking the emergency exits or passageways will be removed immediately.
- Contractors and Exhibitors Booth staff will ensure that emergency exits are not obstructed as per Montreal Fire Marshal (SIM) requirements.

Slips, trips and falls

During move-in and move-out, there may be a considerable amount of debris, water or snow on the floors that can cause potential injury. We ask that all staff 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 (i.e. tools, wood, etc.) must be appropriately stored.
- Floors must be kept dry, free of water, ice, snow, debris, mud or lubricant
- Notify Palais staff of any unsafe practices or conditions noticed that could pose a potential hazard.

Electrical work

- Electrical energy can cause severe personal injury, death, or fire. Electrical equipment and installations must be installed in accordance with the Province of Quebec’s latest electrical code.

Obligations of the above-mentioned parties:

- Ensure that only CSA or ULC approved electrical equipment or equipment approved by the designated Authority is used. UL approved equipment is not legal in Canada.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency the main power source must be quickly and easily accessible.
- Use warnings and barricades to alert unqualified staff of temporary electrical hazards that may endanger them.
- Where required, only allow certified electricians to perform electrical work.
- During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask the staff to remain continuously aware of their surroundings and alert to potential electrical hazards.



Construction activity

- In the event the CNESST health and safety agency declares that specific work activity, a construction zones: The Province of Quebec's Construction Regulations will apply.
- Where a Contractor may be involved in both construction and non-construction activities concurrently in the same area that cannot be physically separated by time, a physical barrier or distance: The Province of Quebec's Construction Regulations will be applied to all work being done in the designated area.
- All work areas, deemed as construction work zone, under the control of the Contractor will have an adequate safety barrier erected around the area that will ensure the safety of staff not working within the construction area.
- Safety barrier must be maintained in place by the Contractor during the period of activity deemed as construction.
- Contractor must ensure only authorized staff has access to a designated construction work zone.
- All staff entering a construction work zone must wear CSA approved hardhats and safety shoes at all times.

Free-standing structures

- The assembly or dismantling of any type of free-standing structure (i.e. walls) must be carried out in a safe manner preventing collapse.
- Free-standing structures must be designed and engineered to be stable, secured and collapse proof.
- Contractors must ensure the staff assembling or dismantling free-standing structures have been trained and are competent to carry out this activity in a safe manner.
- The Palais reserves the right to deny the display of a free-standing structure deemed unsafe by the Palais staff.

Overhead work

The installation of equipment, accessories and rigging points on the Palais building structure will be carried out solely by Palais technicians or by an authorized Palais representative. Please refer to [Regulation: 52-01](#) for more information.

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).
- Ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Ensure all staff respect work area protection zones.
- Ensure all staff performing overhead work are trained to work in a safe manner and are aware of potential risks with people below.



Working at heights & use of ladders

There are many situations when working at heights is necessary. To avoid injury, the Palais requires the following procedures be followed:

- Proper extension devices (i.e. ladders) must be used. Items such as tables, chairs, boxes, etc. shall never be used to lift a person.
- All ladders must be of proper size & weight load, CSA approved and maintained in safe working order.
- When in use, ladders must be placed on a firm non-slip ground surface.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period, proper platforms must be used.
- Staff working at heights must comply with Quebec's Occupational Health and Safety Act 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.
- Staff working at heights must be trained and understand the proper use of fall protection equipment and extension devices.

Operation of tools

Although power operated hand tools are utilized daily in your business, please review the following policies while on the exhibit floors:

- All staff operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All staff operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when the risks of hand and eye injuries are high.

Chemical use and exposure

- Chemicals may have strong odors and may be dangerous. Therefore all work with hazardous materials should be restricted, and all precautions must be taken to minimize the exposure of the chemical.
- Contractors must inform show management or the Palais staff of any chemicals to be used or introduced to the exhibit floors during move-in or move-out (including such items that may create dusts or fumes from mobile equipment exhaust). The Palais reserves the right to restrict or forbid the use of specific chemicals.
- Contractors and exhibitors must provide copies of Material Safety Data Sheets to the Palais official security about any chemical to be used or displayed on the exhibit floors.
- Only small quantities of paint, resins, 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 exhibit floors or loading docks.

Smoking

- The Palais is a non-smoking facility and fully conforms with Quebec's Tobacco Control Act. All the Palais installations, including but not limited to: Exhibit halls meeting rooms, common areas, loading docks and service corridors are designated as non-smoking for all staff and the Palais facilities' guests.
- It is also prohibited to smoke within nine (9) metres of the PALAIS Facility's entrances and exits.