

In Ontario, the Ministry of Labour requires that all employers adhere to all relevant sections of the Ontario Health & Safety Act (OHSA). The Ministry of Labour (MOL) is the agency which enforces the OHSA. Based on our current understanding of this legislation, we have established the following guidelines for exhibitors/employers to follow when at our show.

General Safety Rules 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 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 steel toed safety boot
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.-HARD HAT, 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.