

Animals

- Written consent for any animal (except assistance animals) must be obtained prior to the event.
- A special license may be required, for example, in case of performing or wild animals from the Department of Wildlife and National Park Malaysia under the legislation of Wildlife Protection Act of 1972 (Act 76).
- Please note, no animal welfare facilities are provided by the Centre,
- Guidance on animal welfare and appropriate safety measures shall be obtained by the organiser from a suitably qualified veterinary officer, who may deem it necessary to carry out an on-site inspection.
- A copy of the veterinary officer's report on the welfare (health) of the animal shall be submitted to Centre Management.
- Animals must be appropriately supervised and sufficient welfare arrangements must be maintained, to Centre Management's satisfaction, and in accordance with the Animal Welfare Act 2012. These arrangements should be detailed in a risk assessment and include the following details:
 - Housing
 - Security
 - Environment
 - Cleaning and sanitary arrangements
 - Protection from pain, injury, suffering and disease
 - Evacuation in an emergency
 - Procedure in the event of loss or escape
 - In order to ensure the safety of visitors, suitable guards/enclosures must be provided and warning notices prominently displayed where appropriate. Animals must be properly contained when a stand is unattended.
 - Signs should be displayed at the entrance indicating that animals are present and that people with allergies maybe affected.

Draping Materials

Fabric

Material used for lining, drapes, backdrops, blinds or overhead structures, signs banners, or as part of a theme for display or made available to the public must be treated with fire retardant chemicals. The use of flammable materials, including the following, is strictly prohibited unless treated with fire retardant:-

- Crepe paper
- Corrugated cardboard
- Plastic
- Polystyrene
- Hessian
- Straw and hay, loose or in bales
- Leaves, coconut fibre, grass and sticks

Flame retardant coatings must be certified by the manufacturer to be approved for use on that particular material in order to achieve the required indices and include a label affixed with:- □ Name of manufacturer.

- Trade name.
- International or national standards against which the flame retardant has been tested.
- Name of applicator, date, its flammability rating.
- Spread of flame and smoke developed indices.
- Approved method of cleaning

Upon request, all information or documentation confirming the retardant capabilities of the materials must be provided to the Centre's S.H.E. Department along with the relevant Safety Data Sheet (SDS) prior to build-up.

The Centre does not permit horizontal draping in the premises as this presents a fire risk if the draping covers the air-conditioning, sprinkler systems and/or smoke detectors. Only perimeter draping is permitted in the Centre.

Elevated Work Platform

Anything that will lift a person to a working height above 2 metres, which includes but not limited to cherry pickers, man-lifts, scissors lifts, aerial platforms, boom trucks, etc. The operator must adhere to the following:

- Only competent / trained person are allowed to operate the equipment.
- The equipment is operable and in good working condition.
- Check and test all controls before operating the machine at height.
- Make sure the work surfaces are free of debris and are clean.
- The work area in which the lifting operation are to take place must be barricaded to prevent unauthorized entry of persons who are not wearing property safety equipment (hard hats, safety shoes and etc).
- To ensure the lifting capacity of the equipment is not exceeded. Strict adherence to the posted manufacturer's recommendations of the capacity must be strictly adhered to.
- Park the machine in a designated area and ensure charging the batteries of the equipment in a well-ventilated area.

Emergency and Evacuation Procedures

The Centre has an emergency and evacuation procedures to enable the successful evacuation of team members, exhibitors, organisers and visitors in the case of a fire or other emergencies.

Centres' team member will assist in the evacuation of large numbers of people if the need arises.

The organisers are responsible for ensuring that all emergency and safety procedures are adhered to. The emergency and evacuation procedure is available to all organisers.

Evacuation procedures will be announced via the dedicated fire/evacuation PA system and will be co-ordinated by the Centre's S.H.E. Manager and the Security Manager.

Enclosed Areas

Any area not serviceable by the existing Centre fire system may require additional equipment to be installed, such as portable hose reels, emergency exit signs, exit lighting, portable fire extinguishers and smoke alarms.

Fire Exits

All emergency exits must be accessible and operable from within the building at all times. Access to the emergency exits must be unobstructed at all times to a distance of at least five (5) metres from the door and the path to the exit must be at least equal to the width of the door. Where the exit sign is obstructed for any reason, a temporary illuminated sign is to be provided by the organiser.

Designated fire exits and clearways have been identified with marked green and white exit signs over the doors in the venue. These areas cannot be encroached upon – under any circumstances.

Storage of materials or equipment in fire stairs or any door leading to fire stairs is not permitted. It is the responsibility of the organiser to ensure that they do not store any materials at these areas.

Fire Extinguishers and Hose Reels Regulations

General regulations relating to hose reel cabinets and fire extinguishers are as follows:-

- All exhibits must not restrict access to fire fighting equipment and must be designed in accordance with the Building Code of Malaysia and conform to the Centre's Safety and Fire Regulations.
- Where the location of a fire extinguisher is obstructed by an exhibit, at and/or booth or structure, an additional fire extinguisher will be required.
- The replacement fire extinguisher should be clearly visible. Replacement fire extinguishers will be at the cost of the Event Organiser.
- Additional fire extinguishers may be required according to the number of booth aisles, widths and type of booths and their placement will be determined by the Centre's S.H.E Manager.
- Additional fire extinguishers are required at LPG gas and cooking installations or anywhere where there are increased fire risks.

The built-in hose reel cabinets cannot be obstructed in any way.

First Aid Services Guidelines

The safety and welfare of visitors attending Events at the Centre is the responsibility of the organiser. The level of First Aid coverage required for an event may depend on the age and expected number of visitors and type of event.

Events with an anticipated attendance of 5,000 to 15,000 people per building per event day are required to have at least one registered or certified paramedic on-site. Events with an anticipated attendance of over 15,000 people per building per day may be required to schedule additional health services, which would be assessed based on the potential risk factors and specific health requirements.

It is the responsibility of the organiser to provide a dedicated First Aid Professional or a Paramedic to provide coverage for all where the need is identified through the risk assessment process. The organiser may elect to, or be required to, provide augmented health services at the discretion of the Centre. The engagement of this service may be arranged by the Centre at the organiser's cost. A fully equipped First Aid Room located on Level 3 of the Foyer at the Centre Core is available for the use by the First Aid Provider.

In an emergency, please contact the **Emergency Line at extension 555 or dial +603 2333 2900.**

Gas Cylinders / Liquefied Petroleum Gas (LPG)

Organiser wishing to use LPG gas cylinders or appliances indoors for demonstration purposes shall comply with the following guidelines:-

- The total capacity shall not exceed one 14kg cylinder per demonstration or display.
- A 4.5kg CO² or 9kg dry chemical fire extinguisher is to be provided by the organiser for each appliance using LPG.
- One cylinder per appliance with fixed piping or gas hose not less than one (1) metre long to connect with the cylinder.
- Gas cylinders and connections are to be protected from accidental damage and impact.
- Gas cylinders are to be removed from inside the Venue at the end of each day.
- Gas cylinders shall not be stored inside the venue.
- A licensed or certified person will perform all gas fitting work.
- Cylinders shall be tested, approved for use and stamped as per MS116

The Centre reserves the right to remove all gas cylinders from the site should any of the above conditions not be met.

Hazardous or Dangerous Materials

No hazardous substances or dangerous goods are to be brought into the Centre without formal approval.

Prior to approval for the use of any hazardous substances or dangerous goods, the Centre will require documentation justifying their use and a risk management plan showing how the risks associated with handling, storage, use and disposal, where necessary, are to be managed. The risk management plan is to include a copy of the relevant SDS.

The Centre's S.H.E. Officer reserves the right to inspect individual booths for such items and to take appropriate action if the items found are undeclared and have not been approved by the Centre.

Radioactive materials are subject to special requirements under Malaysian Law and Event Managers seeking to bring in radioactive materials should contact the S.H.E. Department for further guidance before seeking formal approval from the Centre.

Ladder & Scaffolding/Platforms

Only ladder that is constructed of sound material are allowed to be used in the Centre. Ladders that are damaged (damaged stiles, or damage or missing rungs) are strictly not allowed to be used.

All scaffolding that is erected more than 2 m above the ground must be inspected by a competent scaffolder. The scaffold tag must be clearly display throughout the event. Every scaffold structure or platform which is more than 2 m above the ground must be provided with substantial guard rails of at least 900mm and not exceeding 1000 mm in height above every working platform. The working platforms must be kept free of waste or any other obstructions and is kept in a non-slip state.

Painting

The major painting of displays and exhibition materials is not permitted in the Venue.

The following guidelines must be adhered to:-

- Only non-toxic, primarily water-based, paints permitted.
- Spray painting, nitrate paints/ lacquers are not permitted within the Centre.
- Floors to be covered with plastic over-lay or drop sheets (not newspapers).

Do not wash paint brushes and/or dispose of paint material in the venue toilets. An industrial paint washroom is located near the Loading Dock 2 & 4 where paint brushes can be cleaned and paint material disposed of. Cleaning charges will apply for any removal of paint from the public toilets.

Plant and Equipment

All plant and equipment used including scaffolding erection must comply with the Factory and Machinery Act 1967 (Act 139), Occupational Safety and Health Act 1994 (Act 514), Uniform Building By-Laws 1984 (Act 133) and whichever is relevant. All machinery should be fitted with guarding, fencing, railings, guards etc that to ensure a safe environment for staff and visitors.

Any person operating equipment or machinery during an exhibition must be the current holder of the relevant certificate or licence, as required by law, to operate such equipment.

Materials Handling Equipment / Moving Plant include such as forklifts, mobile cranes, pallet jacks, pallet trucks and trolleys.

Elevated Work Platforms includes items such as boom lifts, scissors lifts and licensed forklift cages. To ensure that all equipment must comply with the Department of Occupational Safety and Health (DOSH) licensing requirement.

All scaffolding shall only be erected and dismantled by competent persons. All scaffolding over two meters in height must be erected by a certified scaffolder. The OSH regulation required certain measures are taken to control the risks associated with working at heights.

Special scaffolds are those that due to the construction, design, expected live are not built to match the accepted International Standard, expert advice from a professional engineer should be sort before such scaffolds are built and used. The structure engineer's certificate must be submitted to the Centre at least seven (7) days prior to the event build-up. The Centre reserves the right to refuse the build-up on site if the certificate is not received within the stipulated deadline.

For further information contact the Department of Occupational Safety and Health (DOSH) or website: <http://www.dosh.gov.my> and the Department of Environment (DOE) or website: <http://www.doe.gov.my>.

Platforms and Stages

Adequate handrails should be available to all stairways for stage and ramps. Ramps should have suitable rails to restrain equipment on wheels.

The front edge of stages, physical obstructions and stair edges should be marked with contrasting or safety tape.

A barrier should be provided on all performance edges of back stage.

Any platform or stage that holds more than 20 people at any one time must inform the Centre and the organizer is responsible to ensure the platform or stage could accommodate the load.

The corners of raised floors on stands must be displayed, rounded or angled to prevent sharp corners and tripping hazards.

Temporary structure should be assembled in accordance with engineering documents that comprises drawings, calculation and specification, all prepared by competent engineer.

Pool, Pond and Large Vessels

Details of any vessels containing 200 litres or more of water or other liquids will need to be submitted to the Centre for approval twenty-one (21) days before the event.

The Centre will undertake the filling of the vessels before the event and drainage of the vessels after the event at the organiser's cost. This is to ensure there is no spillage of the liquid onto the venue floor, its service trenches and pits. Any spillage of liquid onto the floor will result in cleaning cost and damages, if any.

Precautions must be taken for vessels generating an aerosol spray (eg. whirlpool spa, fountain) to ensure the absence of Legionella bacteria in the water system.

Safe Working Practices

Organisers, Exhibitors, Contractors and Suppliers must be vigilant of the health and safety issues for themselves and others in the area of work, and must observe and carry out work which is required to be monitored and enforced by the organisers such as the followings:

- The understanding of the emergency response procedures for the event;
- The understanding to ensure aisles leading to emergency exits are kept clear and unobstructed;
- The use of hard hats (safety helmet) when working at heights above 2 meters and/or in restricting access to dangerous areas. This includes in particular the staff below those working at height;
- Safety harnesses, net, fall arresters, life lines, safety hooks or any similar equipment type that will effectively protect persons against falls when working above a height of 2 meters;

- The need to wear suitable personal protective equipment including eyes, ear, foot and hand protection, where relevant;
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk area;
- That after use chemicals and liquids are removed from the venue for safe and proper disposal, such products may not be disposed of in general refuse areas;
- Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used accordingly;
- Ensuring portable electric tools are used with minimum length of trailing leads and that they are not left unattended with a live power supply;
- That forklifts are not used by anyone other than fully trained personnel with proof of operator training certification;
- That proper scaffolding is used during construction, that safety features are provided as intended for the use of these structures within the acceptable and established standards;
- That ladder are used safely and are in good condition and well maintained and used as intended, ensure that it is used to its acceptable height and never use the top step to work from;

Special Effects

Special effects include the following:

- Fire arms (as an effect)
- Laser displays
- Pyrotechnics
- Candles and Other Naked flames
- Smoke machines
- Ultraviolet lights
- Simulators and Rides
- Dynamic Exhibits/Moving Displays

Before approval by Centre Management is given allowing the use of special effects, the following must be submitted:

- A list of exactly what equipment is to be used.
- A schedule of when the equipment is to be used
- The length of time the effects are likely to remain at the event
- A method statement
- A risk assessment which must highlight any safety, health or fire risk
- Certificates of competency of operators
- Certificates of serviceability of equipment
- Safety Data Sheet (SDS) for any chemicals used to produce effects.

A demonstration of the effects may be required by Centre Management before approval is given.

Firearms (as an effect)

All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust, locked container and must be closely monitored at all times.

Deactivation certificates shall be made available on-site.

Laser Displays

The risk assessment must take into account the main hazards associated with lasers, which are eye and skin burns, electricity and fire. The vast majority of accidents with lasers affect the eyes. The following must also be identified within the risk assessment:

- Laser output energy or power
- Radiation wavelengths
- Exposure duration
- Cross-sectional area of the laser beam at the point of interest
- Emission limits

The laser class that is permitted to be used during events are Class I, II and III(A). All lasers should carry information stating their class and any precautions required during use.

Laser machines that Centre Management deem non-compatible with the electricity supply will, as a minimum, require some form of electrical isolation from the main supply.

Pyrotechnics

Only cold pyrotechnics suitable for indoor use may be used in the Centre. The use of hot pyrotechnics is prohibited at all times. All explosive and highly flammable substances must be stored and used under safe conditions and to the satisfaction of Centre Management and must be managed by a competent person specifically appointed for this purpose. All containers shall be indicated by the explosive or flammable symbol as appropriate. No overnight storage is allowed in the Centre. A dry powder fire extinguisher must be installed within close proximity of the pyrotechnics.

Candles and Other Naked Flame

The risk assessment should include the following:

- Height of the flame
- Heat omitted from or by the flame
- Fuel which allows the flame to burn and the quantities required
- Risk profile of the fuel
- Combustibility of surrounding areas as well the combustibility of materials in close proximity
- Probability of the flame spreading
- Whether the holder of the flame is stable enough.
- Any mitigating steps to minimize risk identified.

Naked flames must be used under safe and ventilated conditions and under the control of a competent person appointed to ensure safety at all times. Naked flames shall be kept clear of costumes, curtains and drapes and other decorative arrangements. **All cloth and materials in close proximity to the candle must be rendered fire retardant.** Hand-held flaming torches shall incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices must be tested prior to each use. A copy of a letter of approval from the local Fire & Rescue Department shall be forwarded to the Centre prior to the event. A dry powder fire extinguisher must be installed in close proximity.

Smoke Machines

Only approved chemicals are to be used in smoke machines. Operation of a smoke machine shall be restricted to the minimum amount of time required to achieve the approved density level of smoke. Account will be taken of the visibility and CO₂ levels, which must not adversely affect public safety.

Ultraviolet Lights

Ultraviolet lights should not be used for the purposes of special effects. Black light fluorescent tubes may be used without restriction.

Simulators and Rides

Simulators and rides must comply with the DOSH's Guidelines on Safety Management of Amusement Park Devices 2008. They will only be permitted if a valid license from Department of Occupational Health (DOSH), copies of annual inspection certificates and a full risk assessment are submitted.

Simulators and rides shall be under the control of a competent and experience person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger.

During build-up the organiser must submit documents to the Centre that confirm that they correspond to the actual rides to be used. The organiser must also confirm that each ride has been tested daily by a competent person and is safe for public use, prior to the event.

Dynamic Exhibits/Moving Displays

All moving machines must be fitted with the appropriate safety devices which operate when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.

The general guidelines are:-

- The working machines must be placed at a safe distance (minimum of one metre) from visitors and efficiently guarded to protect visitors from harm.
- Any machinery or apparatus displayed at the venue shall only be demonstrated within the confines of the stand/booth. Exhibits must be positioned so that at no time they do not protrude into gangways.
- Only authorised personnel are allowed to operate the machines.
- Any plant and equipment that requires a licensed operator can only be operated by the prescribed licence holders.
- No machine or display shall be left unattended while in operation.
- Motors, engines, or power driven machinery must have adequate fire and other appropriate protection against oil and other leakage.
- The operation of compressors, sprayers, auto trucks and similar machinery powered by internal combustion engines is prohibited.

Vehicles

- Moving or static motor vehicles within the venue
- Petrol-fuelled motor vehicle exhibits
- Vehicles in public circulation areas.

Moving or static motor vehicles within the venue

Vehicles shall not enter the building in which an event is taking place during the time that is open to visitors or guest. Motor vehicles used for delivery of materials or exhibits are not permitted to remain in the venue overnight.

Petrol-fuelled motor vehicle exhibits

All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including plant or machinery must comply with the followings:

- Fuel tanks of motor vehicles may contain fuels shall be maintained at less than $\frac{3}{4}$ full.
- Fuel tanks are to be locked and sealed with the manufacturers' approved fuel cap.
- Running of displayed vehicles during event is prohibited unless approved by the Centre's SHE Department.
- Keys are not allowed to be left in ignition while on display.
- All vehicles displayed in the Centre, a spare set of keys must be left at Security Counter in case of emergency.

Vehicles in Public Circulation Area

No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during event without the approval from the Centre.

Waste

All waste material and other litter shall be placed in a suitable, covered leak-proofed receptacle which shall be emptied at least once a day (or more frequently as necessary). Waste shall be removed from the premises in seal plastic bags at the end of the event and disposed correctly in an approved manner.

Any waste that is listed in Scheduled 1 under the Environmental Quality Act 1974, Scheduled Waste Regulation 2013 are categorised as hazardous waste and must be handled safely and within the law by the waste producer. Any accident or spillage that could result in a hazardous substance must be reported immediately to the Centre Security Counter.

Clinical waste ie anything contaminated with human tissues, blood or bodily fluids, excretions, drugs or other pharmaceutical products, swab or dressing, syringes, needles or other sharp instruments, must be stored safely and securely whilst on-site to prevent unauthorised access. An approved impermeable container must be supplied for the immediate disposal of the used sharps. All associated waste must be transported off-site for appropriate medical waste disposal and must never be disposed of in the Centre waste bins.

Welding and Hot Work

Activities such as welding and grinding which involve the generation of hot sparks are not allowed to be carried out in the Centre.