

# HEALTH & SAFETY PROCEDURES – IMPORTANT FOR ALL EXHIBITORS!

The Toronto Boat Show continues to improve worker safety through enforcing rules and regulations that apply to all businesses in Ontario. All exhibitors are required to ensure the safety of their workers and should plan for this prior to move-in in order to act in accordance with legislation – [this compliance will be crucial to guarantee an efficient move-in/move-out with no work stoppages or Ministry fines.](#)

According to the Occupational Health & Safety Act, everyone on the show floor needs to be responsible for ensuring a safe working environment. It is very important every exhibitor is familiar with the safety procedures being implemented at the Toronto Boat Show and is also educated on the Occupational Health & Safety Act overall. This will not only assist you meet the Ministry regulations but will also ensure your on-site staff have a safe and efficient move-in.

As well, all on-site move-in/move-out staff and contractors must be knowledgeable on the necessary work protection activities that must be implemented in accordance with the law.

In order to ensure that everyone understands the importance of this policy, [all exhibitors are required to sign and return the “Safety Acknowledgement Form” \(located at the end of this document\) prior to move-in - this will be enforced.](#)

Show management will be vigilantly monitoring the show floor to ensure a safe work environment. It needs to be everyone’s goal to minimize the potential hazards and reduce the risk of injuries – everyone needs to think safe and stay safe. Should you see a hazard or unsafe work practice on the show floor, we request that you notify show management immediately.

To assist you on the show floor, the show has designated floor managers to assist with any questions or concerns. If you have any questions related to health & safety prior to move-in, please feel free to contact Cynthia Hare at the Toronto Boat Show office (905) 951-4054 or email [chare@canadianboatshows.com](mailto:chare@canadianboatshows.com)

More information can be found here: <https://www.labour.gov.on.ca/english/hs/>

## MEDICAL EMERGENCIES

All accidents that take place on-site need to be reported to show management immediately.

- Paramedics are on-site during move-in, move-out and show days to respond to medical emergencies and can be quickly contacted by show management when required.
- If the accident results in a critical injury\*, the Ministry of Labour must be contacted as soon as the situation is under control. Please call (800) 268-2966. In addition to a phone call, a report must be filed to the Ministry of Labour within 48 hours.
- \*as per the Occupational Health & Safety Act, critical injury is defined to be one or more of the following criteria: life is in jeopardy, unconsciousness, substantial loss of blood, fractured leg or arm, amputation of leg, arm or hand, burns to majority of body, loss of sight

## EXHIBITOR BADGES DURING MOVE-IN/MOVE-OUT

- In order to provide a safe move-in/out environment, the show floor will be controlled to ensure only approved staff have access.
- Entrances to the show floor will be monitored and access denied to those without show badges.
- Security will also be routinely checking the show floor for badges.
- In order to assist you with quick access into the building, please fill in the document listed under the tab "On-Site Move-in/Move-Out Staff and Contractors" located in the on-line exhibitor kit.
- Please advise all on-site staff and contractors that they must stop by the staging yard trailer to pick up their show credentials as soon as they arrive on the Exhibition Place grounds.
- Kids under the age of 16 are not allowed on the show floor (or in vehicles on the show floor) during move-in and move-out.

## SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT

- Due to significant vehicular and equipment traffic, all move-in/move-out staff and contractors will be required to wear safety boots when on-site prior to Thursday, January 11 @ 12:00 noon.
- All vehicular traffic will be removed from the building at 12:00 noon on Thursday, January 11 in order for aisle carpet to be laid therefore reducing the risk of foot injury.
- Only those staff required (& with the proper safety equipment) will be permitted in areas experiencing activity that pose a high risk of foot injury (i.e. numerous forklifts on the loading dock).

## MAIN HALL ACCESS DURING MOVE-IN/MOVE-OUT

- As there is a significant amount of boat handling in the Main Halls (A, B, C, D and Heritage Court), these areas have higher amounts of construction activity. In order to minimize the risk of injury, [we strongly encourage all exhibitors without bulk space in the main halls to avoid entering this area prior to Thursday, January 11 @ 12:00 noon](#) – as of Thursday, January 11 @ 12:00 noon boat handling will be minimal.
- Exhibitors needing to enter the Main Hall prior to Thursday, January 11 @ 12:00 noon will be required to wear safety equipment (i.e. safety hat and safety boots).
- Exhibitors needing to access the Main Hall in order to visit the Show Office will utilize a designated aisle in Hall C (from the Industry Building Swing Space to the Galleria Lobby). Hard hats will not be mandatory if using this designated aisle.

## FREIGHT FREE AISLES

- 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 the floor managers and all items found in these aisles (such as vehicles, boats, engines, crates, carpet, boxes, etc.) will be required to be moved immediately.
- In addition to the freight free aisles, it is also essential that all exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the passageways will be asked to be cleared immediately by the floor managers.
- In order to assist with sufficient work space, move-in times assigned must be noted and respected.
- Trucks will only be unloaded onto the show floor as materials are required and space within your exhibit area allows. All trucks should be packed accordingly so that they are unloaded in a systematic way that reflects the order in which items are required. Trucks will not be allowed to unload in aisles, exits, etc. causing main egress routes to be blocked. We appreciated your cooperation with this policy.

## VEHICULAR TRAFFIC

- In order to maintain freight free aisles and avoid congestion, the number of vehicles allowed on the show floor at any one time will be restricted. Vehicle delays getting into the buildings are a factor of an improved safe work environment. We request your patience as we work to get everyone as close to their space as possible, in a reasonable amount of time.
- In order to avoid delays, we strongly recommend those exhibitors with smaller loads park their vehicles outside one of the designated floor access points and dolly their materials to their space. A move-in card from the staging yard trailer and proper show credentials will still be required.
- Dollies will be on loan in the Royal Winter Fair lobby or are welcome to bring their own. This will be the quickest way to move-in/move-out for those exhibitors with smaller loads.
- [Please be aware that vehicles required to drive to the Ricoh Coliseum, East Annex, Industry Building or East Loading Dock will be directed in a one-way direction from West to East along Manitoba Drive \(the back road on the North side of the buildings\). This road will officially be closed on, Sunday, January 21 and Monday, January 22 in order to allow for this traffic flow - security will be on-site to assist.](#)

If you do require access onto the show floor with your vehicle, there are a couple of policies you need to follow:

- All drivers must be competent and capable to maneuver in confined spaces. They need to respect the rules of the road and show floor.

- All vehicles and trailers need to be in proper working condition with lights, brakes, transmission, etc.
- A spotter must be used for all reversing vehicles –especially when a reverse beeper system is not in operation
- All vehicles must report to the staging yard trailer prior to proceeding to the appropriate loading doors. Upon your arrival, the floor manager will be notified and a move-in card will be issued to you once the floor manager has determined space is available for your vehicle. Vehicles will not be permitted floor access or loading dock access without a move-in card received at the staging yard trailer.
- Maximum speeds posted must be respected. When on the show floor, vehicles will not be allowed to drive faster than walking speed.
- Idling must be kept to a minimum while in the building.

## BOAT HANDLING

Exhibitors requiring boat lifts or a change in support structures (i.e. transferring from boat dollies to blocks), the following policies must be followed:

- All support structures (i.e. cradles, trailers, dollies, blocks, etc.) must be in good condition and meet the dimensions/weight requirements for the boat being placed.
- To avoid boats slipping while on boat dollies, all dollies must be properly connected together with all four legs properly attached to each other.
- All on-site move-in/move-out staff assisting with boat handling must be knowledgeable and competent on proper boat handling procedures and capable to load and unload boats efficiently.
- All on-site move-in/move-out staff assisting with boat handling must wear personal protective equipment at all times (i.e. safety hats, safety boots, etc.).
- We recognize that at times it may be deemed necessary for a person(s) to enter the zone under the boat while it is suspended in order to ensure proper placement of the boat on the final support structure. If this is the case, the number of people in the “lifting” zone must be kept to a minimum, the boat must be already suspended over the final destination and the boat cannot be higher than 24” over the top of the boat’s final support structure (i.e. cradles, trailers, dollies, blocks, etc.).

## WORKING AT HEIGHTS

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e. ladders) must be used. We strongly discourage ladders 12’ or higher. Items such as tables, chairs, boxes, etc. should not be used to lift a person.
- All ladders should be maintained in reasonable working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to. When in use, ladders also need to be placed on a firm non-slip ground surface.
- When using a ladder as a means of access between two levels (from the floor to a boat, from the floor to a roof, etc.) and a risk of movement exists (i.e. due to wet conditions, etc.) both the top and bottom of the ladder must be properly braced/fixed to secure points to prevent movement.
- Proper fall arrest equipment (i.e. CSA approved tether and safety harness) must be worn when working at heights over 3 meters. In addition, all on-site staff and contractors working at heights over 3 meters must have fall arrest certification with current documentation available on-site.

- Ensure a safe and practical anchor is used as the fixed support system for fall arrest equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All on-site move-in staff and contractors working at heights must be knowledgeable and understand the proper use of fall arrest equipment and extension devices.

## OVERHEAD WORK

In order to minimize the risk of head injuries, the following policies are in place:

- 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 is properly equipped with safety hats (& eye glasses when necessary).
- Ensure all staff perform overhead work in a responsible manner and are aware of potential risks with workers below.

## SLIPS, TRIPS AND FALLS

- During move-in, there is a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that on-site staff be continuously aware of their surroundings and alert to potential hazards. In addition, we ask that everyone abide by 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.) be appropriately stored.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor. A mobile wash truck will be available adjacent to the staging yard trailer during move-in for snow/dirt removal at no charge.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging to your place of business when possible (i.e. wood, reusable packaging, etc.).
- Notify a floor manager of any unsafe practices or conditions noticed that could pose a potential hazard.

## OPERATION OF TOOLS

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor:

- Ensure all staff operating tools are competent and knowledgeable on the proper and safe operation of such tools. Pre-show training, regarding the operation of power operated hand tools, is recommended.
- Ensure all move-in staff are properly equipped with the appropriate tools for completing tasks. All power tools must be in good working condition with the appropriate safety mechanisms.
- All power tools must be CSA approved.
- All staff operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

## SHRINK WRAPPING PROCEDURES WITH OPEN PROPANE FLAME

Shrink wrapping is one of the most efficient ways to protect a boat from winter elements. All exhibitors need to recognize the hazards involved with using open propane flame inside a building. As a result, the following safe practices are required:

- Minimize the amount of use of open propane torches.
- Perform all shrink wrapping activities in an open environment with high ceiling heights and excessive space surrounding the boat being wrapped (i.e. main hall).
- Face masks, safety gloves and eye protection to be worn at all times by installer.
- Inform floor manager of shrink wrapping activities taking place.
- Provide a spotter with fire extinguisher for all shrink wrapping activities inside the buildings.

## HAZARDOUS MATERIALS (i.e. paints, resins, strong cleaners, etc.)

Hazardous materials have strong odors that disturb neighboring booths and are also dangerous to the staff working with the materials. As a result, all work with hazardous materials should be done prior to move-in and, if mandatory on-site, all precautions be taken to minimize the exposure of the products.

- 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.
- Paints, resins, etc. should only be used in the building to repair incidents that happened during transit to the Toronto Boat Show. All other repairs, cosmetic tasks, etc. need to be performed prior to move-in.
- Eye and hand protective equipment needs to be worn at all times during the use of these materials.
- Material Safety Data Sheets (MSDS) are required for each hazardous product applied on-site. These sheets must be forwarded to show management prior to Friday, December 15, 2017.

## SMOKING

Smoking is not permitted within the Enercare Centre or inside any buildings within Exhibition Place. The City of Toronto By-Law #406-79 prohibits smoking within any of the buildings at Exhibition Place. Persons found smoking are subject to the maximum penalty of \$5,000.

# SAFETY ACKNOWLEDGEMENT

All exhibitors must comply with the legislation stipulated in the Occupational Health & Safety Act, governed by the Province of Ontario. It is also the sole responsibility of each exhibitor to ensure that all on-site staff and contracted suppliers are familiar with this legislation and comply with these regulations at all times while on the property of Exhibition Place – including but not exclusive to the Enercare Centre and Ricoh Coliseum.

These regulations will be strictly enforced on-site by both show management and representatives of the Ministry of Labour. Any fines or costs incurred due to the stoppage of labour will be at the sole expense of the exhibitor.

I, the undersigned, acknowledge that I have read and understand the attached **2018 Toronto Boat Show Health & Safety Procedures** document. I recognize that as an exhibitor and employer in the Province of Ontario, I am required to be educated on the Occupational Health & Safety Act and that I must ensure that my company works in compliance with the legislation at all times while on-site at the Toronto International Boat Show. I concede that failure to do so may result in work stoppages or Ministry of Labour fines and that all penalties incurred will be at the expense of myself or the company to which I represent in signing this document.

I also acknowledge that it is my sole responsibility to ensure that all on-site move-in/move-out staff and contracted suppliers, employed by my company, are informed and compliant to both the Health & Safety Procedures of the Toronto Boat Show and the Occupational Health & Safety Act stipulated by the Province of Ontario. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to the Occupational Health and Safety Act, as an exhibitor of the **2018 Toronto International Boat Show**, I agree to be liable for the actions of my staff and contractors as it applies to the situation.

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(I have authority to represent the exhibiting company listed above)

Date: \_\_\_\_\_

**Please complete and return this waiver by NOVEMBER 15, 2017.**  
**Move-In will not be permitted until this form has been received by show management**  
Please email the completed form to [wmccarroll@canadianboatshows.com](mailto:wmccarroll@canadianboatshows.com)  
or Fax to 905-951-0018.