

FAIR VENDOR AND EXHIBITOR HEALTH AND SAFETY PROGRAM

The Pacific National Exhibition places a high priority on occupational health and safety. It is expected that all Fair-time vendors and exhibitors conduct their work in a similar manner.

This document contains information regarding our occupational health and safety policies, general site work procedures and requirements from all vendors and exhibitors.

RESPONSIBILITIES

It is the responsibility of the **PNE** as the Owner to ensure

- That contractors are informed of the hazards of any owner operations or site conditions
- That contractors are aware of the health and safety precautions to be used to address these site hazards
- Ensuring that the requirements of the WorkSafeBC Occupational Health & Safety Regulations are met
- Investigate any safety concerns/observations raised.
- Assist in incident investigations when required
- Carry out inspections of vendors and exhibitors

While working on-site, **Contractors** are responsible for knowing and complying with:

- Knowing and complying with WorkSafe BC's Occupational Health & Safety Regulations
- Following all PNE Occupational Health and Safety Program requirements and PNE general site rules
- Training and educating their employees in all aspects of workplace safety according to the WorkSafeBC Regulation

While working on-site, **employees** of the Contractor are responsible for:

- Their own safety as well as the safety of their co-workers
- Following the directions of their supervisor
- Reporting any hazards to their supervisor/manager
- Reporting incidents and seeking first aid treatment
- Using and wearing protective clothing and equipment when required.

GENERAL SITE RULES

The following general site rules apply to all PNE employees, contractors, and their employees on site:

1. All employees are expected to show up fit for work.
2. The consumption of alcohol or the use of non-prescription drugs or other substances that may hamper your safety on the job is not permitted.
3. Personal protective equipment must be maintained in good condition and used correctly when it is needed for the job.

4. Only properly trained, competent and authorized employees shall operate equipment and machinery.
5. All unsafe acts and conditions must be reported to your supervisor or safety representative without delay.
6. An employee who sustains any injury, no matter how slight, must report it to their first aid attendant immediately.
7. Employees are expected to maintain good housekeeping in their area of responsibility.
8. Employees shall not engage in any improper activity that creates a hazard. This includes practical jokes, fighting, unnecessary running or similar conduct.
9. Safe driving practices must be followed on site. Unsafe driving will not be tolerated on site.
10. Smoking is only allowed in designated smoking areas. The use of cannabis is prohibited on site.

All contractors and their employees must abide by these rules and regulations. If anyone is found in violation, the PNE will take appropriate actions.

FIRST AID SERVICES AND INJURY REPORTING

The PNE provides first aid services to PNE employees, fair vendors and exhibitors and park guests. To fulfill this obligation the PNE maintains first aid locations staffed with qualified first aid attendants during the fair.

First aid is located in the Coliseum and Playland (Gate 11). During the Fair, there is a roving First Aid team which can be contacted over the radio (seek PNE contact with radio) or by calling 604.505.0879. All vendors and exhibitors will be given a copy of the Emergency Information once they arrive on site. It is the responsibility of the vendor/exhibitor to communicate this to their workers.

No matter how minor, all injuries must be reported to first aid to seek treatment.

Any major incident must be reported to OHS immediately:

Krista Roche

Occupational Health & Safety Advisor
T: 604.252.3692 C: 604.760.1506

Laura Frayne

Occupational Health & Safety Coordinator
T: 604.252.3697 C: 604.761.2947

EMERGENCY PROCEDURES AND EQUIPMENT

At the PNE, we have muster stations across the site which we ensure all of our staff and contractors are aware of. However, it is the responsibility of the vendors/exhibitor to have a site specific emergency plan which must be communicated to their workers.

Fire extinguishers are required by all vendor and exhibitors. This will be checked by OHS department during the Fair time.

SMOKING AND ELECTRONIC CIGARETTES

City of Vancouver Bylaws states that no one shall smoke inside buildings or building structures. Smoking is prohibited within 6m or 20ft of openings into buildings including doors, windows and/or air intake. Smoking must occur outdoors in designated smoking areas and care must be taken to properly extinguish and discard butts in a responsible manner so as not to create a fire hazard.

The PNE is situated within the boundaries of Hastings Community Park. The Park Board Smoking Regulation Bylaw identifies Hastings Community Park and therefore it's subject to the Bylaw Regulation. Smoking is prohibited within the park boundaries and is subject to a minimum fine of \$250. Smoking areas have been provided on site for employees and contractors to use.

Persons not abiding by the smoking policy could put other workers at a health risk. Smoking can also potentially cause a fire or explosion hazard depending on the nature of the surrounding areas

The use of electronic cigarettes and vaporizers are **no longer permitted by PNE staff and contractors on site**. It has been determined that there is currently no discernible way to differentiate between whether or not a device contains substances that could cause impairment.

CANNABIS

Employees and contractors are not permitted to attend work while impaired. This includes impairment from illicit drugs, cannabis, alcohol or any other prescription medication. Employees/contractors are also required to abide by the guest policy on cannabis and not bring into the PNE any recreational substances that cause intoxication or impairment.

PNE has zero tolerance for the use of illegal drugs and the misuse of alcohol, cannabis and prescription and non-prescription drugs. Any contractor employee found violating this policy will be removed from site. An investigation will be carried out to determine the company's future with the PNE.

DRIVING ON SITE

PNE is a public park therefore there is a lot of pedestrians around the site. When driving around site, a safe speeding limit must be complied with. Give way to pedestrians and cyclists on site.

The use of cell phones is strictly prohibited while driving any vehicle. Drivers must not hold, operate, communicate or watch the screen of a hand-held electronic communication, or computing device while operating a golf cart or any other mobile equipment on the grounds.

All loads must be secure and do not exceed the manufacturer's design specifications or legal limits for the vehicle.

Only qualified drivers with a compliant driving license are authorized to drive on site.

Seat belts must be worn by the driver and passengers while the vehicle is on. The number of passengers does not exceed the manufacturer's design specification for the vehicle. Under no circumstances will it be accepted to have workers in the cab of a truck while in motion. All contractors are representing the PNE therefore professionalism is expected.

BEE/WASP MANAGEMENT

During recent years, there have been issues with bees and wasps on site. Vendors selling sweet drinks/food are usually affected the most.

PNE has put in place an action plan to deal with this situation. We aim to achieve a safe work environment for all staff and contractors on site.

As we have carefully compiled a proactive action plan to reduce the number of bees and wasps on site, we do have the following requirements for our food vendors, particularly those selling sweet produce.

- Proper cleaning procedures must be followed and enforced. Residue of products attracts these insects.
- Garbage must not be left around. All garbage cans must have lids and must not be left open.
- Cover food and don't leave food lying around
- Food vendors must supply their own wasp /bee traps and must be emptied at the end of each day. These traps must be located all the corner of stall. Do not locate in stalls or beside food/drink prep areas.
- All vendors must educate their workers on preventative measures: wear darker clothing, do not wear perfume

GENERAL INFORMATION

Date of Safety Program Review	
Company Name	Owner/Manager Name

Please check off the topics that you have read in the checkboxes provided for you. If the topic does not apply to the job please check the N/A (not applicable) box.

	I have read the topic	N/A
Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
General Site Rules	<input type="checkbox"/>	<input type="checkbox"/>
First Aid/Injury Reporting	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Procedures and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Smoking and Electronic Cigarettes	<input type="checkbox"/>	<input type="checkbox"/>
Cannabis	<input type="checkbox"/>	<input type="checkbox"/>
Driving on Site	<input type="checkbox"/>	<input type="checkbox"/>
Bee/Wasp Management	<input type="checkbox"/>	<input type="checkbox"/>

Signature	Date
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