

CTICC

INDUCTION  
MANUAL  
2023





# TABLE OF CONTENTS

Security and house rules	3
Facilities / Welfare	3
Responsibilities	4
Operators licenses and certifications	4
Safe working practices	5
Personal protective equipment (PPE)	5
Stand construction	6
Special stand construction	6
Electrical safety	7
Use of petrol and LP gas	7
Fire safety	8
Discovering a fire	11
Fire evacuation procedure	11
Evacuation routes	12
Accident reporting and first aid	14
Waste plan	14

CTICC is proudly associated with:



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## SECURITY AND HOUSE RULES

- All contractors, visitors and service providers must report to and sign in/out at security
- All hand tools and power equipment must be declared and registered with security
- Security reserves the right to search vehicles, body, clothing and all belongings
- All contractors and service providers must wear clothing with the company logo or a name badge provided by the company
- All contractors are required to have an identification badge (not accredited) or wristband (accredited) to enter the CTICC
- Do not leave your equipment or tools unattended - the CTICC will not take responsibility for any losses
- Follow the rules of the marshalling yard as signposted
- All vehicles must be registered with security on entry to the marshalling yard
- Please take care of the building
- No goods in the glass lifts
- Do not prop open the fire doors and/or final exit doors
- Abuse, bad language, horseplay and general bad conduct will not be tolerated. Work will be stopped and the person or persons responsible will be asked to leave

## FACILITIES / WELFARE

### BREAK FACILITIES:

- No food is to be consumed inside any of the CTICC venues by staff, contractors or service providers; food is to be consumed in dedicated areas only
- The CTICC canteen is only available to staff and preferred service providers; contractors and accredited service providers cannot use these facilities unless it has been prearranged with the CTICC's Food and Beverage manager

### TOILETS:

- All service providers must only use the toilet facilities in the marshalling yard

### SMOKING / WEAPONS / DRUGS AND ALCOHOL:

- The CTICC is a non-smoking venue; an area near the staff entrance is the designated smoking area
- Drugs and alcohol are not permitted on the premises
- Weapons, including traditional weapons, are not allowed on the premises
- Breaches of this legislation will result in the offending parties being requested to leave the site and the contract agreement being cancelled



## RESPONSIBILITIES

The event organiser is responsible for ensuring that the event planning, build-up/strike schedules, permits and appointments are in place.

### EVERYONE HAS A RESPONSIBILITY TO:

- Adopt safe work practices
- Wear personal protective equipment (PPE)
- Comply with the CTICC's policies, procedures and house rules
- Report pollution, hazards and injuries immediately
- 'Walk' emergency escapes routes and locate the evacuation assembly point
- Know where to find medical assistance

### NEVER:

- Put anyone's safety at risk
- Let others put you at risk
- Misuse equipment

### THE ROLE OF THE SAFETY OFFICER AT EVENTS IS TO:

- Provide information, instruction, training and supervision
- Stop any event should an unsafe act or condition present itself

**Copies of all persons appointed must be provided to the CTICC.**

## OPERATORS LICENSES AND CERTIFICATIONS

The law requires that operators of certain types of plant and equipment must have a current certificate of competency or license to operate or inspect the identified equipment. Operators are required to be in possession of the relevant license or certificate at all times. It is simple: No license – no driving and no operating of equipment.

**No reckless driving will be tolerated**

### LICENSES OR CERTIFICATES REQUIRED:

- Gas installation
- Refrigeration and air conditioning
- Forklift, scissor lift and cherry picker (MEWP)
- Wireman's license for electrical installations
- Medic card / Safety officers
- Various inspector licenses (scaffold/structural engineer/rigger)



## SAFE WORKING PRACTICES

All contractors and service providers must carry out a risk assessment before work can take place. Induction training must be carried out by the project leader or safety officer (if appointed).

Under certain conditions, high-risk work requires a safe work method statement and/or permit to work. This can be arranged with the CTICC's Maintenance Department.

### THE FOLLOWING PERMITS TO WORK ARE OFFERED BY THE CTICC:

- Hot work (brazing)
- Working at heights/roof work/high voltage electrical work
- Gas work

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

During a build-up or strike, appropriate personal protective equipment (PPE) must be provided by service providers and worn at all times.

### THE FOLLOWING ITEMS MAY BE REQUIRED:

- High-visibility jackets
- Eye protection
- Hard hats
- Appropriate footwear
- Dust masks if needed
- Ear protection if needed
- Full body safety harness/fall arrest

The above-mentioned items are based on the tasks being conducted and the associated risks.



### NOTE:

Where high-risk work is carried out, the following is required:

- The area must be demarcated or isolated
- A spotter must be appointed
- A safety plan must be in place
- A risk assessment must be carried out
- A lock out/tag out procedure might be needed





## STAND CONSTRUCTION

### THE FOLLOWING IS NOT PERMITTED:

- Spray painting
- Welding
- Angle grinding
- Cutting timber
- Wallpapering onto CTICC structures
- Driving equipment on carpets
- Drilling into CTICC structures

### PLEASE NOTE:

- A designated area in the marshalling yard must be made available by the event organiser
- Chemicals used and brought on-site must be accompanied by a material safety data sheet
- The use of compressors, generators and helium gas must be approved by the CTICC and a Certificate of Compliance (COC) must be provided (if needed)

## SPECIAL STAND CONSTRUCTION

The following applies to custom stands, marquees, stages, raked seating, tents, rigging screens, trussing and scaffolding:

- All the above-listed items must be approved by the CTICC before construction can take place
- A structural engineer must inspect all of the above and furnish the CTICC with a structural engineering certificate (BDM13) on completion
- Failure to comply with this requirement may result in the CTICC's refusal of permission to erect a stand
- The appointment of a structural engineer must be done with BDM11 and BDM12 forms and plans with the signed forms must be submitted to the City of Cape Town offices and Fire Department for approval 30 days before the event

All equipment, fittings and materials are subject to inspection by the CTICC.



## ELECTRICAL SAFETY

### COMMON RISKS:

- Electrocution
- Fire
- Malfunction
- Persons should not interfere with electrical connections or equipment
- Only qualified and registered electricians can work on equipment and connections
- A certificate of conformity/Certificate of Compliance (COC) must be provided for each connection

## USE OF PETROL AND LP GAS

### PETROL:

- Use of petrol is not permitted
- Petrol-driven vehicles on display can only have enough petrol in the tank to get the vehicle in and out of the exhibition hall
- Please refer to the Client Manual

### LP GAS:

- No liquefied petroleum (LP) gas bottles larger than 19 kg, plus one backup cylinder, are allowed (38 kg max)
- A temporary storage cage for the backup cylinders, with a perimeter of at least 5 m, must be arranged by the client with the Fire Department
- The exhibitors/contractors take full responsibility for all aspects of the Health and Safety Act that applies to the installation of gas

The use of petrol and LP gas is governed by the City of Cape Town's fire safety by-laws and relevant health and safety regulations (building regulations, SANS codes and construction regulations). All events are subject to inspection by the Fire Department.



## FIRE SAFETY

### ALL EVENT ORGANISERS AND SERVICE PROVIDERS MUST:

- Ensure that fire extinguisher equipment, emergency exits and signage (including those inside exhibits) remain visible and accessible at all times
- All aisles must be kept clear of any obstructions or protruding objects; a minimum of 3 m aisle clearance space and 5 m to exit doors must be maintained
- Equipment that produces heat, smoke or open flames as an integral part of the product demonstration must receive written approval of the plans from the CTICC
- A fire marshal must be booked and additional fire equipment put into place as part of the fire prevention strategy
- For fireworks (pyrotechnics), a permit must be obtained from the SAPS and Fire Department and presented to the CTICC 72 hours before the event or show
- Any breach of fire safety will not be tolerated and the event or show will not be allowed to start unless fire safety issues are rectified





















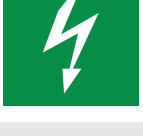




### THE FOLLOWING PRODUCTS WILL NOT BE PERMITTED UNLESS TREATED WITH A FIRE-RETARDING COMPOUND:

- Hessian
- Thatch
- Straw
- Draping
- Seat covers
- Wood pallets
- Crepe paper
- Corrugated paper
- Cardboard
- PVC sheeting (except on the floor to prevent damage to carpets)
- Polystyrene items

A certificate must be presented as proof before the event starts.



## KNOW YOUR FIRE EXTINGUISHERS COLOUR CODES

 <p><b>DRY POWDER</b></p>	 <p><b>FIRE HOSE REEL</b></p>	 <p><b>FOAM SPRAY</b></p>	 <p><b>WATER</b></p>	 <p><b>CO<sub>2</sub></b></p>
 <p>✓ <b>USE ON:</b> Wood, Paper and Textiles</p>	 <p>✓ <b>USE ON:</b> Wood, Paper and Textiles</p>	 <p>✓ <b>USE ON:</b> Wood, Paper and Textiles</p>	 <p>✓ <b>USE ON:</b> Wood, Paper and Textiles</p>	 <p>✓ <b>USE ON:</b> Flammable Liquids</p>
 <p>✓ <b>USE ON:</b> Flammable Liquids</p>	 <p><b>DO NOT USE ON:</b> Live Electrical Equipment</p>	 <p>✓ <b>USE ON:</b> Flammable Liquids</p>	 <p><b>DO NOT USE ON:</b> Live Electrical Equipment</p>	 <p>✓ <b>USE ON:</b> Live Electrical Equipment</p>
 <p>✓ <b>USE ON:</b> Gaseous Fires</p>	 <p><b>DO NOT USE ON:</b> Flammable Liquids</p>	 <p><b>DO NOT USE ON:</b> Live Electrical Equipment</p>	 <p><b>DO NOT USE ON:</b> Flammable Liquids</p>	 <p><b>DO NOT USE ON:</b> Wood, Paper and Textiles</p>
 <p>✓ <b>USE ON:</b> Live Electrical Equipment</p>	 <p><b>DO NOT USE ON:</b> Flammable Metal Fires</p>	 <p><b>DO NOT USE ON:</b> Flammable Metal Fires</p>	 <p><b>DO NOT USE ON:</b> Flammable Metal Fires</p>	 <p><b>DO NOT:</b> Hold horn when operating</p>

## HOW TO USE THE FIRE EXTINGUISHER PASS METHOD



# PASS METHOD



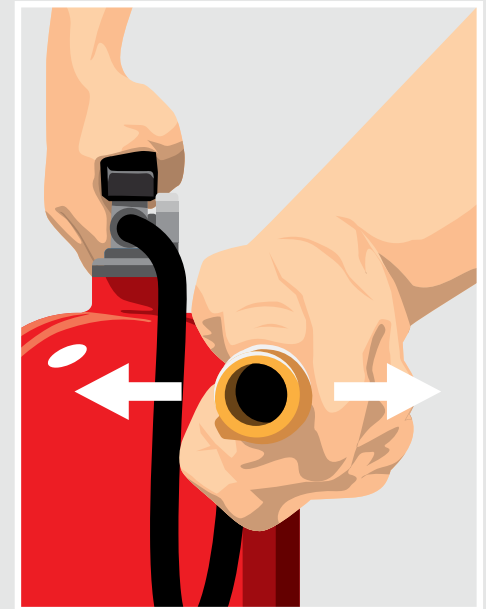
**PULL**



**AIM**



**SQUEEZE**



**SWEEP**





## DISCOVERING A FIRE

- Break the fire alarm glass and activate the alarm
- Call Ext 5252 or Disaster Risk on 107 or 021 480 7700 and inform them of the following:
- Location
- Type of fire
- Who you are
- Only use a fire extinguisher if you are trained in its use

**If all else fails, get out!**

## FIRE EVACUATION PROCEDURE

The fire alarm sound is a voice activation followed by a siren sound.

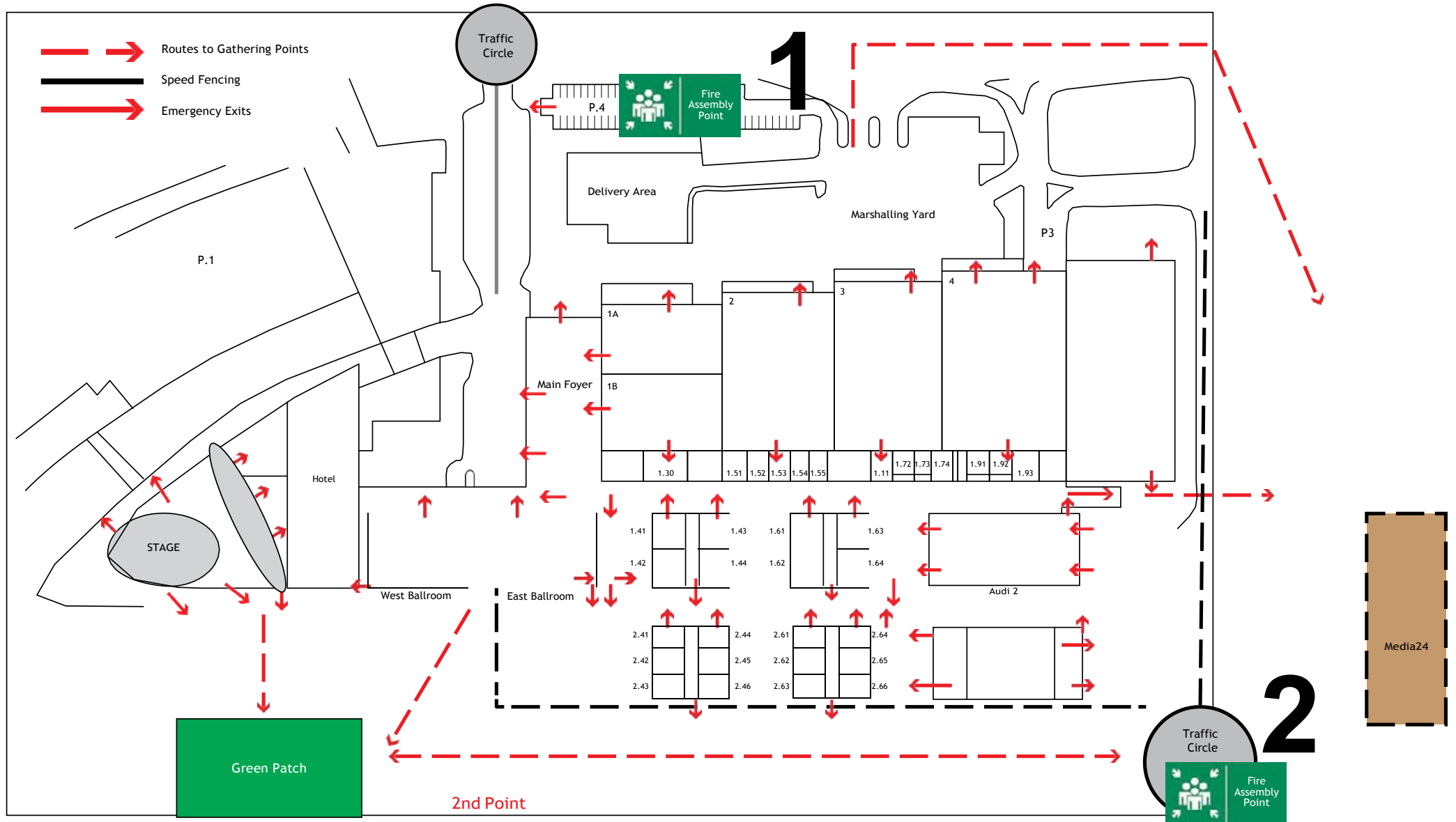
### DO NOT:

- Collect your belongings
- Take the lifts
- Run

### DO:

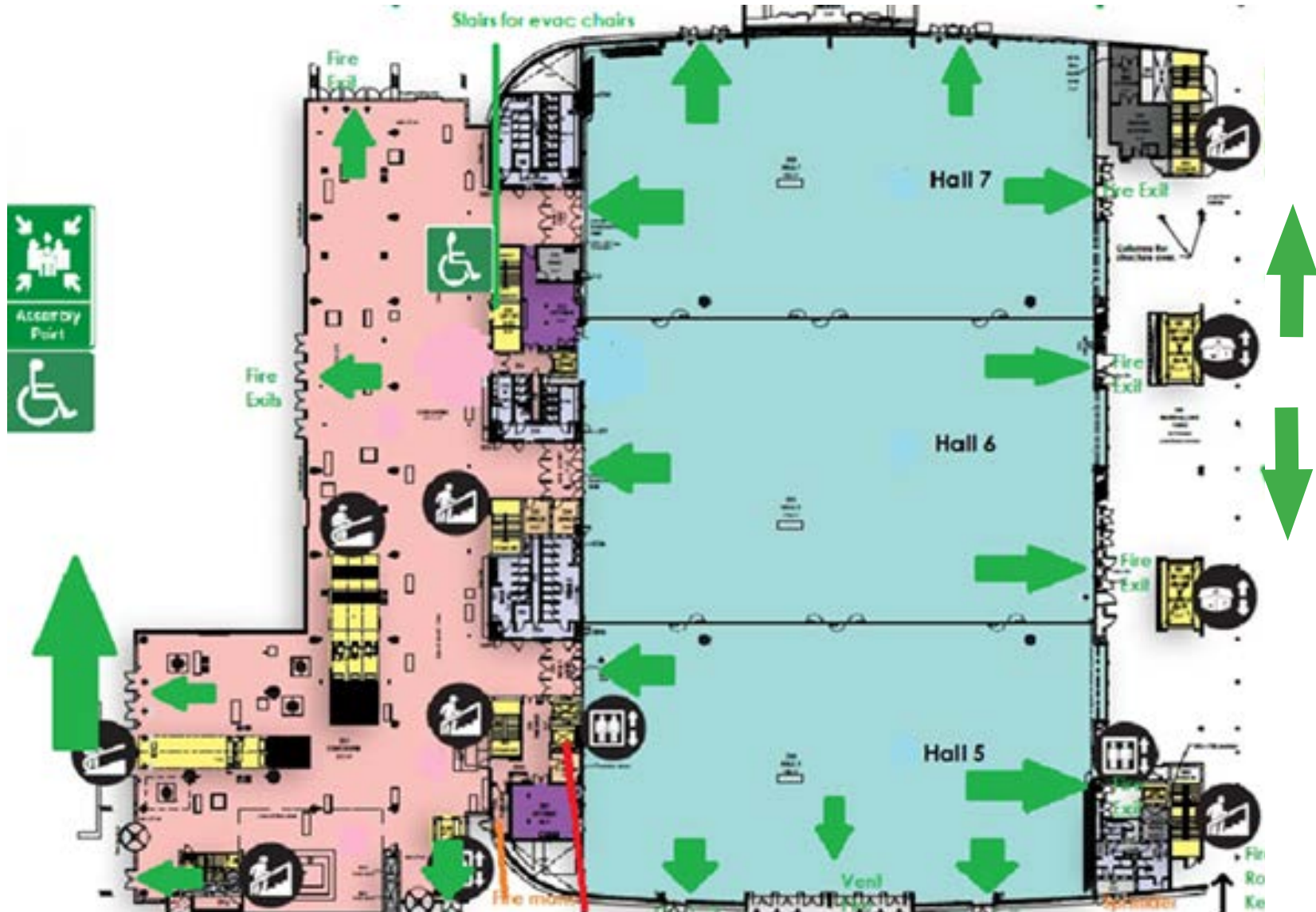
- Walk briskly to the closest fire exit and follow the green running man sign
- Assist others on the way out
- Go to the assembly point and stay in your department
- Re-enter only when the all-clear message has been given
- Report any irregularities or missing people to the fire marshal

# EVACUATION ROUTES





## CTICC 2 (EAST SIDE): OUTSIDE IN FRONT OF THE BUILDING





## ACCIDENT REPORTING AND FIRST AID

It is the responsibility of the event organiser to arrange a medic and/or medical room for your event.

### THE MEDIC MUST:

- Provide first-line medical support to all service providers
- Be registered with the health board
- Be available during all operational hours
- Complete an accident form (if applicable) for further investigation and follow-up
- Report all incidents to the safety officer

### CTICC EMERGENCY CONTACTS:

- Emergency number: 5252
- Contact the on-site medical facilities service provider

## WASTE PLAN

It is the event organiser's responsibility to provide an event waste plan and handle the clean-up.

### EVENT ORGANISERS MUST MAKE PROVISIONS FOR:

- Skips
- Bins
- Cleaning services
- Hazardous waste bins if needed





**NON-RECYCLING**

✓ **Items that can go into this bin**

 Contaminated items	 Broken crockery	 Used paper plates & cups
 Small items	 Used serviettes	 Stickers
 Dirty plastic	 Non-hazardous liquid	 Paper towels
 Glued paper	 Dirty cardboard	

✗ **Items that can't go into this bin**  
**No Hazardous Waste**

 Food waste	 Compact fluorescent lights (CFL)	 Electronic waste
 Irritants	 Corrosive items	 Toxic items
 Explosive items	 Used sanitary towels/soiled nappies	



**RECYCLING**

✓ **Items that can go into this bin**

 Glass bottles	 Tin drinking cans
 Tin food cans	 Tetrapack containers
 Plastic bottles	 Paper & cardboard

Containers don't need to be washed, but should be empty  
If cardboard boxes are large, please arrange with cleaners for collection

✗ **Items that can't go into this bin**

 Food waste	 Dirty cardboard	 Glued Paper	 Used serviettes
 Used paper plates & cups	 Stickers	 Dirty plastic	



**ORGANIC/FOOD WASTE**

✓ **Items that can go into this bin**

 Any food waste	 Bread
 Coffee grinds & tea bags	 Meat
 Fish	 Pastry
 Fruit & vegetables	 Egg shells
 Pasta	 Rice

✗ **Items that can't go into this bin**

 Paper towels	 Non-hazardous liquid
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# CONTACT



**CTICC 1:**

Convention Square, 1 Lower Long Street, Cape Town, 8001,  
South Africa  
GPS co-ordinates: -33.915141°, 18.425657°

**CTICC 2:**

Corner of Heerengracht & Rua Bartholomeu Dias, Foreshore,  
Cape Town, 8001, South Africa  
GPS co-ordinates: -33.91747°, 18.42908°



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Cape Town International Convention Centre



We are a green conscious convention centre

