Company Name/Nom de l'entreprise *

What is your language preference? / Quelle langue est-ce-que vous preferez parler? *

English

# One Of A Kind Show Winter 2022 Exhibitor Health & Safety Compliance Declaration

Exhibitors, their on-site staff and suppliers/contractors, shall comply with all show terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, provincial, municipal and local, including the Occupational Health & Safety Act, governed by the province of Ontario, which may affect the show space.

It is also the sole responsibility of the Exhibitor to ensure that all their on-site staff and suppliers/contractors are informed of and comply with all these terms at all times while on the show property. The exhibitor agrees to be liable for the actions of its on-site staff and suppliers/contractors.

These terms and regulations will be enforced by both Show Management and Ministry of Labour. Exhibitor's failure to comply with such laws, terms, rules and regulations shall entitle Show Management to terminate Show Management obligations under this contract and remove, shut down or darken Exhibitor's space. Show Management's decision on all such matters shall be final.

Exhibiting Company Name *

Booth Number

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First Name

Last Name

Email *

Phone Number *

☐ I, the undersigned, acknowledge that I have read and understand and will comply with the Show Management “Health & Safety Requirements for all Exhibitors” document including the "Appendix A "COVID-19 Health & Safety Guidelines" below. 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 employees and any contractor/supplier work in compliance with all applicable health and safety legislation at all times while on-site. 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 employed by my company and supplier/contractors, are informed and compliant to both the Health & Safety procedures of the Show Management and the Occupational Health & Safety Act and applicable Regulations 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 a Exhibitor of Show Management, I agree to be liable for the actions of my staff and suppliers/contractors.

# Authorization

*

☐ I agree to the above terms and conditions and have the authority to represent the company listed above

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[clear]

Use your mouse or finger to draw your signature above

Date *

**To submit form read through the Health and Safety Requirements below and click the SUBMIT button.**

## HEALTH AND SAFETY REQUIREMENTS FOR ALL EXHIBITORS

Show Management would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Law. **Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.**

All Exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the show floor.

In order to ensure that everyone understands the importance of these requirements **all Exhibitors are required to sign the "Exhibitor Health and Safety Compliance Declaration" (above) prior to move-in.**

Show management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

## GENERAL HEALTH AND SAFETY REQUIREMENTS

All Exhibitors must:

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relates to their responsibilities.
- Ensure that their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.

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- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during move-in and move-out.
- Ensure that all Exhibitor-owned/rented equipment, tools, and machinery are/have been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the Facility, Show Management, and Contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Show Management.

## MEDICAL EMERGENCIES

- All accidents that take place on-site need to be reported to Show Management immediately.
- First Aid services 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. First Aid services will be located in Room B2 at the Enercare Centre.
- If the accident results in a serious or critical injury*, the Ministry of Labour must be contacted at 1-877-202-0008 as soon as the situation is under control. 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*

## EMERGENCY PROCEDURES

- The Enercare Centre is equipped with sophisticated fire protection equipment, including automatic sprinklers, smoke and heat detection, fire alarm, and voice communication systems.
- Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station, and fire extinguisher.
- If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you.
- Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.
- Enercare Centre emergency number is (416) 263-3333.

## FIRE ALARM PROCEDURES

- The fire alarm system in the Enercare Centre is a two-stage alarm. At the sound of alarm admittance to the show and the underground garage will be halted. Staff working at the front door must also move all obstacles out of the entranceway in case evacuation is required. This includes the ticket counters and stanchions. Exhibitors must stop all sales, listen to the announcements through the public address (P.A.) system and prepare for possible evacuation.
- Overhead announcements will inform the public that building security is aware of the alarm and they are investigating the problem.

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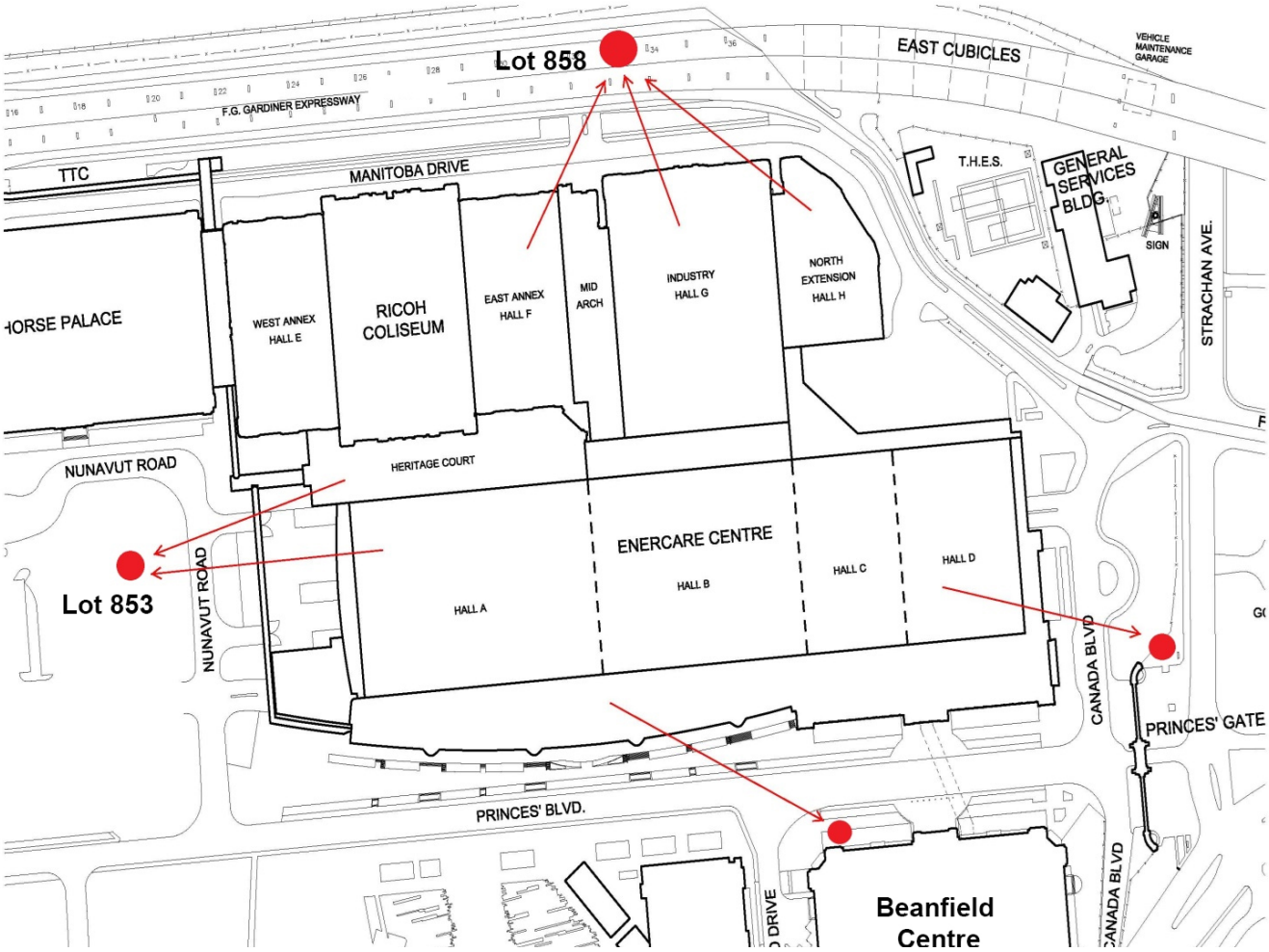
- Once Toronto Fire Department (TFD) is satisfied that no danger exists, the Fire Chief will instruct building security to silence the alarm.
- If the TFD determines the facility must be evacuated, the alarm tone will change/quicken. Overhead announcements will be made to exit the facility in an orderly fashion. Everyone should exit the Enercare Centre to the surrounding parking lots.
- Coat check will close and won't resume operation until the All Clear Announcement has been made.
- Once the TFD advises it is safe to re-enter the facility, the following re-entry procedure will occur:
    - Security will return to their posts
    - Show Management and Enercare Centre staff will return to their duties
    - Exhibitors will return to their booths
    - Public will be permitted to re-enter the facility (if it is a show day)

## EMERGENCY EVACUATION ASSEMBLY AREA

The Emergency Evacuation Assembly Area is designated based on the location you are in; when evacuating to the north assemble in Lot 858, to the east side assemble in the Princes' gates parkette, to the south assemble in front of the Beanfield Centre and to the west assemble in Lot 853. If you are a person who requires assistance in evacuating the building you are to report to an area of refuge: if you are located inside the Show please make your way to customer service; if you are outside the Show in the Galleria please make your way to the Information Desk outside the Hall B West exhibit hall entrance where security personnel will meet you to escort you out.

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## CONSTRUCTION ACTIVITY

- In accordance with the Ministry of Labour policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 metres in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all Exhibitors employees or suppliers/contractors.
- Where an Exhibitor’s on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor’s on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitor's on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor’s on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purposes of conducting work within the area.
- All Exhibitor’ on-site employees or suppliers/contractors working within a construction area must wear a CSA-approved hardhat and safety shoes at all times.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

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

- Due to significant vehicular and equipment traffic, all move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are required to wear safety shoes when on-site during move-in and move-out.

## FREIGHT-FREE AISLES AND EXITS

- 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 show management and all items found in these aisles (such as vehicles, 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 exits and passageways will be cleared immediately.
- Exhibitors’ on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitor’s on-site employees and/or suppliers/contractors will maintain “freight-free aisles” as required.

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## VEHICULAR TRAFFIC

- In order to maintain safety, freight-free aisles, and avoid congestion, vehicles allowed on the show floor will be restricted by Show Management.
- Ensure all equipment on the show floor is in safe operating condition i.e. headlights working and on, backup beepers working.
- Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have a full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the Facility and materials on the show floor.
- All vehicle operators must be trained and certified as required.
- Show Management will be monitoring vehicle traffic conditions during move-in and move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles especially forklifts is critical.

## 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 the use of ladders 12’ or higher. Items such as tables, chairs, boxes, etc. shall not be used to lift a person.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing, and tethers capable of what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protection equipment (i.e. lanyard and safety harness) must be worn when working at heights over 3 meters.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection 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 Exhibitor’ on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

## OVERHEAD WORK

In order to minimize the risk of head injuries, the following standard must be followed:

- 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 are properly equipped with CSA-approved hardhats (& safety glasses when necessary).
- Exhibitors’ on-site employees and/or suppliers/contractors carrying out overhead work will set up

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- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Show Management to schedule, as much as possible, overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all your staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

## SLIPS, TRIPS, AND FALLS

- During move-in, there may be a considerable amount of debris, water, and snow on the floors that can cause potential injury. We ask that the Exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with 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.
- Reinforce with employees the positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees placing waste in appropriate waste containers.
- 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.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (i.e. wood, reusable packaging, etc.)
- Notify show management 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 on-site employees and/or suppliers/contractors operating tools are trained, competent, and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors 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.

## CHEMICAL USE AND EXPOSURE

- Chemicals that may have strong odors may also be dangerous, as a result, all products with

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exposure of the chemical.
- Exhibitors must inform Show Management of any chemicals to be used or introduced to the show floor during move-in and during move-out (including such items that may create dust or fumes from mobile equipment exhaust). Show Management reserves the right to restrict or not allow the use of specific chemicals.
- Exhibitors must provide copies of Material Safety Data Sheets to Show Management for any chemical to be used on the show floor.
- Only small quantities of paints, cleaners, etc, should be used within the facility. Once the task(s) has been completed, these materials need to be removed as soon as possible.
- Use required controls such as adequate ventilation and personal protective equipment (PPE) when using chemicals on the show floor.

## ELECTRICAL WORK

- Electrical energy is capable of causing severe personal injury, death, or fire. Electrical equipment and installations must be installed in accordance with the applicable Provincial Electrical Safety Code
- Ensure that only CSA-approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL-approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely.
- Any Exhibitor’s on-site employees and/or suppliers/contractors working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tagout procedure in accordance with safety regulations.
- Exhibitor, where required, will only allow certified electricians to perform electrical work.

## FREIGHT STORAGE AND STACKING

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all Facility restrictions related to the storage and staking of freight.

## SMOKING

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- It is the Facilities and Show Management's intent to conform to the laws and standards of the community and their policies surrounding smoking in public places. Therefore, all public areas and rental space, including corridors, registration area, meeting rooms, and the exhibit halls are designated non-smoking for the Facilities guests.

## SHOW FLOOR HEALTH AND SAFETY RULES

**Everyone on the show floor is responsible for ensuring a healthy and safe working environment. This is for your safety and it is the law.**

If you have any questions related to these rules please contact show management.

- All incidents/accidents that occur on-site must be reported to security and show management immediately.
- For fire and medical emergencies, you must follow the facility's emergency response procedure.
- No persons under 16 years of age are allowed on the show floor during move-in/move-out.
- All personnel on the show floor during move-in/move-out are required to wear CSA-approved safety footwear. This is a legal requirement for which you are personally responsible and liable for.
- Freight-free aisles and emergency exits must be kept clean and clear of any materials at all times.
- Only authorized vehicles are allowed on the show floor. Vehicles require a spotter to escort the vehicle and for all reversing vehicles. Maximum speed is walking speed. Keep vehicle idling to a minimum.
- Do not stand on tables, chairs, boxes, etc.
- Proper fall protection equipment (i.e. CSA approved tether and safety harness) must be worn when working at heights over 3 meters (10 feet).
- Ladders are not to be used as working platforms for work over 3 meters high (10 feet).
- When working in an area where overhead work exists, use of CSA-approved hardhats are required (& safety glasses when necessary)
- Overhead work areas must be cordoned off. (minimum requirement is cones and yellow caution tape)
- All work areas/booth spaces are to be kept clean and in reasonable order. Please put your garbage in the appropriate waste containers.
- Use personal protective equipment as required by law (i.e. safety glass, gloves, orange vests)
- No smoking

**Notify show management immediately of any unsafe practices or conditions that could pose a potential health and safety hazard.**

## APPENDIX A: COVID-19 HEALTH & SAFETY GUIDELINES

**Current as of October 8, 2022. These guidelines will be updated as needed in accordance with government requirements.**

Since the start of the pandemic, One Of A Kind has been closely following the advice of public health authorities. At the time of writing, there are no COVID restrictions at this year's event. One Of A Kind Show will operate at 100% capacity. There is no proof of vaccination requirements. Exhibitors, visitors, and staff members are welcome to wear masks but are not required to do so.

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accordance with government guidelines and legal allowances. For the latest information, please check back on this page.

## COVID-19 SYMPTOMS OR EXPOSURE

- If you have symptoms of COVID-19 or were exposed to the virus, follow these steps to take care of yourself and protect others.
    - **STEP 1: CONFIRM IF YOU NEED TO ISOLATE**
        - You **must** isolate if you have symptoms of COVID-19 or have tested positive for the virus
            - If you have ONE or more of the following symptoms (that is new or worsening):
                - Fever (temperature of 37.8 C / 100.0 F or greater) and/or chills
                - Cough (new or worsening)
                - Shortness of breath
                - Decrease or loss of taste or smell
                - or if you have TWO or more of the following symptoms (that is new or worsening):
                    - Runny nose/nasal conges
                    - Headache
                    - Extreme fatigue
                    - Sore throat
                    - Muscle aches/joint pain
                    - Gastrointestinal symptoms (i.e. vomiting or diarrhea)
            - If you have COVID-19 symptoms, take the Ontario Ministry of Health's COVID-19 Self-Assessment for recommendations on what to do next.
            - If you feel sick but your symptoms are not on the list above, stay home until you feel better for at least 24 hours (or 48 hours if the symptoms affect the digestive system).
        - You **do not** need to isolate, but **must** still monitor for symptoms and take all necessary precautions such as wearing a well-fitted mask for 10 days if someone you live with, or are a close contact of, has tested positive or likely has COVID-19 based on their symptoms.
    - **STEP 2: GET TESTED FOR COVID-19, IF YOU ARE ELIGIBLE**
        - To find out if you are eligible for publicly funded COVID-19 testing, visit the provincial website.
        - If you have at least one of the symptoms listed above but aren't eligible for publicly funded testing, you must get tested via one of the following options (you are responsible for all associated costs) and notify Show Management of the result. To be permitted to return to the Show, the submission of a negative test result and completion of self-isolation as described below is required:
            - One negative PCR test administered at a clinic. With a negative PCR test, you can end self-isolation when your symptoms have been improving for 24 hours (48 hours for nausea, diarrhea, or stomach pain). A clinic in the Toronto area: MEDIONERx
            - Two negative Rapid Antigen Tests (RAT) taken 24-48 hours apart via Telehealth over a webcam. If you have two negative tests you can end self-isolation when you have no fever, and your symptoms are improving for 24 hours (or 48 hours if experiencing gastrointestinal symptoms). Some Telehealth/Virtual rapid test providers: MEDIONERx, Rapid Test & Trace, Switch Health
        - If one of the tests mentioned above results in a positive test, you must arrange for a third party ("Representative") to come and sanitize your booth provided that no

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signed terms and conditions provided by us to such Representative regarding such Representative's access to the Show. If the Representative can operate the booth on your behalf, the Representative will do so. If not, the Representative will pack and close up the booth permanently. You will be responsible for all acts and omissions of the Representative in connection with the Show, and we will have no liability to you whatsoever in connection with your Representative.

- **STEP 3: INFORM YOUR CLOSE CONTACTS OF THEIR EXPOSURE**
  - If you have symptoms of COVID-19 or have tested positive, tell your close contacts that they have been exposed. A close contact is anyone you were less than two metres away from for at least 15 minutes, or multiple shorter lengths of time, without personal protective equipment in the 48 hours before your symptoms began or your positive test result, whichever came first. Informing your contact will help stop the spread of the virus.
  - Give them the link to Ontario's COVID-19 Self-Assessment, so they can protect themselves and their contacts.
  - Your close contacts should follow the advice for being exposed to someone who has tested positive for COVID-19.

## COVID-19 NOTIFICATION

- Exhibitors must notify Show Management as soon as they become aware of an employee who tests positive for COVID-19 while at One Of A Kind Show.

## USE OF MASKS & FACE COVERINGS

- In line with the latest provincial guidance, mask-wearing will not be required but recommended. We encourage everyone to take precautions based on their individual risk assessment and comfort level.

## HAND HYGIENE AND RESPIRATORY ETIQUETTE

- Hands should be washed often and touching the face with unwashed hands should be avoided.
- Coughs and sneezes should be covered or directed into an elbow.
- Bring hand sanitizer (70-90% alcohol concentration) to have available within your booth for your staff and customers to use. Set up a separate bottle for staff. Keep hand sanitizer at each "station" within your booth – POS terminal, display case, etc. - so that it is accessible to staff after any type of interaction.
- Practice proper hand hygiene (PDF) and respiratory etiquette (PDF).
- If exhibitors wear fabric masks or uniforms of some kind, encourage/ facilitate daily washing of these items.
- Exhibitors should wash their hands before and after stocking/rearranging shelves or product displays.

## CLEANING & DISINFECTING

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- Ensure you clean and disinfect high-touch areas within your booth as frequently as is necessary to maintain a sanitary condition. This applies to POS terminals, computers, and other devices or surfaces. Follow standard procedures for cleaning and disinfection (PDF).
- Consider the location of disinfectant wipes and sanitizers. The closer your wipes are to your point-of-sale equipment, for example, the more likely you are to disinfect it after every use. Create simple and convenient systems to help you stay on top of disinfecting.
- Prepare a plan/schedule that includes what areas require enhanced cleaning, what products will be used to clean and disinfect and how often cleaning and disinfecting is required. Your plan should also indicate who on your team is responsible for the cleaning.

## APPLICABLE LEGISLATION

Exhibitors and contractors must stay up to date on legal requirements as the situation evolves and must follow all relevant requirements set out in:

- Directives from the Chief Medical Officer of Health
- Toronto Public Health orders
- The Occupational Health and Safety Act (OHSA)
- The Employment Standards Act (ESA)
- Any other relevant legislation

Submit

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