



SHOW SITE STAFF

SAFETY ORIENTATION GUIDELINES

ESCA is committed to providing the resources for a safe and productive work environment. No task is too important to compromise the safety of our members or others on the show floor. Everyone should be empowered to stop work and seek guidance from an authority to ensure a safe environment for all.

GENERAL

- All workplace injuries must be immediately reported to ensure timely medical treatment, to prevent further injury, and to investigate the cause to prevent future injuries to others.
- All accidents involving third-party persons or property must be immediately reported for documentation and investigation.
- Smoking is only allowed in designated areas.
- If you observe an unsafe act or condition, get a member of management involved to correct the situation. Do not wait; act fast!

POWERED INDUSTRIAL EQUIPMENT SAFETY

- Any individual operating a forklift, scissor lift, mobile equipment work platform (MEWP), or any other powered industrial truck must be trained and certified per OSHA guidelines. The operator must be able to produce a current operator's card when requested to do so.
- Seatbelts must be worn when operating a forklift.
- No smoking on or within 10ft of a powered industrial truck.
- Equipment must be operated at safe speeds not to exceed 5 MPH.
- No eating, drinking, or using cell phones (including Bluetooth earpieces), iPods, radios, or devices that interfere with your hearing or concentration while on a powered industrial truck or scooter.
- Sound your horn, stop, and proceed cautiously when approaching a blind corner or a congested area.
- No riders are allowed on a forklift.
- A daily inspection should be completed and returned to your supervisor before operating any powered industrial vehicle or gas/electric carts. If an item needs repair, check the equipment back in to have it Locked Out and Tagged Out.
- Carry your load 6-8 inches off the ground and ensure it is always stable.
- If the load obstructs your view, you must operate the equipment in reverse.
- Never allow individuals to walk under or near raised loads.
- Operators are solely responsible for the safe operation of their equipment.

CART/SCOOTER SAFETY

- All scooters/carts must have a documented inspection completed each day before operation.
- No riders on the back of flatbed carts.

- No standees on the back of scooters/carts.
- Everyone must go through a familiarization course before first-time operations.

LADDER SAFETY

- No standing, straddling, or sitting on the top of the ladder. The top two steps must not be used.
- Ladders should not be placed or block doorways or exits.
- Inspection of ladders is to be conducted daily and before use. If a ladder is damaged, remove the ladder from service and notify your supervisor.
- A-frame ladders need to be in the full, open position and locked.

CARPET SAFETY AND HOUSEKEEPING

- Always clear debris from the floor to avoid slips, trips, and falls. Always practice good housekeeping!
- Report fluid leaks or spills to maintenance for timely cleanup.
- Do not cover defects on the floor with carpet, including concrete divots or floor ports without covers.
- Mark hazardous conditions with caution tape.
- Ensure that the carpet is taped according to instructions and there are no ripples or trip hazards.
- Conduct inspections of the carpet on a daily or as-needed basis.
- **Always keep the “NO FREIGHT AISLE” clean and clear (no garbage or freight).**

ELECTRICAL SAFETY

- Regularly inspect tools, cords, grounds, and accessories; defective tools must be removed from service.
- Use safety features like three-prong plugs (grounded), double-insulated tools, and safety switches. Be sure machine guards are in place and always follow proper procedures.
- Install and repair equipment only if authorized and qualified to do so.
- **NEVER REMOVE A LOCK AND RED TAG FROM DAMAGED EQUIPMENT!**
- Keep electric cables and cords clean and free from kinks. Never carry equipment by its cord.
- Use extension cords only when flexibility is necessary.
 - Never use them as a substitute for fixed wiring.
 - Never run them through holes in walls, ceilings, floors, doorways, or windows.
 - Never use them where they are concealed behind permanent walls, ceilings, or floors.
- Only authorized electricians shall repair or work on electrical components.
- Use black and yellow caution tape to mark cords across the floor or under the aisle carpet.

HAZARDOUS COMMUNICATIONS - Only specially trained persons are equipped to handle hazardous material spills and cleanup. If you suspect a hazardous material spill, evacuate the scene and notify security immediately.

BACK SAFETY AND SAFE LIFTING

- Always plan before lifting.
- Bend at your knees.
- Keep your back straight.
- Keep the load close to your body.
- Do not twist with the load.
- Set the load down properly while bending at the knees.
- Always ask for help with a lift that makes you uncomfortable.

FALL PROTECTION - Fall protection systems shall be in place whenever there is an exposure to a fall greater than six feet. Fall protection includes handrails, full-body harnesses, lanyards, and anchorage points.

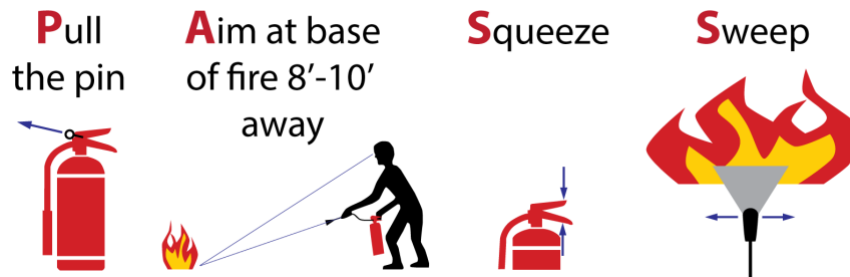
- A full-body harness and lanyard must be worn when working:
 - Mobile Equipment Work Platforms (MEWPs)
 - In a forklift man basket, when elevated.
 - Working with rigging equipment.
- When constructing a double-decker booth, all personnel must adhere to the fall protection requirements for steel erection construction, such as:
 - Leading edge cone and tape
 - Hard hats for all personnel in the area
 - Safety Lead designated within the booth.

EMERGENCY ACTION PLANS AND FIRE SAFETY

If directed to evacuate, go to the nearest safe exit and proceed to your assigned assembly area. Only leave your assembly area once you are accounted for and dismissed by your supervisor. If you cannot make it to the assembly area, please notify your supervisor of your location via cell or other means so they can account for you.

- Use fire extinguishers only when necessary.
- Fire Extinguishers are not designed to fight large or spreading fires.
- You must first sound the appropriate alarm and call the emergency number using a phone or radio.

HOW TO USE A FIRE EXTINGUISHER



CHOCK AND CONE PROGRAM

- Each dock and portable load ramp utilized during the show run must have one chock and one cone.
- The purpose of the chock is to secure the truck or trailer in its parked location for the unloading and loading. This prevents vehicle movement and separation from the dock and the trailer.
- The purpose of the cone is to inform the driver that the truck or trailer is not to be moved until all personnel have completed operations inside the trailer.
- It is ultimately the responsibility of the forklift operator to ensure the chock and cone program is implemented before entering the trailer.

These guidelines are intended to serve as a general safety reminder and are not all-inclusive of general safety requirements related to OSHA regulations and specific equipment safety requirements. These guidelines shall supplement previously provided company and union training programs and equipment safety materials.

ESCA extends heartfelt gratitude to the ESCA Health & Standards Committee for their invaluable collaboration in assembling these guidelines. Their generous sharing of tools and expertise has been pivotal in creating a comprehensive resource to uphold safety at our show sites.