



Wednesday, September 16, 2015
Thursday, September 17, 2015
ANCASTER FAIRGROUNDS

Health & Safety Rules

Landscape Ontario Horticultural Trades Association is committed to making health and safety a principle value commitment and an integral part of this organization. By establishing and maintaining viable programs and procedures and adhering to pertinent legislative standards, we will make every reasonable effort to supply a healthy and safe working environment that minimizes risk to life, personal injury, health hazards, and of property damage.

We are certain that you are as committed to the safety of the delegates, exhibitors and staff involved in Thrive/Garden Expo 2015 as we are. The following health and safety requirements are the legislated requirements of the Occupational Health & Safety Act (OHSA) and Regulations in Ontario. **Everyone on the show floor is responsible for ensuring a healthy and safe working environment for all.**

Exhibitors are required to ensure the health and safety of their employees as any responsible employer would to comply with the Occupational Health & Safety Act, and communicate these requirements to all staff prior to move-in.

SAFETY REQUIREMENTS COMPLIANCE DECLARATION FORM

I, the undersigned, acknowledge that I have read and understand the attached Thrive/Garden Expo 2015 "Health and Safety Rules" document. I recognize that as an exhibitor and / or employer of workers in the Province of Ontario, I am required to be aware of the requirements of the Occupational Health & Safety Act and that I must ensure that my company, workers, sub-contractors and representatives work in compliance with the legislation at all times while on-site at the Ancaster Fairgrounds. 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 my own expense or that of 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, show, and move-out employees, contractors and representatives employed by my company, are informed and compliant with both the Health & Safety Rules 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 Thrive/Garden Expo 2015, I agree that I am completely and fully liable for the actions of my employees, contractors and representatives safety.

All exhibitors must comply with the Occupational Health & Safety Act and Regulations, governed by the Province of Ontario. It is also the sole responsibility of each exhibitor to ensure that all on-site staff and sub-contractors and representatives are familiar with this legislation and comply with the required regulations at all times while onsite at the Ancaster Fairgrounds. These regulations will be enforced on-site by show management and representatives of the Ministry of Labour. Any fines or costs incurred due to the enforcement of the law will be at the sole expense of the exhibitor. Take time now to complete the

Worker/Supervisor Awareness training as required by the Ontario Ministry of Labour visit:
<http://www.labour.gov.on.ca/english/hs/training/>

Please initial, sign and return this two-page document by fax to **905-875-3942**, by **August 28, 2015** signifying:

- 1) Your intent to communicate these rules to anyone setting up, tearing down, or working in your booth space. (Employees, contractors, representatives)
- 2) Your agreement that you and your employees, contractors, representatives read, understand and agree to comply with the Safety Rules as noted below.

Exhibiting Company Name: _____

Company Representative: (Print or type name) _____

Signature: (I have the authority to represent the exhibiting company above) _____

Date: _____

Produced by Landscape Ontario

7856 Fifth Line South, Milton, Ont. Canada L9T 2X8

PHONE: 1-800-265-5656 or 905-875-1805 FAX: 905-875-3942 showinfo@lothrive.com LOTHRIVE.COM

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Safety Rules	Initials
All workers who work at the show (move-in, during the show and / or move-out) will have received the Worker Awareness and/or Supervisor Awareness training as required by the Ontario Ministry of Labour (http://www.labour.gov.on.ca/english/hs/training/) . Proof of training certificates/cards must be available on site and produced as required by Show Management.	
Safety footwear (Canadian Standards Act (CSA) approved / green patch steel-toe shoes or boots) MUST BE worn at all times to gain access to the show floor during move-in and move-out. No other footwear will be permitted.	
All exhibitors will ensure that all employees, contractors and representatives have access to and will wear the appropriate personal protective equipment required for all work activities including tool & equipment operation to ensure safety for all.	
All staff operating hand and / or power tools are required to wear appropriate personal protective equipment such as safety eyewear and gloves.	
In areas where overhead work is taking place or risk of head injury is possible, hardhats must be worn , and the area must be cordoned off with yellow caution tape and / or orange safety cones.	
Any employers who requires that workers work from heights' (over 3 metres) must comply with the mandatory Fall Protection/ Working from Heights training requirements as set out by the Ontario Ministry of Labour. Proof of training certificates/cards must be available on site and produced as required by Show Management.	
Proper extension devices (i.e. ladders) must be used. Ladders must meet all safety requirements as set out by the OHSA and must be used only in accordance with manufacturer's instructions. We strongly discourage ladders 12' or higher and recommend contacting Showtech Power & Lighting for the rental of a scissor lift. Items such as tables, chairs, boxes, etc. will not be used to lift a person.	
NO CHILDREN 16 years of age or younger will be allowed in the exhibit area during move-in /move-out.	
Keys must remain in vehicles that are left at the loading dock.	
Equipment belonging to the Ancaster Fairgrounds, all show contractors or any other authorized contractor on-site can be operated <u>only</u> by an authorized operator from that organization. Proof of training or certification certificates/cards must be available on site and produced as required by Show Management.	
All exhibitor staff, sub-contractors and representatives will receive training to safely perform all work activities and tasks prior to move-in, show days and move-out.	
Freight-free Aisles and exits must be kept free of obstructions at all times.	
All booth space backgrounds must be at least 18 inches (0.45m) from any wall . No materials of any kind can be stored or discarded behind booths.	
Early tear-down of exhibit booths causes a chain reaction of exhibitors eager to get home, and fills the aisles with packing boxes – CAUSING SAFETY HAZARDS . Please do not begin tear-down process until the official show closing announcement.	
Material Safety Data Sheets (MSDS) must be submitted to the show management prior to August 28, 2015 . These documents must be onsite with you at the booth for each WHMIS controlled chemical used at your booth, and all staff in contact with these chemicals are required have received the appropriate training and to wear appropriate personal protective equipment such as safety gloves and glasses.	

MOVE-IN WILL NOT BE PERMITTED WITHOUT RECEIPT OF THIS FORM
FAX BY AUGUST 28, 2015 TO 905 875-3942 OR EMAIL: SHOWINFO@LOTHRIVE.COM



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SAFETY RULES POLICY

Landscape Ontario and the Toronto Congress Centre, are committed to ensuring that the show floor is a safe work zone. This requires the cooperation of all involved.

All exhibitors are advised to adhere to the following safety policy during move-in and move-out. Please note that the Ancaster Fairgrounds is a site that is under the Occupational Health and Safety Act and consequently all exhibitors must follow all the safety regulations and procedures that are outlined in the ACT and by the facility.

Landscape Ontario, the Agricultural Society and Ancaster Fairgrounds are responsible for safety at the show and are subject to Ministry of Labour (MOL) inspections at any time during move-in or move-out. Violations can be subject to write up orders that may include asking the exhibitor to fix or repair something immediately, an order to comply and a fine, or a fine and an order to close your booth operation and/or the entire show. Each exhibitor is required to review the show safety rules and regulations for set up and tear down, make sure that each and every company employee participating in the show is aware of and understands that Policy. It is required that correct procedures, rules and equipment are used at all times. Each exhibitor is responsible for his own Health and Safety Policy for Thrive/Garden Expo 2015.

Prior to setting-up an exhibit, exhibitors and their sub-contractors must ensure that each company has a valid safety policy, WSIB clearance certificate, automobile insurance, safety acknowledgment form and a certificate of liability for a minimum of two million dollars for the duration of Thrive/Garden Expo 2015 move-in, show days and move-out. You will be required to submit copies of certifications, MSDS and training to Show Management no later than August 28, 2015. In addition, each exhibitor will have the copies of these documents in the booth and will be prepared to produce them upon request.

All companies that exhibit and their appointed sub-contractors must develop and implement a comprehensive Exhibitor Health and Safety policy for his or her employees. Said document must detail all aspects of onsite construction operations and activities associated with the contract. This plan must comply with all applicable health and safety regulations as set out by the Occupational Health & Safety Act and any project specific requirements that Landscape Ontario has specified.

Your Exhibitor/Company Health & Safety Show Policy should include the following elements:

- All employees will know and understand that they are subject to the Occupational Health and Safety Act and its contents.
- Each employee should have their own appropriate Personal Protection Equipment (PPE) with them at all times including: safety shoes / boots (steel toe), eye protection, ear protection, gloves, hardhat, etc. PPE must be worn when working around equipment and for performing specific tasks as required.
- Children under 16, by law, are not permitted on the show floor during move-in or move-out.
- Employees will be trained and qualified for all tasks performed.
- Each employee must be adequately trained/certified for any equipment operation and should understand that each person is responsible for each other's safety.
- Please consult the "OHSA Act" for specific safety recommendations.
- All sub-contractors and representatives must follow the Exhibitor/Company's Health and Safety Policy and the safety policies of Landscape Ontario and the Ancaster Fairgrounds. This includes but is not limited to providing copies of your company safety policy, WSIB certificate of clearance, Liability Insurance Certificate (minimum \$2 million), automobile insurance, WHMIS and pertinent certificates of training and equipment operation.
- Suppliers/users of controlled products are required to submit a Material Safety Data Sheets (MSDS) for all controlled products - supplied to Thrive/Garden Expo show management by August 28, 2015 and have it on display in the booth. Controlled products should be clearly labeled. Copies of the MSDS sheets will be kept in the on-site show office September 14-17, 2015. The information provided on the MSDS sheet must be detailed with sufficient information to handle, use, store and safely dispose of the chemical(s).



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Please pay careful attention to this important subject. The show floor will be monitored for safe practices. Non-compliance of any safety rules will be documented and addressed appropriately. Also if you are using a sub contractor (Exhibitor Appointed Contractor) to do work for you at the show, it is your responsibility to make sure they are following all Health & Safety policies set by the Ontario Health & Safety Act, Landscape Ontario, the Ancaster Fairgrounds and your company. Ensure that you have copied them on this notice.

*Note: See the Safety Acknowledgment Form that is to be signed and returned to Show Management no later than August 28, 2015.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) CSA approved eye, ear, foot, hand and head protection and safety vests/safety shirts as required by the work activity. For best fit and comfort everyone should bring and wear their own PPE.

The trade show floor is considered a **construction zone** during the move-in and move-out of the show. CSA approved/green patch **Safety shoes/boots are mandatory** for all personnel on the show floor during these time frames.



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OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Landscape Ontario Horticulture Trade Association is committed to embedding Health and Safety as a Principle Value of our culture and it is an integral part of this organization. By establishing and maintaining viable programs and procedures and adhering to pertinent legislative standards, we will make every reasonable effort to supply a healthy and safe working environment that minimizes risk to life, personal injury, health hazards, and of property damage.

It is in the best interest of all parties involved to consider health and safety in every activity.

Protection of the public, employees, and volunteers from injury or occupational disease is a major continuing objective. All Employees, volunteers and subcontractors will be equally responsible for working safely at all work sites, including trade shows, consumer shows and events. Landscape Ontario will endeavor to train all employees to meet their health and safety responsibilities. Full employee, volunteer and subcontractor involvement and participation in our Health and Safety Programs are an essential requirement for success.

Managers, supervisors and workers will be dedicated to the objective of preventing and reducing risk of injury and illness. Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that tools, machinery, and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks prior to their undertaking, in order to protect their own health and safety.

Landscape Ontario and the Ancaster Fairgrounds, are committed to ensuring that the show floor is a safe work zone. This requires the cooperation of all involved.

All exhibitors must adhere to the following safety policy during move-in and move-out. Please note that the Ancaster Fairgrounds is a site that is legislated by the Occupational Health and Safety Act and consequently all workers involved must comply with all the safety regulations and procedures that are outlined in the ACT and by the facility.

All trade show activities are subject to Ministry of Labour (MOL) inspections at any time during move-in, show dates and/or move-out. Violations can be subject to Orders that may include asking the exhibitor to fix or repair something immediately, an order to comply and a fine, or a fine and an order to close your booth operation and/or the entire show. Each exhibitor is responsible for the health and safety of all employees, sub-contractors, representatives and will ensure that all are aware of, understand and agree to comply with their roles and responsibilities as outlined in the Occupational Health & Safety Act (OHSA). Each exhibitor must review the show safety rules and regulations for set up and tear down at Thrive/Garden Expo 2015 and make sure that each and every employee, sub-contractor and representative is aware of and understands what is required by the documents. It is required that correct prevention procedures, rules and equipment are used at all times.

Every employee, sub-contractor and representative must protect his or her own health and safety and that of the public as well, by following the law and the Company's safe work practices and procedures. It is the responsibility of employees to report all unsafe or unhealthy conditions. Appropriate action will be taken to educate and enforce safe work practices.

I trust that all of you will join me in a personal commitment to making Landscape Ontario Horticultural Trade Association a Leader in Health & Safety.

Taking time to do the job the safe way is the right way!

Executive Director

Date: June 30, 2014

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