



HEALTH & SAFETY PROCEDURES

Overview

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Health & Safety Procedures (Overview)

1. Raw Space Booth (Pre-event)

- **Step 1:** Pico TBA will chase and collect detailed booth design, Risk Assessment, Method Statement, Non-Official Contractor Form, Health & Safety Form from all Raw Space Booths.
- **Step 2:** Pico TBA to review if submitted booth design and documents are sufficient and provide guidance, if design is safe and adhere to rules and regulations – Pico TBA will take lead in questioning outside contractors if design breach rules and regulations.
When Professional Engineer Endorsement (PE Endorsement in short) is applicable: Pico TBA to assess if design abides to safety/build rules and regulations, proceed to ask for Professional Engineer Endorsement and detailed calculations if design pass assessment.
- **Step 3:** Pico TBA to submit booth design and documents to G Management for pre-stand check and approval. G Management will issue permit to build if approved (to booths where Professional Engineer Endorsement is **NOT** applicable). **Additional process when Professional Engineer Endorsement is applicable:** PE Endorsement must be done through the Official PE Endorsement Vendor: [PT. Movindo Tata Nusantara](#). PT. Movindo Tata Nusantara will validate and audit submitted PE calculations and G Management will issue permit to build if approved.
- **Step 4:** Upon G Managements' approval, Pico TBA to submit to venue for final approval, with Organiser in copy.
- **Step 5:** Upon venue's final approval, Pico TBA to get back to Raw Space Contractors on approval status together with Raw Space rules and regulations, vehicle entry pass, with Organiser in copy.
- **Step 6:** Pico TBA will collect performance bond and admin fee. Return of performance bond to be within 3 weeks post event.
- **Additional process where Professional Engineer Endorsement is involved:** [PT. Movindo Tata Nusantara](#) will validate and audit submitted PE calculations then submit to G Management for permit to build if approved. PT. Movindo Tata Nusantara is the Official PE Endorsement Vendor, all PE Endorsement for the event must be done by PT. Movindo Tata Nusantara.
- **Do note:** PT. Movindo Tata Nusantara will check/validate all submitted Professional Engineer Endorsements, G Management will be on-site and working closely with PT. Movindo Tata Nusantara as well as Floor Managers.
- **Overall Flow for each approval:** Exhibitor appoint booth contractor -> Raw space contractors submit design and documents to Pico TBA -> Pico TBA to review (collect Professional Engineer Endorsement where applicable)-> Pico TBA send to G Management for pre-stand check and approval -> **Only when Professional Engineer Endorsement is applicable:** PT. Movindo Tata Nusantara to validate and audit PE calculations followed with sending to G Management for approval -> Pico TBA send to Venue for final approval with Organiser in CC-> Pico TBA to get back to Raw Space Contractor on approval status with rules and regulations, vehicle entry pass.
- **Booths without complete submission and approval (permit to build) WILL NOT BE ALLOWED TO BUILD.**

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2. Riggings

- **Step 1:** Client/contractor submit rigging request form to Pico TBA (cut off time to be 8 weeks prior to event, late comers to go on case by case basis). Pico TBA will take care of mother rigging and secondary rigging solely.
- **Step 2:** Pico TBA will cross check the location of requested booth from the floorplan and draw the mother rigging and secondary rigging point.
*Every mother rigging and secondary rigging in every booth will not be the same depend on their location and hanging point and rigging that attach directly to their tower construction have to be provided by the appointed contractor of exhibitor.
- **Step 3:** The hanging structure design and rigging points will be sent to Venue for approval. Pico TBA will send any feedback if there's an issue with the hanging tower.
- **Step 4:** Pico TBA will send client/contractor the technical drawing for mother rigging, secondary rigging, and quotation after Venue's approval.
- **Step 5:** Pico TBA will appoint PT. Movindo Tata Nusantara on-site to double check on all connections/rigged tower on secondary rigging done by external contractor before allowing the structure to be pulled up by official rigger.
- **Step 6:** No changing of points location allowed by default.
- **Do note:** Professional Engineer Endorsement check procedures applies for all riggings.

3. On-site Loading/Unloading

- Pico TBA will be in charge of all raw space move-in/out scheduling plan, inclusive of Official Freight Forwarder move-in/out plan, Pico TBA will work closely with Official Freight Forwarder and Venue. Traffic marshalling will be led by Venue's security team.
- Pico TBA will take charge of distributing vehicle entry passes on-site for anyone who did not manage to receive in advance.

4. On-site Move-in/Out

- Venue security will provide tool box briefing at designated areas in Loading/Unloading bay for all workers/members expected to work on-site upon arrival.
- All workers/members to sign an acknowledgement form after tool box briefing, venue security will distribute a wristband to each person.
- All workers/members must have wristband on at all times to be allowed entry to hall. People caught without wristband will need to go through tool box briefing again.
- Workers/members are allowed to approach Pico TBA office to request for a new wristband if their wristband is torn/damaged, request will only be granted when workers/members present their wristband still intact on their wrist and put on new wristband on the spot (to prevent them from passing on to other people who did not go through tool box briefing).
- Safety vest, safety boots, covered clothing are compulsory PPE required, no entry will be granted without. Safety helmet is compulsory for rigging or work at height.

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5. General On-site Health & Safety Management Team

- Pico TBA will provide at least 1 floor manager per hall to make rounds for health & safety check (build method, work at height, emergency aisle clearance, PPE, wristbands, hazards etc.) throughout all build-up/tear down. Pushing down and smashing of structures are not allowed during tear-down, structure have to be dismantled in pieces, reverse of how it was built.
- There will be multiple parties in-charge of Health & Safety on-site:
 1. Project managers/Ops managers (from Pico TBA)
 2. Floor managers (from Pico TBA)
 3. Floor managers, G Management (from Organiser)
 4. PT. Movindo Tata Nusantara (from Pico TBA)
 5. 3rd Party on-site Health & Safety Auditor (from Organiser)
 6. Ops managers (from Organiser)
 7. Venue Health & Safety/Security (from Venue)
- **Do note:** The Health & Safety Management Team have full authority to halt work or remove access of any personnel/contractor caught non-compliance to any rules & regulations. Work or access may resume with permission when problem is rectified.

**Above procedures are subject to changes, an official update will be provided if any changes.*