 <p>DURBAN ICC INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p>	<p>SHEQ & FS Management System</p>	Approval	
		Operations Director	
	<p>CONTRACTOR INDUCTION, ACCREDITATION & ACCESS PROCEDURE</p>	Doc No: SOP-OPS-02	
		Issue Date: 30/11/2012	Rev: 3

1. POLICY

Legislation requires that all contractors, suppliers and service providers delivering a service at the Durban ICC, whether it be for the venue or any of its clients, are required to undergo a brief Health & Safety induction.

In order for Durban ICC to offer a safe and controlled working environment, all contractors, suppliers and service providers are required to be registered on the Durban ICC database and wear an accreditation badge/card (to identify those who have been inducted) **as well as a colour-coded wristband** (which allows Security Personnel to identify and control access to only those persons accredited to be in specific venues for specific events)


The accreditation badges/cards and wristbands are to be displayed visibly at all times when on site for the duration of the event from build up to breakdown and anyone who fails to comply will be asked to leave the site immediately.

2. RESPONSIBILITY FOR IMPLEMENTATION

Operations Director
Health & Safety Officer
Security Manager

3. IMPLEMENTATION – INDUCTION / TEMPORARY CONTRACTOR BADGES AND ACCREDITATION

- 3.1 For Contractors, suppliers and service providers who work at the Centre infrequently (at ad hoc times i.e. decor / branding companies, plant / flower decorators etc.) temporary badges will be issued at a cost of R5 per badge, non-refundable, to cover the cost of administration and accreditation insignia.
- 3.2 Companies are required to submit a register of staff who will be working on site to Khuselani Security - leigh@khuselani.co.za at least 1 week prior to the event set-up and no later than 14h00 on a Friday. This is in order to prepare the badges for handover after the induction session. The register template will be provided by the pertinent Durban ICC Event Co-Ordinator in advance of the event. The list must include the following:
- 3.2.1 Company name / registration number
 - 3.2.2 Name and surname of employee
 - 3.2.3 Identity document or valid driver's license number
 - 3.2.4 Name of event, venue and areas where the contractor/s will be working
 - 3.2.5 Dates the contractors will be on site
 - 3.2.6 Confirmation of OHS compliance file by the Health & Safety Officer (Ebrahim Yusuf – ebrahimy@icc.co.za)
 - 3.2.7 All inductions will take place at the Durban ICC Accreditation Centre on the 2nd level of the Exhibition Centre Administration Building, entrance from Gate C, Walnut Road, Durban on specified days and times. Contractors to contact the Durban ICC Health & Safety Officer, Ebrahim Yusuf – ebrahimy@icc.co.za for confirmation.
- 3.3 On completion of induction and payment, each employee is to sign off the register on hand and produce their ID document for verification before the badge is handed over together with a colour-coded wristband which is applicable to that specific event.

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3.4 A Durban ICC receipt will be issued when the contractor has paid for the access badges and copies of the register will be signed off by the DURBAN ICC Accountant every Friday.

4. IMPLEMENTATION – INDUCTION / LONG TERM CONTRACTOR BADGES AND ACCREDITATION

4.1 For Contractors, suppliers and service providers who work at Durban ICC regularly throughout the year (i.e. stand builders, AV Companies, lift technicians, Telkom etc.), a hard plastic card will be issued at a once off cost of R10 per card, non-refundable, to cover the cost of administration and accreditation insignia with a R50.00 replacement charge if lost or stolen. This card will be valid for a period of 12 months from month of issue.

4.2 The Durban ICC Event Co-Ordinator/s will inform their clients of the induction / accreditation procedure in advance of the event and will provide a template of the register for completion and return to the Senior Operations Administrator, Helen Veenendaal - helenv@icc.co.za .

Contractors are to complete and submit the registers for all staff who will be working on site, together with a colour ID size photograph or scanned JPeg copy in order to prepare the cards for handover after the induction session.

The register must include the following information:

- 4.2.1 Company name / registration number
- 4.2.2 Company telephone / fax contact number
- 4.2.3 Employee name and surname
- 4.2.4 Identity document, passport or valid driver's license number
- 4.2.5 Employee designation (i.e. Technician, Manager, Rigger etc.)


4.3 All induction will take place at the Durban ICC Accreditation Centre on the 2nd level of the Exhibition Centre Administration Building, entrance from Gate C, Walnut Road, Durban on specified days and times. Contractors to contact the Durban ICC Health & Safety Officer, Ebrahim Yusuf on ebrahimy@icc.co.za for confirmation.

4.4 On completion of induction and payment, each employee is to sign off the register on hand and produce their ID document for verification before the card is handed over. **The cards must always be visibly worn when on the Durban ICC sites, together with a colour coded wristband for the specific event.**

4.5 **NOTE:** The plastic card will serve as proof of induction and data capture, however, each contractor is to continue to submit a list of staff working on specific events during the ensuing 12 months in order to obtain the colour-coded wristbands exclusive to those events. (Please note that the wrist band allows access onto the site for the event whereas the ID card verifies that the contractor has attended the compulsory induction required prior to commencing work on site.)

4.6 The list of contractors working on a specific event must be submitted to Khuselani Security on leigh@khuselani.co.za listing the event name and date at least 1 week prior to the event set-up and no later than 14h00 on a Friday.

4.7 Using the wrist band enables Security Personnel to identify and control access to only those persons accredited to be in specific venues and without which access will not be permitted.

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5. DECLARATION OF ITEMS

All equipment and material must be declared prior and a permit would be granted when necessary. For the following equipment: cameras, flash equipment, all service equipment, other material and items, failure to declare would result in the confiscation of equipment and/ or any other items not declared.

6. ACCESS CONTROL

All contractors working at Durban ICC have to enter via staff entrance. Deliveries and trucks to be directed by security. Contractors and Sub-contractors would enter the Exhibition Centre via Security.

7. REQUIREMENTS ON SITE

- 7.1 OHSA Compliance Confirmation has to be provided by the Durban ICC Health & Safety Officer as an acceptance of the OHS compliance file.
- 7.2 Contractors and sub-contractors will be allowed to work **ONLY** in their designated work areas.
- 7.3 No contractor or sub-contractors will be permitted to walk through the concourse areas of the building unless authorized by the Durban ICC Health & Safety Officer.
- 7.4 Only back of house toilets and urinals may be utilized by contractors and sub-contractors.

8. CONTRACTOR PROHIBITED ACTIONS

- 8.1 Operating vehicle or equipment without proper training, qualification, without license or certification.
- 8.2 Improper use of vehicles or lifting equipment without proper training and authority.
- 8.3 Failure to report ALL incidence and accidents promptly including near misses and emergencies.
- 8.4 Failure to use Personal Protective Equipment.
- 8.5 Running and horseplay is strictly prohibited on site.
- 8.6 Hooking up to utilities without permission or payment.
- 8.7 Fighting or endangering the physical welfare of other people.
- 8.8 Possession or use of alcoholic drinks or non-prescription drugs.
- 8.9 Bringing weapons or firearms into Durban ICC facilities.
- 8.10 Theft and gambling behaviour would obligate an immediate dismissal
- 8.11 Obscene or reckless behaviour or speech.


9. DURBAN ICC SITE REGULATIONS

9.1 Speed Limits

- 9.1.1 Vehicles must be driven with due consideration to personnel, equipment and property.
- 9.1.2 The maximum speed limit of 10 km per hour is to be maintained throughout the site.
- 9.1.3 The above also applies to the parking garage and loading dock areas.

9.2 Fire Precautions

All work that could result in a fire must be discussed with the Durban ICC Health & Safety Officer prior to commencement so that the necessary precautions may be instated.

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9.3 Hot Work

No welding, grinding, cutting or the use of open flame equipment is permitted on site without the authority of the Durban ICC Health & Safety Officer and the appropriate hazardous work permit must be completed.

9.4 Emergency Exits

Emergency exit doors, escape routes, walkways, stairways and stair landings must be maintained and remain free from obstruction at all times.

9.5 Fire Fighting Equipment

Fire fighting equipment must be easily accessible at all times.

9.6 Emergency Evacuation

The Contractor must be responsible in ensuring that he/she is familiar with the Durban ICC evacuation procedure and that this has been explained to all his/her employees.

9.7 Loading and Off-loading of Materials

9.7.1 Vehicles must be parked in a safe manner and not create obstructions or danger to passing vehicles/pedestrians.

9.7.2 Proper lifting equipment must be utilized when hoisting heavy items.

9.7.3 The appropriate protective wear and equipment must be used.

9.7.4 Items are to be securely lashed to the vehicle prior to departure.

9.8 Parking on Site

9.8.1 The loading dock may be used to load and off load items for events and may **NOT** be used as a parking area.

9.8.2 Should a vehicle be parked on the loading dock overnight a fee of **R150.00** will be charged per vehicle.

9.9 Reporting of Unsafe Acts and Conditions

Unsafe acts and conditions identified on site are to be reported immediately to the Durban ICC Health & Safety Officer.

9.10 Security

9.10.1 Durban ICC Security reserves the right to validate accreditation and proof of ID must be available at anytime.

9.10.2 Contractors and their employees are required to co-operate with Security personnel at all times and recognize that "Restricted" or "Unauthorised Entry" areas are strictly out of bounds.

9.11 Overhead Working

The following measures must be undertaken prior to and during all overhead works:


9.11.1 A hazardous work permit is to be obtained before overhead work may commence

9.11.2 The area must be cordoned off

9.11.3 The appropriate signs are to be displayed

9.11.4 The necessary personal protective clothing and equipment must be used

9.11.5 Tools and other material may not be thrown to the ground

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9.12 Floor Loading

Contractors are to consult with the Durban ICC Health & Safety Officer in order to ensure that floor loading is not exceeded.

9.13 Tools, Equipment & Vehicles

Under no circumstances should Contractor's employees or sub-contractors:

- 9.13.1 Operate tools, equipment or machinery unless they have received training and have been certified as competent.
- 9.13.2 Utilise defective and/or damaged tools and equipment.
- 9.13.3 All tools for the job at hand must be supplied by the Contractor / sub-contractors and must be logged with Security on arrival.

9.14 Housekeeping

All tools and other items are to be stowed away in their designated storage place and work areas are to be maintained in a neat and clean condition at all times. Waste material is to be disposed of in the proper manner.

9.15 Personal Protective Equipment

The appropriate protective clothing and equipment must be issued to each of the Contractor's employees and worn during all operations. Failure or disregard of this requirement will result in the employees being escorted off site.

9.16 Cutting and Grinding

No cutting or grinding will be permitted in any of the venues.

9.17 Draping at Durban ICC Exhibition Centre

No draping is permitted to cover any air conditioning vents in any of the Exhibition Centre Halls, Coast of Dreams or Mystrals. This applies to all events under any circumstances.

Failure to comply with any of the above regulations will result in accreditation being revoked and the contractor will be asked to leave the site.