

# CONTRACTOR INDUCTION, ACCREDITATION & ACCESS PROCEDURE

## 1. POLICY

Legislation and ICC Rule & Regulation 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 EBMS 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. INDUCTION - TEMPORARY CONTRACTOR BADGES AND ACCREDITATION

- 2.1. For contractors, sub-contractors, suppliers and service providers who work at the Centres infrequently (at ad hoc times i.e. branding companies, plant/flower decorators; service providers contracted to Durban ICC etc.) temporary badges will be issued at a cost of R5 per badge, non-refundable, to cover the cost of administration and accreditation insignia.
- 2.2. The designated Durban ICC Event Co-ordinator sends a copy of this procedure together with the register template to the client/contractor well in advance of the event, for completion and return, listing details of the staff who will be working on site for that event. This must be forwarded to Khuselani Security - [leigh@khuselani.co.za](mailto:leigh@khuselani.co.za) at least 1 week prior to the event set-up and no later than 14h00 on a Friday in order to prepare the badges for handover after the induction session. The register must include the following:
  - 2.2.1. Company name and registration number
  - 2.2.2. Company telephone / fax contact number
  - 2.2.3. Employee name, surname, designation and cellular number
  - 2.2.4. Identity document or valid driver's licence number
  - 2.2.5. Name of event, venue and areas where the contractor/s will be working
  - 2.2.6. Dates the contractors will be on site
  - 2.2.7. Confirmation of being in possession of a Safety File (tick box) in compliance with requirements of the OSH Act 85 of 1993 and the Events Safety Bill (SANS 10366) for inspection and sign off by the designated Event Health & Safety Officer's and/or the Durban ICC Health & Safety Officer, Ebrahim Yusuf – [ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za) .
- 2.3. All inductions 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 need to contact the Durban Health & Safety Officer, Ebrahim Yusuf – [ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za) or +27 31 3601329 / +27 31 72 621 4848.

# CONTRACTOR INDUCTION, ACCREDITATION & ACCESS PROCEDURE

## 2.4. Procedure:-

- 2.4.1. On arrival each employee is to produce their ID document for verification and sign off the register on hand before attending the induction ( $\pm$  30 minutes).
- 2.4.2. On completion of the induction, a supervisor / manager or responsible person for the company is to proceed to the Health & Safety Officer/s in the adjoining room for sign off of their safety file.
- 2.4.3. Once approved he/she is to proceed to the pre-arranged accreditation point (manned by Khuselani Security) for payment / receipt and hand over of the badges / colour coded wrist bands.
- 2.4.4. Khuselani is provided with a Durban ICC receipt book which is signed off by the Durban ICC Accountant weekly on a Friday.

2.5. Induction is valid for a period of 12 months and companies entering the site within that time may present their previous accreditation badges as proof or provide details of the previous event.

2.6. ***NOTE: Regardless of prior induction, a list of staff still needs to be provided for each and every event for verification and processing of the badges.***

## 3. INDUCTION – LONG TERM CONTRACTOR BADGES AND ACCREDITATION

3.1 Contractors, sub-contractors, suppliers and service providers who work at Durban ICC regularly throughout the year (i.e. stand builders, AV Companies, lift technicians, Telkom, Nashua etc.) receive a hard plastic card 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 the month of issue.

3.2 The designated Durban ICC Event Co-ordinator sends a copy of this procedure together with the register template to the client/contractor well in advent of the event.

3.3 The registers are to be completed and returned, listing details of staff who will work on site for the next 12 months, together with a scanned / e-mail copy of a colour, ID size photograph in order to prepare the cards for handover after the induction session. This must be sent to Busi Ndiyaza on [busin@icc.co.za](mailto:busin@icc.co.za) or +27 31 3601306.

The register must include the following information:

- 3.3.1 Company name (whether it is a cc; (Pty) Ltd or Sole Proprietor)
- 3.3.2 Company registration and tax number
- 3.3.3 Company telephone / fax contact number
- 3.3.4 Employee name, surname, designation and cellular number
- 3.3.5 Identity document, passport or valid driver's licence number

3.4 The register information and photographs are captured onto the EBMS database and a proforma invoice is mailed to the company for payment. This information is automatically diarized for their 12 month renewal anniversary.

3.5 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 on [ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za) or +27 31 3601329 / +27 31 72 621 4848 for confirmation.

# CONTRACTOR INDUCTION, ACCREDITATION & ACCESS PROCEDURE

## 3.6 Procedure:-

- 3.6.1 On arrival each employee is to sign off the attendance register before attending the induction ( $\pm$  30 minutes).
- 3.6.2 On completion of the induction, a supervisor / manager or responsible person for the company is to proceed to the Health & Safety Officer/s in the adjoining room for sign off of their safety file.
- 3.6.3 Once approved they may proceed to the pre-arranged accreditation point (manned by the Durban ICC Facilities Administrator) for payment / receipt where the cards are handed over together with a colour-coded wristband applicable to the specific event.

3.7 **NOTE:** *Following the initial induction a list of staff still needs to be provided for each and every event for verification and hand over of the wristbands. A Manager / Supervisor or responsible person may collect the wristbands from the Accreditation Centre any time from Monday – Sunday between 08h00 and 17h00 provided the registers/lists have been returned in good time.*

3.8 **The cards must always be worn visibly when on the Durban ICC sites, together with a colour coded wristband for the specific event otherwise access WILL NOT BE PERMITTED.**

## 4. DECLARATION OF ITEMS

All equipment and material must be declared prior to arrival and a permit would be granted where 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.

## 5. DURBAN ICC CONTRACTED SERVICE PROVIDERS

- 5.1 Deliveries and trucks to be directed by Security
- 5.2 All contractors and sub-contractors working at both Centres have to enter the site via the main staff / security entrance.

## 6. SITE REGULATIONS

- 6.1 OHSA Compliance has to be obtained from the Durban ICC Health & Safety Officer all contractors and subcontractors must have an approved Safety File.
- 6.2 Contractors and sub-contractors will be allowed to work **ONLY** in their designated work areas.
- 6.3 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.
- 6.4 **Speed Limits**
  - 6.4.1 Vehicles must be driven with due consideration to personnel, equipment and property.
  - 6.4.2 The maximum speed limit of 10 km per hour is to be maintained throughout the site, including the parking garage and loading dock areas.

# CONTRACTOR INDUCTION, ACCREDITATION & ACCESS PROCEDURE

## 6.5 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 taken.

## 7. CONTRACTOR PROHIBITED ACTIONS

7.1 To comply with Health & Safety standards the following will not be tolerated -

- Operating a vehicle or equipment without proper training, qualification, without license or certification.
- Improper use of vehicles or lifting equipment without proper training and authority.
- Failure to use Personal Protective Equipment.
- Running and horseplay is strictly prohibited on site.
- Hooking up to utilities without permission or payment.
- Fighting or endangering the physical welfare of other people.
- Possession or use of alcoholic drinks or non-prescription drugs.
- Bringing weapons or firearms into Durban ICC facilities.
- Theft and gambling would result in immediate removal from site
- Obscene or reckless behaviour or speech.

## 7.2 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 hot work permit being completed.

## 7.3 Emergency Exits

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

## 7.4 Fire Fighting Equipment

Fire fighting equipment must be easily accessible at all times.

## 7.5 Emergency Evacuation

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

## 7.6 Loading and Off-loading of Materials

- 7.6.1 Vehicles must be parked in a safe manner and not create obstructions or danger to passing vehicles/pedestrians.
- 7.6.2 Proper lifting equipment must be utilized when hoisting heavy items.
- 7.6.3 The appropriate protective wear and equipment must be used.
- 7.6.4 Items are to be securely lashed to the vehicle prior to departure.

## 7.7 Parking on Site

- 7.7.1 The loading dock may be used to load and off load items for events and may **NOT** be used as a parking area.
- 7.7.2 Limited space is available for overnight vehicle parking on the loading dock at a cost of **R150.00**. This must be booked and confirmed in writing by the relevant Event Co-Ordinator who will provide an event specific decal to be displayed in the windscreen of the vehicle.

# CONTRACTOR INDUCTION, ACCREDITATION & ACCESS PROCEDURE

## 7.8 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.

## 7.9 Security

7.9.1 Durban ICC Security reserves the right to validate accreditation and proof of ID must be available at all times.

7.9.2 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.

## 7.10 Overhead Working

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

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

7.10.2 The area must be cordoned off

7.10.3 The appropriate signs are to be displayed

7.10.4 The necessary personal protective clothing and equipment must be used

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

## 7.11 Floor Loading

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

## 7.12 Tools, Equipment & Vehicles

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

7.12.1 Operate tools, equipment or machinery unless they have received training and have been certified as competent.

7.12.2 Utilise defective and/or damaged tools and equipment.

7.12.3 All tools for the job at hand must be supplied by the Contractor / sub-contractors and must be logged with Security on arrival.

## 7.13 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.

## 7.14 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.

## 7.15 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 with no exceptions.

**Failure to comply with any of the above regulations will result in accreditation being revoked, the contractor being asked to leave the site and a possibility of being blacklisted after receiving more than one warning.**