



INDUCTION MANUAL

2025

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CTICC is proudly associated with:



we are a green conscious convention centre



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SECURITY AND HOUSE RULES

- All contractors, visitors and service providers must sign in and out with security.
- Hand tools and power equipment must be declared and registered with security.
- Security reserves the right to search vehicles, belongings and persons.
- Contractors and service providers must wear clothing featuring their company logo or a name badge provided by their company.
- Identification badges (not accredited) or wristbands (accredited) are required to enter the CTICC.
- Do not leave equipment or tools unattended. The CTICC is not liable for any losses or damages.
- Follow the rules of the marshalling yard as signposted.
- All vehicles must be registered with security upon entering the marshalling yard.
- Please respect the building and its facilities.
- Goods are not permitted in the glass lifts.
- Fire doors and final exit doors must not be propped open.
- Abuse, inappropriate language, horseplay and general poor conduct will not be tolerated. Work may be stopped and those responsible will be asked to leave.



FACILITIES

BREAK FACILITIES:

- No food may be consumed inside CTICC venues by staff, contractors or service providers; food is only to be consumed in designated areas.
- The CTICC canteen is reserved for staff and preferred service providers. Contractors and accredited service providers may only use these facilities if pre-arranged with the CTICC's Food and Beverage Manager.

TOILETS:

- Service providers must use the toilet facilities in the marshalling yard.

PROHIBITED:

- The CTICC is a non-smoking venue. A designated smoking area is located near the staff entrance.
- Drugs and alcohol are strictly prohibited.
- Weapons, including traditional weapons, are not permitted on the premises.
- Breaches of this policy will result in removal from the site and the cancellation of contracts.



RESPONSIBILITIES

The event organiser is responsible for ensuring all event planning, build-up/strike schedules, permits and appointments are in place.

EVERYONE HAS A RESPONSIBILITY TO:



Adopt safe work practices.



Wear personal protective equipment (PPE).



Familiarise themselves with emergency escapes routes and locate the evacuation assembly point.



Know where to find medical assistance.



Comply with the CTICC's policies, procedures and house rules.



Report pollution, hazards and injuries immediately.

NEVER:



Put anyone's safety at risk.



Allow others to put you at risk.



Misuse equipment.

THE ROLE OF THE SAFETY OFFICER AT EVENTS IS TO:

Provide information, instruction, training and supervision. Stop any event should an unsafe act or condition present itself.

Copies of all personnel appointments must be provided to the CTICC.



OPERATORS LICENSES AND CERTIFICATIONS

Operators of specific plant and equipment must have a current certificate of competency or a relevant license. Operators are required to be in possession of the appropriate documentation at all times. It is simple: No license means no operating of equipment.

Reckless driving will not be tolerated.

LICENSES OR CERTIFICATES REQUIRED INCLUDE:

- Gas installation
- Refrigeration and air conditioning
- Forklift, scissor lift and cherry picker (MEWP)
- Wireman's license for electrical installations
- Medic card/Safety officers
- Various inspector licenses (scaffold / structural engineer/rigger)



SAFE WORKING PRACTICES

All contractors and service providers must conduct a risk assessment before beginning work. Induction training must be conducted by the project leader or safety officer (if appointed).

High-risk work under certain conditions requires a Safe Work Method Statement and/or a Permit to Work. This can be arranged with the CTICC's Maintenance Department.

The permits required to work at the CTICC are provided to ensure compliance and safety during high-risk activities.

These include:

- Hot work (brazing)
- Working at heights/roof work/high voltage electrical work
- Gas work



PERSONAL PROTECTIVE EQUIPMENT (PPE)

During build-up or strike periods, appropriate PPE must be provided by service providers and worn at all times.

The following PPE may be required depending on tasks and associated risks:

- High-visibility jackets
- Eye protection
- Hard hats
- Appropriate footwear
- Dust masks if necessary
- Ear protection if necessary
- Full body safety harness/fall arrest

The listed items are based on the tasks being conducted and the associated risks.

PLEASE NOTE:

For high-risk work, the following is required:

- The area must be demarcated or isolated
- A spotter must be appointed
- A safety plan must be in place
- A risk assessment must be conducted
- A lock out/tag out procedure may be necessary





STAND CONSTRUCTION

THE FOLLOWING ACTIVITIES ARE NOT PERMITTED:

- Spray painting
- Welding
- Angle grinding
- Cutting timber
- Wallpapering onto CTICC structures
- Driving equipment on carpets
- Drilling into CTICC structures

Please note:

- A designated area in the marshalling yard must be made available by the event organiser.
- All chemicals used and brought on-site must be accompanied by a Safety Data Sheet.
- The use of compressors, generators and helium gas must be approved by the CTICC and a Certificate of Compliance (COC) must be provided if required.



SPECIAL STAND CONSTRUCTION

For custom stands, marquees, stages, raked seating, tents, rigging screens, trussing and scaffolding:

- Approval from the CTICC is required before construction begins.
- A structural engineer must inspect the construction and provide a structural engineering certificate (BDM13) upon completion.
- Failure to comply may result in denial of permission to erect a stand.
- The appointment of a structural engineer must be done with BDM11 and BDM12 forms, and the signed forms must be submitted to the City of Cape Town offices and Fire Department 30 days before the event.

All equipment, fittings and materials are subject to inspection by the CTICC.





ELECTRICAL SAFETY

COMMON RISKS:

- Electrocutation,
- Fire,
- Malfunction,
- Individuals should not interfere with electrical connections or equipment,
- Only qualified and registered electricians may work on equipment and connections,
- A Certificate of Conformity/Compliance (COC) is required for each connection,
- Assume all electrical outlets are live, and testing must be done before performing any work.



USE OF PETROL AND LIQUEFIED PETROLEUM GAS

PETROL:

- The use of petrol is not permitted.
- Petrol-driven vehicles on display must only have enough fuel to move in and out of the exhibition hall.
- Refer to the Client Manual for more information.

LP GAS:

- No liquefied petroleum (LP) gas bottles larger than 19 kg are allowed.
- A temporary storage cage for the backup cylinders, must be arranged by the client with the Fire Department, with a perimeter of at least 5 m.
- The responsibility for compliance with the Health and Safety Act regarding gas installations lies with the exhibitors/contractors.

The use of petrol and LP gas is governed by the City of Cape Town's fire safety by-laws and relevant health and safety regulations (building regulations, SANS codes and construction regulations). All events are subject to inspection by the Fire Department.

FIRE SAFETY

ALL EVENT ORGANISERS AND SERVICE PROVIDERS MUST:

- Ensure that fire extinguishers, emergency exits, and signage (including those inside exhibits) remain visible and accessible.
- Maintain a minimum of 3 m aisle clearance space and 5 m to exit doors.
- Obtain written approval for any equipment that produces heat, smoke, or open flames.
- Book a fire marshal and arrange additional fire equipment as part of the fire prevention strategy.
- Obtain the necessary permits from SAPS and the Fire Department for fireworks (pyrotechnics), and submit them to the CTICC 72 hours before the event.
- Fire safety violations will result in delays or cancellation until issues are rectified.

PRODUCTS REQUIRING FIRE-RETARDANT TREATMENT:



Hessian



Seat covers



Thatch



Wood pallets



Straw



Crepe paper



Draping



Corrugated paper



Cardboard



PVC sheeting (except for floor protection)



Polystyrene items

A certificate of proof must be presented before the event starts begins.

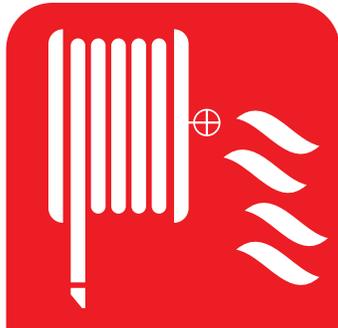


KNOW YOUR FIRE EXTINGUISHERS COLOUR CODES



DRY POWDER

-  **USE ON:**
Wood, Paper and Textiles
-  **USE ON:**
Flammable Liquids
-  **USE ON:**
Gaseous Fires
-  **USE ON:**
Live Electrical Equipment



FIRE HOSE REEL

-  **USE ON:**
Wood, Paper and Textiles
-  **DO NOT USE ON:**
Live Electrical Equipment
-  **DO NOT USE ON:**
Flammable Liquids
-  **DO NOT USE ON:**
Flammable Metal Fires



FOAM SPRAY

-  **USE ON:**
Wood, Paper and Textiles
-  **USE ON:**
Flammable Liquids
-  **DO NOT USE ON:**
Live Electrical Equipment
-  **DO NOT USE ON:**
Flammable Metal Fires



WATER

-  **USE ON:**
Wood, Paper and Textiles
-  **DO NOT USE ON:**
Live Electrical Equipment
-  **DO NOT USE ON:**
Flammable Liquids
-  **DO NOT USE ON:**
Flammable Metal Fires



CO₂

-  **USE ON:**
Flammable Liquids
-  **USE ON:**
Live Electrical Equipment
-  **DO NOT USE ON:**
Wood, Paper and Textiles
-  **DO NOT:**
Hold horn when operating

HOW TO USE THE FIRE EXTINGUISHER PASS METHOD



PULL



AIM



SQUEEZE



SWEEP

DISCOVERING A FIRE



Break the fire alarm glass and activate the alarm.



Call **Ext 5252** or **Disaster Risk on 107** or **021 480 7700** and inform them of the following:

- **Location**
- **Type of fire**
- **Who you are**



Only use a fire extinguisher if you are trained in its use.



If unable to control the fire, evacuate immediately.

FIRE EVACUATION PROCEDURE

The fire alarm sound is a voice activation followed by a siren sound.



DO NOT:

- Collect belongings.
- Use the lifts.
- Run.



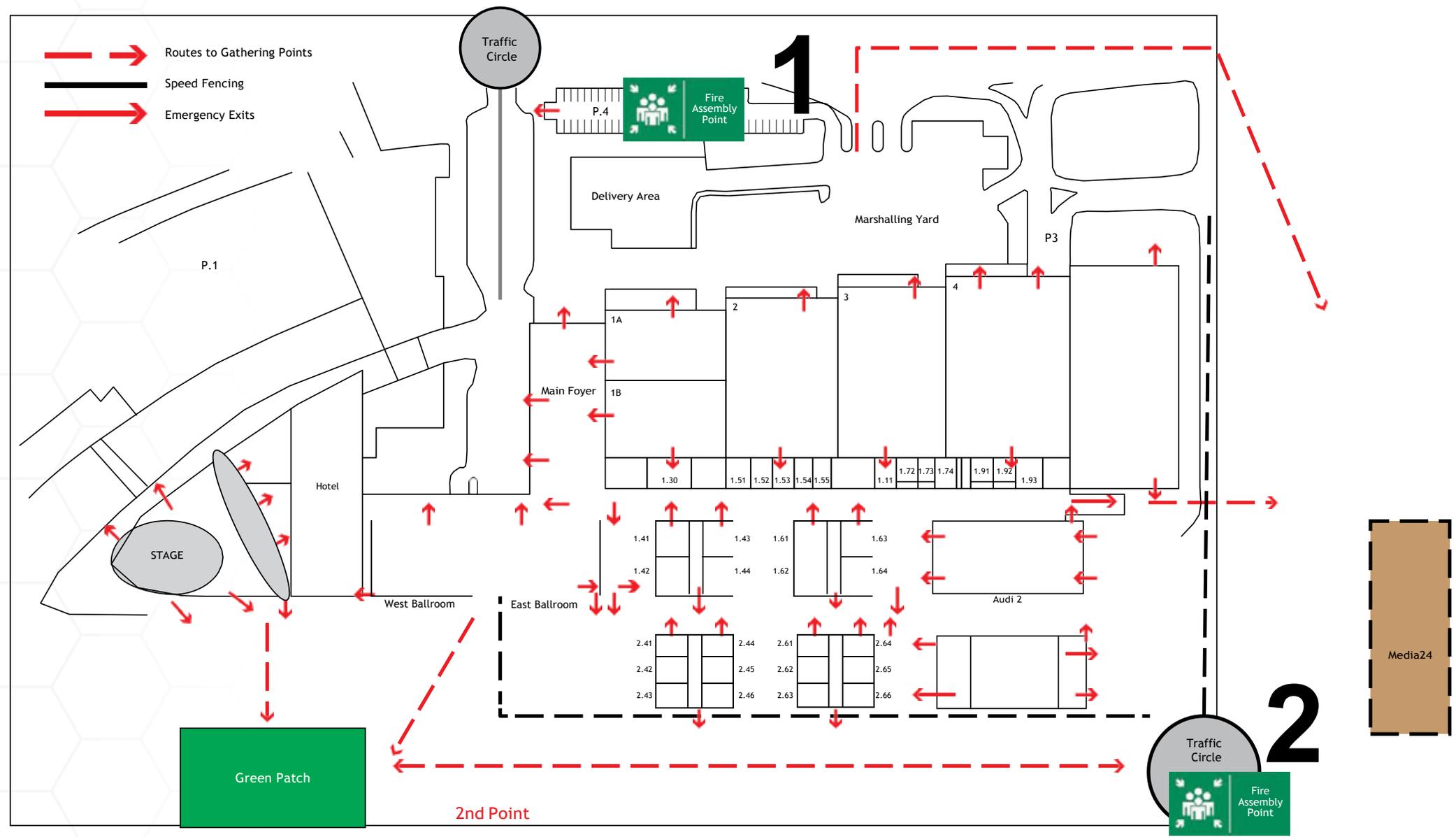
DO:

- Walk briskly to the closest fire exit and follow the green running man sign.
- Assist others as needed.
- Go to the assembly point and remain with your department.
- Re-enter only when the all-clear message has been given.
- Report any irregularities or missing individuals to the fire marshal.

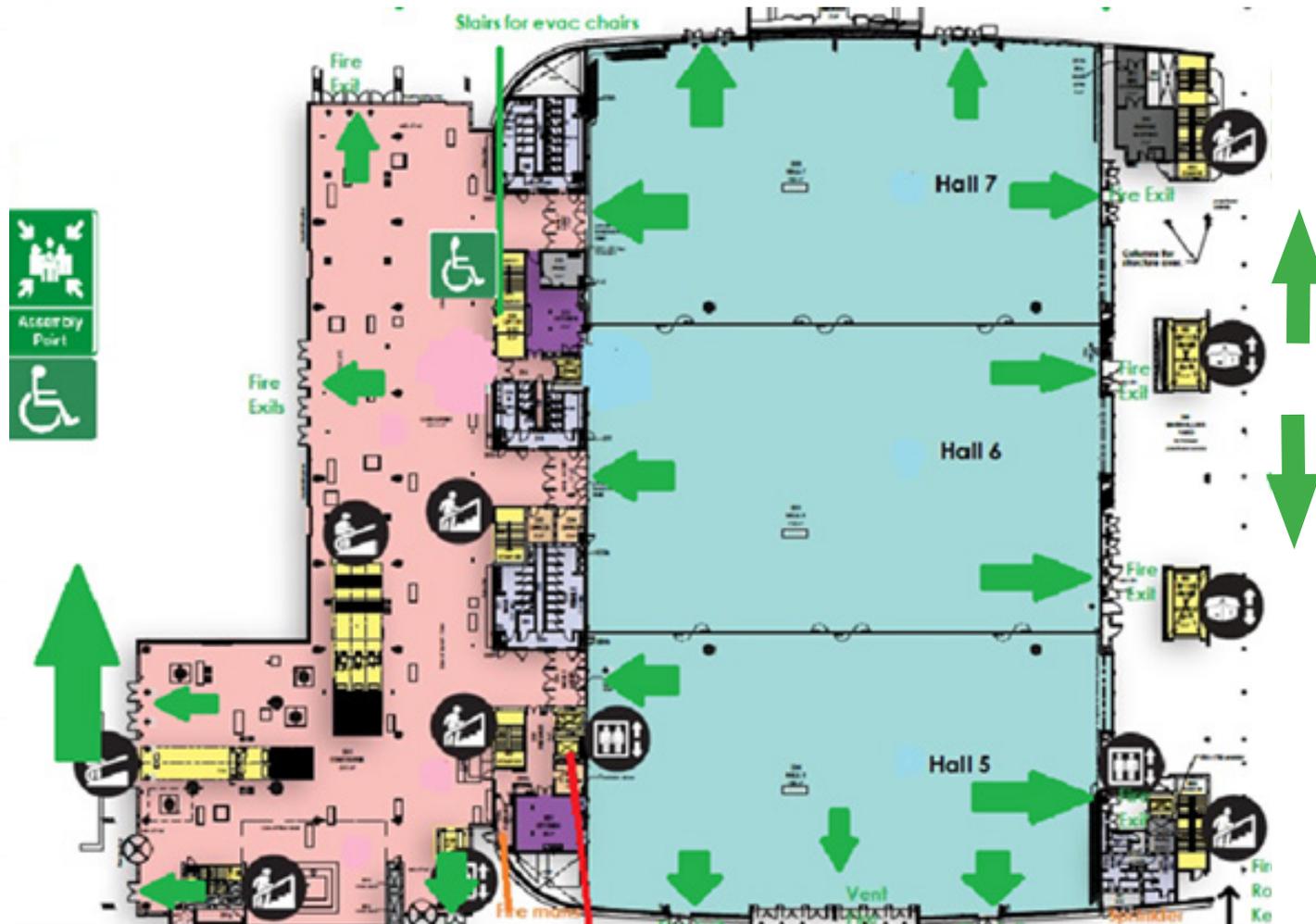




EVACUATION ROUTES



CTICC 2 (EAST SIDE): OUTSIDE IN FRONT OF THE BUILDING





ACCIDENT REPORTING AND FIRST AID

It is the responsibility of the event organiser to arrange a medic and/or medical room for the event.

THE MEDIC MUST:

- Provide first-line medical support to all service providers.
- Be registered with the health board.
- Be available during all operational hours.
- Complete an accident form (if applicable) for further investigation and follow-up.
- Report all incidents to the safety officer.

CTICC EMERGENCY CONTACTS:

- Emergency number: 5252
- Contact the on-site medical service provider.



WASTE PLAN

It is the event organiser's responsibility to provide an event waste plan and handle clean-up.

EVENT ORGANISERS MUST ARRANGE:

- Skips
- Bins
- Cleaning services
- Hazardous waste bins, if necessary





CONTACT



CTICC 1:

Convention Square, 1 Lower Long Street, Cape Town, 8001, South Africa
GPS co-ordinates: -33.915141°, 18.425657°

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Cape Town International Convention Centre



NURTURE
OUR
WORLD

we are a green conscious convention centre