



QUALITY EVENTS
ADELAIDE ZOO

2022 Bridal Expo at Adelaide Zoo

EXHIBITOR REGISTRATION FORM

Expo date: Sunday 16th January 2022

Expo time: 5:30pm- 7:30pm

Final date to submit registration 31st December 2021

Please fill in the below information to assist us in planning for the expo...

Name of Business:

Primary Contact Person:

Company Phone Number:

Email Address:

Mobile Number:

What category will you be exhibiting in (tick one or more)?

- Gifts and Bombonnieres
- Cakes and Edibles
- Lighting
- Decorations, Table Settings and Staging
- Celebrant
- Vehicles and Transport
- Invitations, Stationary and Signage
- Hair and Makeup
- Bridal Wear / Grooms Wear
- Hens Parties and Events
- Entertainment
- Photography and Videography
- Photobooths
- Flowers
- Other

STAND SPECIFICATIONS (tick your answer)

Each stand will be designated a location based on the information below. If you are unsure on any of the below please contact Sophie Mills on 8230 1286 or events@qualitycatering.com.au

Do you require power (not all stands will have power)?

Yes No Unsure

Please describe briefly how you plan to set your stand (equipment, banners, props etc.).

Would you like to use a complimentary trestle table and white table cloth on your stand? (each trestle is 1.8 metres long) (1x table per exhibitor unless arranged with event manager)

Yes (Trestle x1) No TBC

If you require more than 1 trestle please indicate the number you require here.....

As this is expo has a short duration for maximum impact we encourage exhibitors to stand and engage with guests. If you require a chair at your stand please indicate below, and how many.

Yes No TBC

Number of chairs required:.....

Do you need to bring any big or bulky items to the expo? (if YES we will assist in organising abump in time for vehicle delivery into the zoo)

Yes No Unsure

If Yes please describe below....

Do you foresee your stand having any special needs or requirements that may need to be considered during planning?

Yes No Unsure

If Yes please describe below....

Do you have a preference for an indoor or outdoor venue?

Indoor Outdoor Don't mind

GIFT BAG PROMOTION

Last year we distributed promotional gift bags to brides attending. As this is a free expo we strongly encourage all exhibitors to consider taking part.

Examples of previous gift bag contributions include:

- Ginger bread bonbonnières
- Photo strip holders
- Chocolates
- Candles
- Product samples

We encourage all exhibitors to be creative in their inclusion. Alongside the gift item exhibitors can also include an piece of promotional material no larger than A4 size.

Will your business be participating in the gift bag promotion?

Yes No Unsure

Please see the expo info pack for more information on gift bags...

PLEASE READ

By signing below you are agreeing to abide by the terms and conditions listed in the 2019 Exhibitors Pack. Prior to exhibition you are also required to read and sign the Contractors Induction Handbook which you will find included at the back of this document. Zoo policy and procedure requires that all exhibitors read and agree to the terms within.

Name:

Signature:

Date:



Contractors Induction Handbook

Contractor Policy

The Zoos SA has a commitment to the health, safety and welfare of its employees, contractors, volunteers, visitors and any other persons who may enter or be working on Zoos SA buildings or sites.

Contractors working on behalf of Zoos SA will be required to comply with the Workplace Health and Safety relevant regulations, codes of practice, Australian Standards and local health and safety policies.

The relevant nominated Point of Contact or Site Supervisor will provide the contractor (and contractors employees) prior to commencing work, information on the Workplace Health and Safety policies which may be relevant to the work to be undertaken. A signed copy of the Contractor Acceptance Agreement will be kept on file.

Contractors will be expected to supply their own machinery, equipment and protective clothing in order to maintain safe systems of work. All plant and protective equipment should be in sound working order. The contractor (and employees) will be expected to have a high standard of knowledge of Workplace Health and Safety and in the safe systems of work to ensure that risks of injury, either to the occupants of the worksite, the public, to themselves or Zoos SA workers, is avoided.

The following Procedures for Contractors on Zoos SA Worksites and any site specific policies will be enforced by Zoos SA

These procedures for Contractors on site and any site specific policies must be understood and the Contractor(s) must agree to abide by the procedures prior to any work commencing. The procedures have been developed to assist in the protection of the health, safety and welfare of ALL people at Zoos SA.

Failure to comply with the provisions of the Workplace Health, Safety and Welfare Act, and Regulations, could result in work ceasing until the matter has been rectified. Any stoppage due to non-compliance with the act or regulations by the contractor will be at the expense of the contractor. Work will only be allowed to recommence upon compliance.

Procedures for Contractors on Site

1. Worksite Induction of Contractors

Prior to commencement of work at Zoos SA premises or sites, contractors are required to enter by the Front Gate and report to The Visitors Centre, or other pre-arranged location to their nominated Point of Contact.

The following matters, where applicable, will be explained and/ or demonstrated

- First aid facilities;
- Washing and toilet facilities;
- Drinking water facilities;
- Emergency evacuation points;
- Emergency procedures;
- Designated hazard areas;
- Reasonably foreseeable worksite hazards which may affect workers on the project;
- Restricted areas;
- Hazardous substances (including asbestos) in and around the worksite;

- Security details;
- Parking requirements;
- Speed limits;

All employees of the Contractor who will be working at the site will be inducted. Records will be kept of the participants and the induction process.

2. Non English speaking background

Contractors shall take into account issues relating to people of non-English speaking background and all appropriate information provided from the contractor to the contractor's employees shall be disseminated in an appropriate language and form.

3. Confidentiality

All Contractors and their staff shall be required to keep confidential any information that they might gain access to in their day to day work in or around Zoos SA premises.

4. Security

Any Contractor or person associated with the contract may be asked by their Nominated Point of Contact or authorised Zoos SA Employee at any time to open and disclose the contents of any bag, package, toolbox, or vehicle in their possession or control when entering, leaving or whilst on a Zoos SA premises. It is a condition of entry to any Zoos SA premises that the Contractor or person associated with the contractor acknowledges this condition of entry. Any gates opened to access any areas shall be closed upon entry/ exit.

5. Delivery of Materials

Contractors who are expecting deliveries of equipment and materials shall advise their Point of Contact of the approximate time and location of the delivery, the name of the organisation making the delivery and the type of goods being delivered (particularly hazardous substances). Deliveries shall be made where ever possible before or after Public Opening Hours.

6. Storage

Storage areas for the Contractor's materials and equipment will be identified during the site induction Zoos SA shall not be responsible for the secure storage of any Contractor's material and equipment, or any article belonging to the Contractor or Contractor's employees that may be left on the premises.

7. Legislation

The requirements of all relevant Workplace Health Safety legislation shall be met by contractors and their employees while on Zoos SA sites

8. Risk Assessments

As required by the Workplace Health Safety legislation all items of plant, hazardous substances, hazardous tasks and electrical equipment must be subject to a risk assessment to minimise the risk of injury.

9. Safe Work Procedures

Contractors are to provide a safe system of work for all hazardous tasks undertaken and may be required to produce documentary evidence of safe work procedures, training records and their occupational health and safety policies. All personnel on site will be expected to follow safe work procedures and comply with all relevant safety legislation.

10. Protective Clothing and Equipment

At all times contractors must observe safe work practices. Where other control measures cannot be reasonably incorporated, protective clothing, should be worn to protect the contractor and/ or contractor's employees.

11. Potential Hazards

The Point of Contact shall inform and provide relevant information to the contractor of any potential hazard or hazardous activity being carried out in the vicinity of the workplace at which the contractor, its employees, agents, sub-contractors and employees are performing work or services pursuant to the Contract.

Contractors will immediately report any hazards identified so that appropriate actions can be implemented to reduce the risk of injury or risks to health.

12. Housekeeping

The contractor shall ensure that all means of access and egress to workplaces are kept clear and that all work areas are maintained in a tidy manner. Any surplus or scrap material must be regularly removed from site in a manner which will not contaminate the environment. In the event of any spillage of any substance the contractor shall immediately:

- Safely clean up and remove the spillage and make safe the surface upon which the substance has been spilled;
- Ensure that the spillage does not recur,
- Notify the site manager/ contract liaison person;
- Ensure notice of the spillage is erected in the vicinity and that pedestrian traffic and other traffic is redirected until the spillage is cleaned;
- Notify relevant authorities in the case of a hazardous substance spillage.

13. Damage to Premises

The Contractor shall take such steps as are necessary that the premises, including all floor coverings, furniture and fittings, are not stained, marked or otherwise damaged during the contract. Any damage caused to Zoos SA property or as a result of the Contractor's operations shall be made good at the Contractor's cost.

14. Danger and Out of Service Tags

If a Danger or Out of Service tag is fixed to plant, equipment or machinery the equipment shall not be used. The tag can only be removed by:

- The person who attached the tag
- If the person who attached the tag is absent, a supervisor responsible for the operation of the equipment or workshop after site inspection reveals that it is safe to do so the maintenance person who carried out the repairs

15. Reporting & investigating injuries, incidents & dangerous occurrences

You must report any incident (including any "near miss") to your supervisor and complete a Zoos SA Incident Report form with a manager or supervisor of our company.

Any dangerous occurrence as defined in the WHS Regulations shall be reported to SafeWork SAAs prescribed and immediately to the Zoos SA WHS Coordinator. All injuries will be recorded and investigated to enable preventive actions to be taken to reduce the chance of any recurrences.

All incidents occurring at the workplace or in connection with the performance of the contract where the incident results in injury to a person or damage to property will be immediately reported to your Point of Contact by the contractor, The contractor must also keep detailed and timely records of any incidents and shall make those records available to the Point of Contact when requested (and copied if necessary). Any costs incurred through the treatment of injuries to the contractor or employees of the contractor are to be met by the contractor.

16. Workplace Inspections

The contractor shall grant the Site manager or delegate access to any Zoos SA premise or workplace at which the contractor is performing work or services pursuant to the contract for the purpose of conducting a site audit. Where the Site manager or his delegate brings to the attention of the contractor any activity or omission of the contractor which the Site manager or delegate considers to be a breach of these procedures, the Contractor shall immediately take all necessary steps to rectify such breach.

17. Resolution of Health, Safety or Welfare Issues

The contractor must immediately notify the worksite manager of the presence of a Work Place Inspector from Safe Work SA and in the event of an Improvement Notice, Prohibition Notice or a Default Notice being issued. In the case of a Prohibition Notice or a Default Notice, any specified work activities must cease until such time as the issuing party is satisfied that adequate measures have been taken to avert, eliminate or minimise any risk to health or safety.

18. Personal Conduct

All contractors will adopt safe work practices/methods and conform to all safety regulations and follow any Standard Work Procedure that is in place. Harassment of any form directed at any individual or group is unacceptable.

19. Smoking

Zoos SA recognises that smoking is hazardous to health, and that non-smokers should be protected from the involuntary inhalation of tobacco smoke. Accordingly, smoking of any type is prohibited on Zoos SA property including all public areas, buildings, structures and vehicles except for designated smoking areas.

20. Alcohol and other Drugs

All employees at the worksite must ensure that they are not, by consumption of alcohol or a drug, in such a state as to endanger his/ her own safety at work or the safety of any other person at the worksite. Contractors will be responsible for ensuring so far as is reasonable that the site remains alcohol and drug free.

21. Vehicles and mobile plant

All Contractors Vehicles brought onto the worksite shall be parked in spaces identified during the induction process. Animals and Pedestrians have right of way and drivers are to observe all road signs and restrictions on site. The maximum speed limit within the Monarto Zoo is 30km/ h except where signposted and care is to be taken if movement occurs during opening hours particularly where children are present. The Safe Use of Vehicles Policy and Procedure shall be followed and a copy can be obtained from your Point of Contact if required. All operators of vehicles on the worksite are to have appropriate licences or certificates available for presentation on request.

22. Radio/ portable music devices

The sound levels from any radios must be maintained at a level which will not annoy other occupants of the worksite including animals, members of the public and other workers, or mask any alarms or warning devices thus causing a potential risk to people on the worksite in the event of an emergency.

23. Manual Handling

All manual handling tasks must be assessed and reasonable steps taken to ensure that risks identified will not cause injury. The Approved Code of Practice for Manual Handling and WHS Regulations must be complied with.

24. Motors, Machinery and Equipment

Stationary internal combustion engines will not be used within buildings or enclosed areas unless an attached extraction unit is operating and is capable of ensuring that no residue fumes remain in the area. Care must be exercised when positioning the extraction system to ensure that fumes are not drawn into air handling or air conditioning intakes. The location and operating times may be restricted if the use of the engine may adversely affect the health of animals or people.

25. Noise levels

Noise from equipment being used must not exceed 85dBA. Where high noise levels will be produced by certain operations, consideration must be given to carrying out the process during a time outside normal opening times as agreed with your nominated point of contact.

26. Use of Chemicals (hazardous substances)

The Nominated Point of Contact must approve the use of any chemicals (hazardous substances) in or around any Zoos SA premises. Material Safety Data Sheets (MSDS) must be on site for every hazardous substance used. The MSDS must be readily available for use in any, emergency. An assessment of the use of the substances must be undertaken and the substance used in the least hazardous manner for the work practice and working environment.

27. Asbestos

Zoos SA has an ongoing commitment to the identification and removal of asbestos and asbestos products from all Zoos SA worksites. Asbestos register is continually being developed and upgraded as asbestos is identified. Contractors who encounter or suspect that asbestos is present shall cease work immediately and inform their Point of Contact who will arrange for verification and safe removal if necessary. Asbestos and asbestos products are to be removed in accordance with the Occupational Health, Safety and Welfare Regulations, 1995 and Approved Code of Practice.

28. Electrical Work (including use of Residual Current Devices(RCDs))

All electrical hand tools and electrical equipment must be fitted with an RCD at the source of power. The contractor must provide a portable RCD when a non-portable RCD is not installed. Portable RCDs provided by the contractor must be tested and maintained in accordance with the WHS Regulations. All extension leads must comply with AS 3000 – Wiring Rules. All electrical tools must be isolated from the electricity supply at the end of each shift. Records of testing of all electrical equipment must be provided to the General Manager of Operations upon request (refer Australian Standard AS 3760 In service safety inspection and testing of electrical equipment”. When working on the electrical system, the power board shall be danger tagged to the effect that work is underway AND shall be securely locked. The key will be retained by the contractor who is undertaking the work and surrendered only on the completion of the work.

29. Working Alone

If any employees are working alone it is the responsibility of the Contractor to provide suitable systems of communication to ensure that assistance can be provided should an emergency occur.

30. Excavations and Trenches

No mechanical excavations are to proceed until all underground power cables, communications and other services have been identified and located through manual digging. Trenches over 1.5 metres deep must be shored and safe exits provided. All excavations, (and other floor openings, holes etc) are to be barricaded against accidental falls. All excavation work is to be carried out in accordance with Workplace Health, Safety Regulations.

31. Protective Screens

When grinding, sanding and welding, a protective screen must be used to protect and exclude personnel, public and equipment from hazards.

32. Working at Heights

Contractors must ensure that any workers who work at heights have an established system of work to protect themselves and other people in the vicinity. If work must be performed at height, appropriate walkways, scaffolding or safety harness must be provided and used. Ladders must be secured/ fastened in accordance with recognised standards. People at the lower level must be protected from objects which may fall from above. No item of plant or materials are to be thrown from the work location to ground level.

33. Working in Confined Spaces

All the requirements of Australian Standard AS 2865, “Safe Working in a Confined Space”, must be met for work in confined spaces.

34. Explosive Power Tools

Subject to the prior written approval of the Asset & Infrastructure Manager and compliance with Safe Work SA Guidelines and SA Government regulations, the use of low velocity tools may be permitted. Under no circumstance will approval be granted for the use of high velocity tools. All operators of explosive power tools must have an authorised, current certificate and be over the age of 18. When in use suitable warning signs must be displayed.

35. Restricted Areas

Contractors are not to enter any restricted areas, either identified by appropriate signage or where identified at the time of induction. As a minimum all drive through exhibits, and animal holding areas are off limits unless approved by the Point of Contact and the relevant Animal Supervisor or Keeper prior to entry.

Emergency codes

First Aid

In the case of a contractor needing First Aid, they should firstly report to their own first aider, however if their own first aider is not available or they don't have one then the nearest staff member should be approached to radio for the First Aider on duty.

In an emergency, First Aid Kits are located in the following areas:

- Administration building
- Zooshop
- Food store
- CPF office
- Bird room kitchen
- Mammal office
- Workshop
- Horticulture Shed
- Children's Zoo
- Reptile House
- Seal Bay
- Nocturnal House
- Education Centre
- Restaurant

DO NOT attempt to administer first Aid if you do not hold a current First Aid Certificate. Leave it to those trained to do so. If you injure yourself in the course of your duties: Approach the nearest staff member (or send someone) to call for the First Aider. The First Aider will do what is necessary and assist you in filling out an Incident Report. This report will be passed to the WHS Coordinator for follow-up.

Escaped Animals

Animal escapes are very rare. The Zoo has an emergency procedure in place to deal with various categories of incident. There are three coded alarm calls that would go over the P.A. System depending on the type of incident in question. These are:

C1 (Category 1) This means that a person is in the enclosure and IN DANGER

C2 (Category 2) This means a potentially dangerous animal has escaped and the standard emergency procedures should be implemented.

C3 (Category 3) This means an animal has escaped but there is no immediate danger to staff or public. The situation has the potential to be upgraded to C2 by the Duty Manager or Senior keeper if there is a change in behavior of the animal.

Take no action unless directed by a staff member. DO NOT try to help by going to the designated area, move quickly and calmly to a designated safe area. These include:

- Restaurant
- Education centre
- Zooshop
- Food store
- Exit Gates
- Reptile House
- Nocturnal House
- Staff Amenities block
- Administration

C4 -Duty Managers/ Senior Manager required This code C4 should be used when a duty manager and or a senior management is required to attend due to illegal or suspicious activity that has been noticed and reported, serious customer service issue, urgent or serious first aid assistance required, verbally or physically abusive customer and all sensitive incidents that cannot be broadcasted over the radio.

Emergencies – Code Orange(fire)

Emergency Evacuation Procedures must be followed at all times. A statement of the emergency procedures and a site plan for the evacuation areas shall be given to each contractor/ subcontractor and their employees. In the event of an evacuation (real or for practice purposes) contractors and their employees are required to follow instructions from the site warden. If no warden is present evacuation will in the first instance to the nearest Assembly Area as identified during the on site induction, should a full evacuation be required a Fire Warden will direct you to leave via the nearest safe exit. The site or worksite will not be re-entered until the all clear is given by the warden or the emergency services. Contractors and their employees are expected to acquaint themselves with the location of all fire fighting equipment, its correct use, and emergency exits and assembly points.

Contractor Acceptance Agreement

Iof

(Contractor Name - please print) (Company Name)

At.....

(Address of company)

Carrying out the following activity :.....

.....

.....

Declare that I/We

- a) Understand the obligations under the WHS 2012 Act, Regulations, Approved Codes of Practice and Australian Standards that are applicable to my/ our vocational classification and to the circumstances in which the contract will be effected;
- b) Agree to provide a safe system of work for the duration of the contract;
- c) Possess skills, knowledge and experience derived from formal training in safe work procedures that are applicable to the work that will be performed for this contract;
- d) Have certification and qualifications that are required by lawful regulations for my vocational classification;
- e) Will cease working, make safe the workplace and contact the ZOOs SA Point of Contact if I become aware of danger to myself or others during the period of the contract;
- f) A current Workers Compensation and Rehabilitation Insurance Policy is in place;
- g) Understand that any Contractor or person associated with the contract may be asked by a Zoos SA Manager or authorised employee at any time to open and disclose the contents of any bag, package, toolbox, or vehicle in their possession or control when entering, leaving or whilst on a Zoos SA premise.

Signature of Contractor: Date: -----/ -----/ -----