

Health and Safety Checklist



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

In order to assist you in making sure that your event requirements are in line with DWTC's Health and Safety Rules and Regulations, we have prepared an overview of all important aspects to remember. As many of these are applicable to your contractors and exhibitors as well, we suggest that the relevant items are included in your Exhibitor Manual.

You can find the full details of these policies and procedures in the DWTC Health and Safety Rules and Regulations.

A. General Requirements

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|---|-----|
| • Do you have a copy of the DWTC Health and Safety Rules and Regulations? | Yes |
| • Have you read the DWTC Emergency Evacuation and Procedures? | Yes |

B. Submission Deadlines

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|--|---------|
| • Vehicle / Equipment Arrival Schedule | 10 Days |
| • Laser Schedule | 10 Days |
| • Smoke and Haze Schedule | 10 Days |
| • Pyrotechnics Schedule (Dubai Police's approval required) | 10 Days |
| • Air Compressor Schedule | 10 Days |
| • Compressed Gas Schedule | 10 Days |
| • Balloon Exhibit Schedule | 10 Days |
| • Candle / Flame Schedule | 10 Days |
| • Fountain and Water Screen Schedule | 10 Days |
| • Aquarium Schedule | 10 Days |
| • Animal Schedule (Dubai Municipality's approval required) | 10 Days |
| • Electrical Fat Fryer Schedule (for food related events only) | 10 Days |

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C. Floor Plan and Stand Requirements

- Has your event layout been plotted on the latest DWTC Master Floor Plan and approved by Health and Safety? Yes
- Have all double-decker stands and stands of more than 4m height been reviewed? Yes
- Has the 1 metre clearance between the stands and the walls been respected? Yes
- Do all stands maintain a 1.50 m ceiling clearance? Yes
- Have you ensured that there will be no storage inside the hall(s)? Yes
- Have you made the necessary provisions for:
 - Stages and ramps Yes
 - External stands and equipment displays Yes
 - Fire hose reels to be kept clear at all times Yes
 - Shutter doors and goods doors to remain accessible and not blocked Yes
 - Fire exit doors to be kept clear at all times Yes

D. Specific Safety Requirements

- Are you aware of the DWTC Health and Safety Rules and Regulations in terms of:
 - Work at heights / rigging points location Yes
 - Hot works / naked flame / flammable gas Yes
 - No blockage of fire exits, shutter doors, corridors and concourses Yes
 - Trip, slip and fall hazards Yes
 - Non-smoking venue Yes
 - Moving machineries and equipments checklist inside the venue Yes
 - Proper electrical connections at the venue Yes