



# **GENERAL SAFETY RULES FOR ALL EMPLOYEES, CONTRACTORS & VENDORS**

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## **Safety Purpose & Objectives**

The Javits Center is committed to maintaining a safe and healthy workplace for all our employees, contractors, clients, vendors, and visitors. The Center's commitment is based upon collaboration between management, unions, employees, contractors, and vendors.

### Objectives

- Reduce the number of workplace injuries.
- Collaborate with all stakeholders.
- Immediately investigate all accidents and near misses and implement any changes in operational practices learned by the investigation findings.
- Provide support and facilitate training to all departments.
- Promote and enforce responsible safety practices.
- Meet or exceed all requirements of applicable health and safety laws and regulations.
- Continuously improve the Center's safety programs, policies and procedures
- Communicate reporting results.
- Never perform any task that cannot be done safely.

## **Role of the General Contractor and Exhibitor Appointed Contractors**

### **Supervision of Employees**

General Contractors (GC) and Exhibitor Appointed Contractors (EAC) are responsible for adhering to and supporting the Javits Center's (JKJCC) Safety Policies and Procedures to ensure the safety of employees, contractors, and vendors under their supervision. If an employee fails to follow a safety directive issued by the GC, or EAC, or disregards any safe operating procedure, the GC or EAC is responsible for taking the following action.

1. Correct or cease the unsafe practice.
2. Remove the employee from the work area and notify Javits Management.

If a safety issue or concern should arise, and circumstances require an immediate decision, the Senior Vice President of Security and/or Safety or Senior Vice President of Labor, should be notified for a swift resolution.

Kenneth Dixon, Vice President of Security & Safety Solutions  
 Office: 212.216.2379  
 Mobile: 646.847.6896  
[kdixon@javitscenter.com](mailto:kdixon@javitscenter.com)

Christine McMahon, Senior Vice President Labor Operations & Show Operations  
 Office: 212.216.2272  
 Mobile: 646-385.1248  
[cmcmahon@javitscenter.com](mailto:cmcmahon@javitscenter.com)

### **Medical Emergencies**

Please call 911 if needed then immediately call the Javits Center Public Safety Command Center at 212-216-2222 to advise of any emergency. Internal resources will be dispatched immediately, and our team will coordinate first responder arrival.

### **Safety Footwear**

**Wear proper footwear.** All members of the Javits Center Labor workforce including Show Carpenters, Show Electricians, Freight Handlers and House Trades must wear proper footwear to prevent potential foot injuries during the move-in and move-out periods for events. Any person who does not have the proper footwear will not be permitted in event space which includes the show floor, loading docks, back of house areas and roadways.

- Footwear must be constructed of sturdy leather and have a minimum of a one-inch oil resistant/slip resistant treaded rubber outsole. Footwear can be either high or low top.
- Sneakers, Merrells or Hiking Boots of any type, make or model are not permitted, even if they meet or exceed the minimum requirement noted above.
- It is recommended that floor managers also adhere to this policy.

### **High Visibility Safety Vests**

Vests are designed to increase safety while working near moving vehicles on the show floor. Vests are to be always worn by all employees and contractors working in the loading docks, back-of-house areas, and roadways.

### **Radios, Headphones & Cell Phones**

- No radio playing is permitted while work is being performed in any area of the Center.
- No earbuds or headphones are permitted to be used while working in any area of the show floor, loading docks, back-of-house areas or roadways.
- The use of personal phones is not permitted in any scissor lift, aerial lift, forklift or other vehicle while working at the Center.

### **Face and Eye Protection**

Safety glasses/goggles with temple shields or tapered glasses must be worn when:

- Grinding, cutting, milling or drilling with power tools.
- Using impact wrenches and pneumatic air tools.
- Chipping, scrapping, or scaling paint, rust, carbon or other materials.
- Using punches, chisels, or other impact tools.
- Cutting rivets.
- Handling, cutting, and changing light lamps.
- Chipping or breaking concrete.
- Rigid pipe cutting, threading.
- Using chemical solvents of any type.

- Using power actuated tools.
- Soldering, sanding, or air cleaning operations.
- Metal cutting lathes, shapers, drill press, power hacksaw and other metal working tools.
- Using power woodworking machinery, both fixed and portable.

A full plastic face shield and chemical goggles must be used when handling acids, caustics and when adding water to a battery.

### **Hand Protection**

You are required to wear cut resistant gloves when handling glass or metal with sharp edges. Gloves shall meet ANSI-105-2016 requirements and be rated for at least A3 or A4 cut resistance when handling sharp edges. Remember these gloves are NOT puncture proof; however, they will protect your hands from minor cuts or abrasions. These gloves must also be worn when using box cutters, or when carpet trimming.

When handling hazardous chemicals, appropriate gloves must be worn according to the warnings listed on the container and/or the Safety Data Sheet (SDS) and site-specific handling procedures.

### **Head Protection**

At all times, and without exception, you are required to wear a bump cap when working at elevated heights or when working in a scissor or boom lift.

### **Fall Protection / Fall Restraint Equipment (Full Body Harness & Lanyard)**

You must wear fall protection when:

- Working at heights of six (6) feet or greater where other means of fall protection is not available such as permanently affixed handrails and mid rails.
- Working on a ladder less than 18 inches from an edge, above handrails and where the distance to the lower level is greater than 6 feet.
- When working from scaffolding if you must lean over the side of the handrail, the lanyard must be connected to an anchor point independent of the scaffold. A scaffold is not designed to support weight beyond the platform or over the top/mid railings.
- When working from an aerial (boom) or scissor lift, the use of a fall restraint/protection device is always required when the lift is in any type of motion.

A supply of fall restraint/protection is provided through the Center and will be provided to you through your foremen.

## **Safe Lifting / Back Injury Prevention**

Improper or unsafe handling of materials causes many types of injuries such as strains, crushes, hernia, ruptures, fractures, lacerations, bruises, and contusions. Accidents of this nature can be avoided by planning, using mechanical equipment where possible and thinking about the proper way to perform the task.

One of the most important safety measures an employee can embrace is the Four Step Lifting Process. The use of this technique will save employees pain and suffering.

### **Step One: Get Ready**

- Size up the load. If it is too heavy or bulky, play it smart – get help, or break the load down into smaller loads.
- Use material handling equipment whenever feasible.
- Never lift a load over 50 lbs.
- Check the load and remove protruding nails, splinters, sharp edges, oil, grease, or moisture.
- If the surface is rough wear cut resistant gloves
- Wear proper footwear to help prevent foot injuries.
- Know where the load is going and where you are going to put it down or place it beforehand.
- Be sure the path you will take is clear of obstacles.

### **Step Two: Pick it Up**

- Get a firm footing and good balance.
- Place your feet about a shoulder-width apart.
- If the load is below waist level, bend your knees to get into position.
- Keep your back as straight as possible.
- Position yourself so that your ears will be above your knees when you are ready to lift.
- Grip the load firmly.
- Lift the object to the carrying position, keeping it close to the body.
- Let the leg and arm muscles do the work.
- DO NOT lift with your back.

### **Step Three: Move**

- Carry the load carefully.
- Be sure you can see where you are going.
- When changing direction, be careful not to twist your body.

### **Step Four: Get Set and Lower**

- If the receiving surface is near waist-high, place the load on the edge of the surface, and then push it forward.

- If you lower the load to the floor, bend your knees, keep your back as straight as possible and keep the load close to your body.
- Let your leg muscles carry the load down.
- Make certain your fingers and toes are clear before setting the load down.

### **Aerial & Scissor Lifts**

- Do not exceed rated capacity when loads are transferred to the platform at any height.
- Only properly trained and authorized personnel are permitted to operate aerial and scissor lifts. Certifications cards are always to be carried.
- Apprentice Carpenters may not operate a lifting device – a Journeyman must always accompany the apprentice.
- Operators must inspect the lift for proper operation before using the equipment and be familiar with the location and use of the emergency release mechanism.
- When operating aerial and scissor lifts, the operator and assistant (where applicable) must use fall protection equipment consisting of a full body harness with lanyard secured to the anchor point inside the basket. Fall protection equipment must be always used when the lift is in any type of motion.
- Maintain firm footing on the platform floor. Climbing/standing on mid-rail or top rail of the lift is prohibited.
- The use of planks, leaders, or any other devices on the platform for achieving additional height or reach is prohibited.
- Never ride on a load or on a lifting device outside the work platform.
- Make sure the work area surrounding the lift is clear of pedestrians and other equipment before lowering the platform.
- A man-lift platform may not be used as a crane for lifting materials which exceed 100 lbs., providing weight limit capacities are not met by the weight of the user(s) and/or if the fly boom(s) is fully extended.
- Suspending materials from the sides of a man-lift is prohibited, unless materials are secured in place and the area below is cleared of other workers.
- You must limit travel speed according to conditions. If the area is congested with materials and/or people or visibility is poor, the operator must drive slowly.
- During show breaks or other crowded conditions, two (2) people are required to move the lift; one to operate the lift and the other to clear the path of travel, of pedestrians and/or obstacles. Once the lift reaches its destination the second person may return to normal duties.
- The use of lifts outdoors where winds reach or exceed 25 mph is prohibited.
- While driving with an elevated platform, you must observe the following rules:
  - Maintain a clear view of travel path.
  - Communicate with others in the working area to make sure they are aware of the movement and maneuver the lift carefully to protect against injury.

- Maintain a safe distance from obstacles, drop-offs, holes, ramps, and other hazards to ensure safe travel.
- Maintain a safe distance from overhead obstacles.
- Stunt driving and horseplay are prohibited.
- Interlocks and other safety devices must not be altered or disabled.
- Never operate a lift faster than a person can walk.

### **Forklifts**

- Complete a safety inspection checklist at the start of each shift.
- Seat belts must be fastened when operating a forklift.
- Turn completely prior to backing up to make sure there is no one and nothing behind you, and always look in the direction of travel.
- Never drive a truck up to anyone standing in front of a fixed object.
- Never allow anyone to stand or pass under the elevated portion of your forklift, whether loaded or empty.
- Passengers are not permitted on forklifts.
- Do not place arms or legs between the uprights of the mast or outside the running lines of the forklift.
- Before dismounting from the forklift, you must fully lower the forklift blades and set the parking brake.
- When a forklift is left unattended, forklift blades must be fully lowered, controls neutralized, power shut off, brakes set, and key(s) removed. A forklift is considered unattended when the operator is 25 ft. or more away from the vehicle, or when the operator leaves the vehicle, and it is out of view.
- Never park or rest a forklift on ramps or inclines.
- Maintain a safe distance from the edge of ramps or platforms while on any elevated dock.
- Only an authorized mechanic may lift the hood of forklift.
- Do not use overhead guards for transporting materials.
- The maximum authorized speed for a forklift driven at the Javits Center is 5 mph.
- Always maintain three truck lengths from the forklift ahead.
- Pedestrians always have the right of way.
- Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- If a load being carried obstructs forward view, the operator is required to travel with the load trailing (i.e., IN REVERSE).
- Look in the direction of and always keep a clear view of the path of travel.
- Grades (ramps, inclines) are to be ascended or descended slowly.
- When ascending and descending grades you must drive with the load upgrade.
- On all grades the load and forklift blades must be tilted back and raised only as far as necessary to clear the surface.



- Under all travel conditions you must operate at a speed that will permit the forklift to be brought to a stop in a safe manner.
- Stunt driving and horseplay are not permitted.
- Drive carefully and slowly over dock-boards or bridge-plates and never exceed their rated capacity.
- When negotiating turns, reduce speed to a safe level by turning the steering wheel in a smooth, sweeping motion.
- Use crate clamps whenever necessary.

### **Motorized Carts**

The decision to prohibit the indoor use of the Carts is the result of overall safety concerns arising from the use of the carts in densely populated locations within the facility and the increasingly high cost of repairs caused by the Carts (in the hundreds of thousands of dollars a year).

Effective December 01, 2023, the use of three and four-wheel motorized carts, such as three-wheel yellow carts, flat bed maintenance carts, 4 wheel “Polaris” carts, golf carts, and other similar 4-wheel carts (“Carts”) will no longer be permitted in certain areas of the Javits Center.

#### 1. Javits Center Employees and Cultivated Staff or Cultivated Contractors:

The restricted areas for Cart use include the following:

- All exhibition halls, meeting rooms, pre-function space or meeting room corridors, all public facing locations, or event space.
- The carpeted area in the river pavilion.
- All loading dock platforms and passenger elevators.
- All back-of-house space, on all levels, except in specific areas of back-of-house level 1 and level 4 which are detailed in this policy under the approved areas listed below.

The approved areas for Cart use include the following:

- Inner roadway
- All loading dock roadways
- Truck marshalling building
- Corkscrew ramp between level 1 and 3
- Trade area on level 1 behind the 1E hall for parking and charging purposes.
- Level 1C ramp to/from the loading dock roadway
- Level 3E ramp to/from the loading dock roadway
- East and south service corridor which runs inside the Center under 34<sup>th</sup> Street and under 11<sup>th</sup> Avenue.
- Non-carpeted back-of-house areas in the river pavilion where equipment and materials are stored.

2. General Contractors, Exhibitor Appointed Contractors, Event Producers and Others:

The restricted areas for Cart use include the following:

- All exhibition halls, meeting rooms, pre-function space or meeting room corridors, all public facing locations or event space, and passenger elevators
- All back-of-house spaces
- All loading dock platforms and ramps
- All freight and passenger elevators

The approved areas for Cart use include the following:

- Inner roadway
- All loading dock roadways
- Truck marshalling building
- Corkscrew ramp between level 1 and 3
- Designated charging area assigned by Javits Center Logistics

3. General Rules and Conditions for All Cart users:

- All Carts will always be operated in a safe manner and at a safe operating speed.
- The Carts must be electric powered.
- Parking when not in use or during charging happens only at designated locations at the discretion of public safety and/or logistics solutions.

4. Exemptions are allowed for:

- Personal mobility scooters.
- Emergency medical services patient vehicle.
- Any use of JKJCC maintenance carts within certain restricted areas of the Center for maintenance purposes requires advanced notification to the public safety department at 212-216-2222.
- Other special circumstances only when approved in advance by the Public Safety Department.

5. Violations:

- This policy will be rigorously enforced by the public safety department with the use of the building wide camera system.
- Any employee violation of this policy will result in disciplinary action, up to and including termination.
- Any contractor or vendor violation of this policy may result in the revocation of credentials and/or the ability to work at the Center.

**Dock Safety & Wheel Chocks**

- Only authorized personnel are permitted on the loading dock.
- Personnel working on the dock must wear Hi-Visibility Vests.
- Housekeeping personnel moving trash containers to and from compactors must transport those materials through the exhibit halls rather than along the loading dock.
- Forklift operators must maintain a slow, steady speed while working on the loading dock and sound horn when passing overhead doors and provide right of way to all pedestrians.
- To prevent injury or death, the mandatory use of a wheel chock is required before any loading or unloading activities commence.
- The freight supervisor and freight handler shall verify the placement of the chock in the proper position behind the wheel prior to any loading or unloading activities may begin.

**Hanging Loads/Overhead Rigging**

- It is prohibited to hang a load from a water pipe, air diffuser, electric conduit or sprinkler head.
- On Level 3 and 4: Loads may only be hung from the nodes (up to 1,500 pounds each, 15,000 lbs., and total per 90' x 90' bay). Eye bolts attached at the base of the node cannot be used. You may use a nylon sling wrapped around the node.
- Hanging from a space frame member is permitted up to 50 lbs.
- On Level 1 (B and C Halls): No hanging loads from duct work, diffusers, or piping. Metal deck tabs (female for ½ “threaded rods) may be used (100 lbs. per deck tab).
- On Level 1 (A and E Halls): No hanging loads from ceiling tiles or air diffusers. Maximum weight 50 lbs. per hanging point located on movable track with approved hanging devices, (see Operations for devices).
- On Level 1 (D Hall): Drop ceiling – hanging from light truss locations only, maximum 500 lbs. per truss.

**Working from a Ladder**

When it is necessary to work above the ground or floor level use a ladder, platform or an approved scaffold. Do not improvise by climbing on an unstable object such as stacked crates, chairs or tables. Do not accept any substitutes. Always remember when using any type of ladder:

- Prior to use, inspect your ladder for damage, and do not use it if damaged.
- Always face the front of the ladder going up or coming down.
- Stay off the top two steps of any ladder.
- Never walk the ladder. Climb down and manually move the ladder into position.
- Always face your work, never work standing sideways on a ladder.
- Never lean or stretch from a ladder. This can cause the ladder to tip over.

- Carry your ladder properly, front end up, back end down and make turns slowly. Remember there are other people working around you, you don't want to hit them with the back end of a ladder.
- Always remember your three-point contact when using a ladder.
- Never leave your tools on the top of ladders.
- Clear debris away before positioning and climbing your ladder.

### **Straight Ladders**

- The base of the ladder is to be one fourth of the working height, from the work surface at a safe angle.
- All ladders must be in good condition, equipped with safety feet. Inclined ladders are to be hooked, secured, or lashed at the top of the work surface.
- All ladders must be secured at the roof deck (top location) of the fixed object. The top of ladder must extend from the top at least 3 feet (two rungs).
- Unsecured ladders may be used with another person supporting the base if the ladder does not exceed 8 feet in length.

### **Step Ladders**

- Step ladders are not to exceed 15 feet in height.
- All ladders regardless of size must be in good condition.
- Only ANSI type IA or IIA fiberglass ~~or wood~~ ladders may be used.
- Read the weight capacity labels on all ladders to ensure the ladder is capable of handling the weight of yourself and the equipment/material you are handling. Don't forget to include the weight of your tool belt.
- Never stand on either of the top two steps of a step ladder.
- Be sure your braces are locked into position, prior to climbing a ladder.
- Never use a ladder to help yourself up, if someone is on the ladder you can cause them to fall.

### **Scaffolding**

- The use of Baker type scaffolding beyond the first platform is prohibited if used to reach an elevated height.
- Each scaffold and component must be able to support, without failure, its own weight and at least four times the maximum intended load.
- Scaffolds must be erected under the direction and inspected by a competent person.
- Scaffold planks, decking or platforms must be placed so that any space between parts does not exceed one inch. (i.e., the working platform must be fully planked).
- Only cleated planks, decking or platforms are permitted for use.

- The front edge of a platform cannot be more than 14 inches from the face of the work unless a guardrail or personal fall arrest system is used. (Note fall protection is to be anchored to an independent structure).
- Fall arrest or restraint systems must be secured to an independent anchor point.
- Wood platform cannot be coated with opaque finishes. Clear finishes such as a wood preservative, a fire-retardant or non-slip finish are permitted.
- All scaffold components must be made by the same manufacturer or fit together without force, and must be inspected after assembly and before use, and periodically thereafter, by a trained employee to ensure that its structural integrity is maintained, that the scaffold does not tip, sway, or move, and that scaffold poles, legs, posts, frames, and uprights are on firm foundation.

### **General Electrical Safety**

- When removing / reinstalling electrical control boxes from floor boxes, the circuit breaker applicable to that floor box must be locked out prior to work.
- Electrical cord (ribbon) must be inspected prior to installation to ensure ribbon is not damaged, frayed, or insulation jacket compromised in any way.
- All extension cords must contain a three-prong grounded plug and twist lock into female receptacle.
- All extensions cords must be insulated.
- The use of insulated matting must be in place for each unit in all switch gear rooms and electrical closets.
- Where electrical means of disconnect is required for 60 amps or more, proper personal protective equipment must be used, and made of material(s) which complies with NFPA 70E “Standard for Electrical Safety in the Workplace.