

## CONTRACTOR ACTIVITY SHEET



**ES EXHIBITION SERVICES SDN BHD** (402037-T)  
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### CONTRACTOR ACTIVITY SHEET

Please tick accordingly (✓)

☐

Sub - Contractor

☐

Non - Official Contractor

Person In-Charged : \_\_\_\_\_ Phone No: \_\_\_\_\_

Non-Official Contractor Company \_\_\_\_\_ Booth No : \_\_\_\_\_

Exhibitor's Company : \_\_\_\_\_

Description of Work - Structure : ☐ Wooden ☐ Truss ☐ Maxima ☐ R8 System  
☐ Electrical : Lighting ☐ Others \_\_\_\_\_

#### General Rules, Environmental & Safety Activity Requirements:-

- Contractors must wear pass supplied by ES Exhibition all the times when entering to the halls.
- Contractors must possess valid business registration license, workmen compensation insurance and public liability and or third party liability insurance.
- All Malaysian workers must possess an Identity Card (IC) and all foreign worker must possess a valid work permit in order to obtain a contractor badge.
- No persons under age 18 years old are permitted to enter or work on the premises.
- No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
- Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol.
- No smoking is allowed in the exhibition hall and associated work areas, smoking is allowed at designated smoking area only.
- Construction materials are not allowed to be piled onto NO FREIGHT AISLE, or obstruct fire exit and fire fighting equipment. All materials must be kept within contracted booth space at all times.
- Contractors working in our premise or at project site should take all measures to prevent chemical spillage, and any unwanted hazardous chemicals must be contained and disposed of properly by the contractor.
- Any work involving the use of fire, naked lights, spark producing tools and instruments or other potential sources of ignition i.e. welding arc, petrol and diesel engines, torches, matches, lighters and etc, full supervision and provision of appropriate fire extinguisher should be observed in permitted areas.
- All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests area.
- Urinating in paint washing room or any unauthorised designation is strictly prohibited.
- Preparation and cleaning of paints must be conducted in wash room located at designated area. Contractor caught cleaning and disposing paint, chemical of build-up materials in the toilet bowl and washing basin will be penalised and liable to bear any cost incurred for rectifying the drainage system.
- All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
- Contractors are advisable to wear proper attire and necessary personal protective equipment (PPE); and always put workplace safety as the highest priority. Any person working on scaffolding of 2 metres and above must be protected with appropriate personal protective equipment such as safety helmet, body harness, covered or safety shoes. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
- Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are strictly not allowed.
- Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel shall be evicted from site. Any person with using abusive language, violent behaviour or committing unsafe work practises and or non-compliance activities will be prohibited from working in the Centre immediately.
- Contractors shall consult the officer or relevant personnel in-charge of the event should there be any queries regarding the above matter or any other matters. The relevant officer or personnel in-charge of the event shall be informed upon completion of your work before leaving the site.
- The Centre's Security Department deals with all reported incidents. Any incidents occur during the build and tear down activity, the contractors should report to the Centre's Security Services which located at the designated area.

#### CONDITION OF SAFETY WORKING ENVIROMENT



Acknowledgement by Contractor :

Name :

Date :