



UNIVERSAL MUSIC
ARTS & ENTERTAINMENT

Article 1.

Site Safety Plan

SYDNEY RESOLUTION CONCERT SERIES

31st December 2011

3rd January 2012

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SECTION 1.01 INTRODUCTION

Sydney Resolutions Pty Ltd strives to promote a safe and healthy environment for workers, patrons and public alike. This can only be achieved through constant education and monitoring of work practices and procedures. It is important that steps are taken to ensure that all staff and contractors on site are aware of the working environment and safe work practices designed to protect their safety and the safety of others. Following are the basic work practices and steps taken to ensure workers are aware of occupational health and safety as well as further documentation such as standard operating procedures and management plans.

SECTION 1.02 INDUCTIONS

All Sydney Resolutions Pty Ltd staff, crew and contractor staff are required to undertake a site induction. This induction should be given by the Sydney Resolutions Pty Ltd Event Staff responsible for supervision of the inductees in consultation with the Venue.

The minimum requirements of the induction are:

- Site orientation including location of amenities, office and first aid.
- Instructions on how to report all accidents/near misses and injuries.
- Introduction to Sydney Resolutions Pty Ltd core event staff.
- Awareness of parking protocol.
- Presentation of relevant licenses e.g. forklifts.
- Viewing of list of Risks and Hazards.
- Awareness of where to obtain more detail if required.
- Chain of control in an emergency.
- Safety briefing.
- Reporting of emergencies.
- Evacuation assembly areas.
- Fire Wardens and their duties.
- Reporting injuries and incidents.
- An overview of the "Duty of Care" under the OHS ACT 2000.

Plant and machinery operators will undergo a separate induction, which highlights the safe use of plant and machinery on site as well as considerations for operating within the Venue.

The Site Manager will organise inductions to happen as soon as relevant staff arrive on site. A copy of the Sydney Resolutions Pty Ltd Induction Checklist is available in the Work Practices Annexure.

Section 1.03 **CONTRACTORS RESPONSIBILITIES AND WORK PRACTICES**

Each contractor must be aware of and comply with relevant Occupational Health and Safety Regulations, Codes of Practice and Standards.

Contractors are taken through rigours compliance checks before they are permitted to commence work on Site. These checks are in line with WorkCover NSW requirements under the OHS Act and Regulation.

Following is the documentation checklist that each supplier is required to submit, to ensure their OHS systems meet minimum standard. Where a supplier fails to meet minimum standard, Sydney Resolutions Pty Ltd will work with that supplier to ensure they are able to comply. Should a supplier still fail to comply they will not be permitted to work on site and alternate arrangements will be sought.

(A) COMPLIANCE MATRIX

#	Item/Form	Staff	Contractor	Sydney Resolutions Pty Ltd
1	Hand Book Issued	✓	✓	✓
2	OHS Policy		✓	✓
3	Role and Responsibilities			✓
4	Document Control			✓
5	Hazard Identification & Risk Assessment		✓	✓
6	Safe Work Method Statement		✓	✓
7	Skills and Competencies Register	✓	✓	✓
8	OHS Induction	✓	✓	✓
9	Workers Compensation		✓	✓
10	Hazard Reporting			✓
11	Electrical Tag & Test Register		✓	✓
12	Hazardous Substances Register		✓	✓
13	Lifting Gear Register		✓	✓
14	Plant Register		✓	✓
15	Personal Protective Equipment Register	✓	✓	✓
16	Fire Protection			✓
17	Tool Box Talks	✓		✓
18	First Aid & Accident Investigation			✓
19	Public Liability		✓	✓
20	Structure Engineering Certification		✓	✓

(B) CONDITIONS FOR CONTRACTORS

All contractors or their delegates must report to Sydney Resolutions Pty Ltd Event Staff on their arrival to site.

1. General Conditions for Contractors

- 1.1. The Contractor shall not liaise with the media or their representatives on any issue regarding the event or any specific Project, without prior authority of the Sydney Resolutions Pty Ltd.
- 1.2. The Contractor must protect the integrity and security of official documents relating to the Project for which they are responsible. This information can only be used in the legitimate exercise of the contractor functions.
- 1.3. The Contractor shall be responsible for the security of any equipment under its control.
- 1.4. The Contractor is responsible for the general presentation of the site, including the immediate removal of graffiti from buildings, fences, hoardings and signs under the control of the Licensee.
- 1.5. The Contractor is responsible for placing any waste in bins to be supplied by the Contractor, unless negotiated with Sydney Resolutions Pty Ltd and the Venue.
- 1.6. The parking of vehicles on site is strictly limited and is only possible with the prior permission of the Sydney Resolutions Pty Ltd representative and the Venue.
- 1.7. The Contractor's staff should be briefed on the Contractor's Code of Conduct. Contractors who become show crew will be provided with copies of emergency procedures and evacuation documents.
- 1.8. The Contractor must ensure that conditions set out herein, are adhered to by all employees and sub-contractors, working on site at all times.
- 1.9. Sydney Resolutions Pty Ltd must be notified in writing of the complete timetable and order of events, from set up, run and strike down of the Project. This must be received at least 21 working days prior to the commencement of the Project.
- 1.10. The Contractor must not alter, add or affix any item, sign or poster within the Event Site without prior consultation with Sydney Resolutions Pty Ltd. Items must not be attached to trees, buildings, heritage features or other fixed structures without permission.
- 1.11. The Contractor, its employees and sub-contractors must comply with any reasonable request made of them by Venue Staff or Sydney Resolutions Pty Ltd staff prior to, during and after the Project.
- 1.12. All laws and regulations relating to Occupational Health and Safety must be observed.

2. OHS Responsibilities and Procedures

- 2.1. The Contractor must supply all OHS documentation at least 21 days prior to their commencement on site.
- 2.2. The Contractor will work in accordance with the OHS Act 2000 and OHS Regulations 2001, codes of practice and Australian Standards.
- 2.3. The Contractor must ensure that all employees and sub-contractors are provided with the appropriate Personal Protection Equipment to carry out his/her duties in a safe and proper manner.
- 2.4. The Contractor should ensure that their work practices do not cause hazards or endanger visitors or staff working at the Venue.
- 2.5. The Contractor is responsible for making sure the work site is safe, with appropriate safety barricades and signage in place where necessary.
- 2.6. The Contractor must ensure that all machinery used on the Glebe Island Event is in a safe working condition with appropriate safety devices fitted. All machinery must conform to Work Cover legislation and Manufacturers Standards.
- 2.7. The Contractor must notify Sydney Resolutions Pty Ltd and Venue site management representative immediately after an accident/near miss or any incident involving injury or property damage.
- 2.8. The Contractor must be contactable at all times.
- 2.9. All Contractor employees and sub-contractors must wear suitable work wear such as safety boots, hardhat and safety vests. Note: shirts must be worn at all times.
- 2.10. All cables along the ground must be covered with cable guard. All cables should comply with relevant safety standards.
- 2.11. During the construction and demounting phases of rigid structures, a construction zone must be defined. The construction zone must be fenced off from the general public and all construction materials must be kept inside the construction zone. The fence can be of rope, safety tape or a continuous crowd control barricade or fence. The zone must not cross and/or block roadways/pathways unless authorised by the Venue.
- 2.12. Adequate fire extinguishing equipment must be accessible at all times.

3. Temporary Structures

- 3.1. All temporary structures must be weighted not pegged.
- 3.2. Whenever possible, structures must be positioned leaving at least 2 metre minimum in front of stairs to allow emergency access to stay clear, and must comply with Venue documents on "Temporary Structures".

4. Vehicles

- 4.1. All large vehicles or machinery must be escorted onto the worksite. For larger contracts the Traffic Management policy will be implemented.
- 4.2. Vehicles are only permitted to drive on bitumen pathways, unless permission has been otherwise granted. Container unloads, drop offs etc must report to the site office. Contractors must abide by the designated site speed limits and traffic regulations and follow the instructions of Venue Site Management.
- 4.3. Vehicle entry is to be strictly controlled and limited to the numbers and times agreed to by the Contractor in the attached production schedule. Unauthorised access is prohibited.
- 4.4. The parking of vehicles on site is strictly limited. The Event Coordinator and the Site Manager will advise you of your parking situation. Contractors who are show crew will be required to find alternative parking off site.
- 4.5. Vehicle passes issued to any Contractor must be visibly displayed on the dashboard of each vehicle when on site. Failure to do so may result in the receipt of a traffic infringement notice and the driver being asked to remove his or her vehicle from the site.
- 4.6. Vehicles are not permitted to drive or park on the site after bump in or prior to bump out. Only authorised vehicles may be required to access the site outside normal hours.
- 4.7. All vehicles entering the site must vacate the site at the times agreed by the Contractor and Sydney Resolutions Pty Ltd.
- 4.8. Prior approval for infrastructure requiring delivery via oversized vehicles is needed.

5. Fencing

- 5.1. When erecting temporary fencing, public access must be maintained around the site at all times.
- 5.2. Fencing must be secured with brackets. The use of tie-wire poses serious safety concerns to staff and the general public.
- 5.3. As fencing is erected and dismantled, it must be done in a safe and tidy manner.
- 5.4. All temporary fencing should be covered with shade cloth unless otherwise authorised.
- 5.5. Fencing should never be leaned against fences, walls or any other objects.
- 5.6. Fence panels should be stacked lying down.

✚ **THIS DOCUMENT WILL BE SENT TO ALL CONTRACTORS EMPLOYED ON THIS EVENT.**

✚ **EMERGENCY PROCEDURES WILL BE KEPT AT THE SITE OFFICE.**

✚ **THE SITE MANAGER/EVENT MANGER WILL INFORM ALL KEY STAFF OF THE EMERGENCY PROCEDURES.**

(c) WORK PRACTICES & SUPERVISION

The creation of a safe workplace at the Sydney Resolutions Pty Ltd Event site is a shared responsibility between Sydney Resolutions Pty Ltd Management, Sydney Resolutions Pty Ltd Event Staff, Contractors, Casual Workers & the Venue.

Workers have a key role to play in the implementation of health and safety strategies on all productions and events. In their own interests and as a legal obligation, all workers therefore have a responsibility to ensure that nothing is done to make health and safety provisions less effective.

All those who are involved in providing services and/or working on entertainment industry productions or events must ensure that, as far as is reasonably practicable, at all times, their work activities and equipment are not likely to result in damage to themselves, to others, or their working environment. In particular workers must:

- Work in a healthy and safe manner.
- Ensure they do not endanger any other person through any act or omission at work.
- Obey all instructions, such as policies and procedures issued to protect their own personal health and safety, the health and safety of others and adhere to standard work procedures.
- Encourage others to work in a healthy and safe manner.
- Cooperate, promote and consult on occupational health, safety and welfare matters in the workplace.
- Report and work to rectify (where possible) any hazards within the workplace.
- Report any injuries and incidents to their supervisor as soon as possible after the event.
- Ensure that correct use is made of all equipment provided for health and safety purposes.
- Ensure that they are not, by the consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other person in the workplace environment.
- Cooperate with investigating authorities.

(Safety Guidelines for the Entertainment Industry – 24/08/01)

Safe working practices, which relate specifically to the work you are doing on site, should be discussed with your supervisor prior to commencing the job. More details on safe working practices can be obtained from the Sydney Resolutions Pty Ltd Site Office.

(D) MAINTENANCE OF EQUIPMENT, EQUIPMENT DEFECT FORMS

Sydney Resolutions Pty Ltd utilises many pieces of plant and equipment, which is subcontracted for the event. Sydney Resolutions Pty Ltd will endeavour to ensure that all plant and equipment has been properly maintained according to manufacturer requirements and all relevant plant has been certified safe for use.

(E) FORK & PLANT PROCEDURE

The following procedure applies to all person(s) engaged to operate any plant that requires a Certificate of Competency to operate:

1. The operator **must** have on his person a current license in the form of a National Certificate of Competency (NCOC) or a Pink Slip that is received after successful completion of a course.

NOTE: We do not accept logbooks or photocopies – if a driver claims their NCOC is being withheld by WorkCover it is necessary to call WorkCover and confirm their license number & plant approved to operate – please take note of the time, date and name of the WorkCover representative you spoke to. Pink Slips are only valid for 60 days from completion of the course unless there is an Australia Post receipt attached.

2. The operator must provide his NCOC to be photocopied. This photocopy will remain in the job file and the details entered into the master template for our records.
3. The NCOC will then be kept locked in the Site Office and the key issued to the operator. If the operator does not have their NCOC on their person and WorkCover has confirmed the details of a current NCOC, then another item of value and ID is held (credit card or passport). If the operator has no items of value & ID they must provide \$100.00 as a deposit.
4. Logbooks are kept for every piece of plant on site. Before the operator can begin work they must carry out a daily check on the plant and complete the machine logbook. This logbook must be signed by one of the site supervisors and a copy submitted to the office for our records.
5. The operator is then free to complete their work.
6. Once the work is completed, the operator must return the key to the Site Office to collect his NCOC. If the key is lost the NCOC will not be returned to operator until it is found or the operator submits a deposit of \$100.00.

Further to the above procedure, the Hired in Plant Report (Form 13) **must** be completed when plant arrives on site **before the plant can be used**. The Form 13 must then be completed monthly until the plant is removed from site.

Failure to follow this procedure may result in the operator AND their supervisor(s) being held personally liable for any damage to plant and/or environment.

SECTION 1.04 MAINTENANCE OF EQUIPMENT AND EQUIPMENT DEFECT FORMS

It is the responsibility of all staff and contractors to ensure that all equipment is maintained in good order and safely and securely stowed after work. In the event you notice any faulty equipment you should:

- Cease using it immediately and ensure that it can't be used by others.
- Report the defect to Sydney Resolutions Pty Ltd Event Staff.
- Fill in an equipment defect form available from the Sydney Resolutions Pty Ltd Site Office.
- Place defect tags on equipment.

SECTION 1.05