

Risk Management Plan

Future Entertainment

Future Music Festival 2012 Sydney

Randwick Racecourse

Saturday 9th March 2013

Created July 2011 updated March 2012

Version No. 1.2 July 2012

1.1 Introduction - The Risk Assessment

Background

Future Entertainment is conducting an annual music event at the Randwick Racecourse. In 2013, the proposed date to run the event is the 9th March 2013. As part of the planning and approval process for this event to proceed, Future Entertainment have requested a risk assessment of the event be conducted which can be provided to relevant stakeholders and authorities. PBM Safety has been asked to conduct the risk assessment on behalf of Future Entertainment.

Future Music Festival delivers an exciting contemporary perspective on the future of international music, presenting the boldest and most forward thinking line-up of the world's best live artists, DJ's and MC's.

Future Music Festival tours the nation in March stopping at Melbourne, Brisbane, Perth, Adelaide and Sydney.

We are now in the 8th year of presenting the Future Music Festival nationally and have enjoyed tremendous success with attendance levels and demand growing each year.

2012 will be the 8th year Future Music Festival has been held at Randwick Racecourse.

The venue is extremely well suited to this style of event due to its access to public transport, vast space and accessibility from the CBD.

The proposed event aims to attract an audience of 50,000. Future Music Festival will have several themed stages showcasing World's best Live Artists, DJ's and MC's and will start at midday and finish at 10:00pm. The event is not necessarily complex in nature but the complexities can be amplified by the weather conditions crowd demographic and as such an operational risk assessment is to be undertaken.

Purpose

The purpose in undertaking an operational risk assessment is to provide comprehensive and informed advice to Future Entertainment in safely delivering the Future Music Festival. This plan will form the risk mitigation treatments recommended to be adopted during the bump-in, the delivery of the event and bump-out.

The risk assessment is intended to ensure that a systematic, rigorous analytical process is conducted to ensure that the risks are captured and addressed. This operational risk assessment will also form part of the event delivery requirements to the venue and any other governing bodies (local councils, police etc).

Project Methodology

The methodology used for the project was based on the following activities:

- Consultation and information gathering with Future Entertainment Event Manager and team
- Consultation and site visit to and information gathering from ATC
- Consultants past experience with the event and concert based experience for 20 years
- Identification and analysis
- Stakeholder Validation Workshop
- Assessment delivery

2.1 Consultation and Information Gathering

2.1.1 Site Survey

A site survey is to be conducted at Randwick Racecourse on an agreed date and attended by Site Manager, Future Entertainment Manager, Safety Representative ATC and Paul McCarthy from PBM Safety.

2.1.2 Risk Assessment Scope of Works

The scope of the risk assessment was agreed between PBM Safety and Future Entertainment. This included the:

- Provision of an assessment of the risks involved in managing the event.
- Identification of exposures likely to cause personal injury or legal liability in relation to the management of the event.
- Provision of a framework of risk mitigation measures to ensure the delivery of a successful event safely with due duty of care provided to all staff, contractors, patrons, performers, employees or any other person deemed to be a part of the event.

Specific areas to be assessed included in the scope of works are:

- ATC event site being the Grounds and Car Park;
- Surrounding grassed areas;
- Road system internal and external to event site;
- ATC car parks and footpaths to event site; and
- Entry and exit point into ATC event site (magnetic and bag area, etc).

The following areas have been excluded in this risk assessment:

- Specific non – operational risks including:
 - o Commercial risks;
 - o Marketing and Financial Risks;
 - o Organisational and strategic risks; and
 - o Public Relations (including strategic media) risks.

It should also be noted that Traffic Management has been included in the risk assessments but only in a generic manner. As agreed with Future Entertainment staff, it is recommended that a traffic management expert is contracted to manage this aspect of the event for Future Entertainment. PBM Safety believes an effective traffic management plan and the associated resources and equipment are essential for the successful delivery of this event.

2.1.3 Stakeholder Consultation

Stakeholder engagement is an important and effective part of the risk assessment. It provides valuable input into the validity of the recommendations proposed and allows further analysis to contribute additional treatment actions to minimise exposure or actual risk. Specific consultation will be held with Future Entertainment and other contributing stakeholders after the first draft of the risk assessment is released. These stakeholders should include, but are not limited to:

- NSW Police;
- ATC;
- Local Government Authorities;
- Local medical support services;

- Contracted security organisation and / or security consultants.
- Key Contractors

This risk assessment should be an evolving document to ensure all risks have been assessed and relevant subject matter experts have provided updated treatment actions and Future Entertainment have implemented the recommendations prior to the event.

2.1.4 Literature Review

As a part of the information gathering process, a review of existing literature relating to the event and the venue would normally occur. Specific documentation would include information of relevance and offer background information to the operational risk assessment.

As a part of further stakeholder consultation, the following documentation will be requested:

- From the ATC:
 - o Safe Work Method Statements;
 - o Risk Assessments, specifically the event specific risk assessments;
 - o ATC Emergency Management Plan;
 - o Occupational Health and Safety (induction briefing, contractor briefings, etc); and
 - o Any other documentation that may assist with this event's risk assessments.
- From Future Entertainment:
 - o Build and Bump-out Schedule (Project Plan);
 - o Event Site Plan;
 - o Festival Emergency Management Plan (EMP);
 - o Security Plan;
 - o Event Run Sheet;
 - o Local council approvals (noise permits, etc)
 - o OH&S specific documents; and
 - o Any other documentation that may assist with this event's risk assessments.

It should be noted that at the time of preparation, no specific venue documentation apart from a Draft Site Plan has been provided for review.

This Plan provides an overlay of the event site where Future Music Festival will take place. The Plan does not include the road systems entering RANDWICK RACECOURSE, available car parks or parking area. The event site does contain tents, marquees and other structures and will provide a basic understanding of the event site with event related infrastructure in place.

2.2 Risk Assessment Process

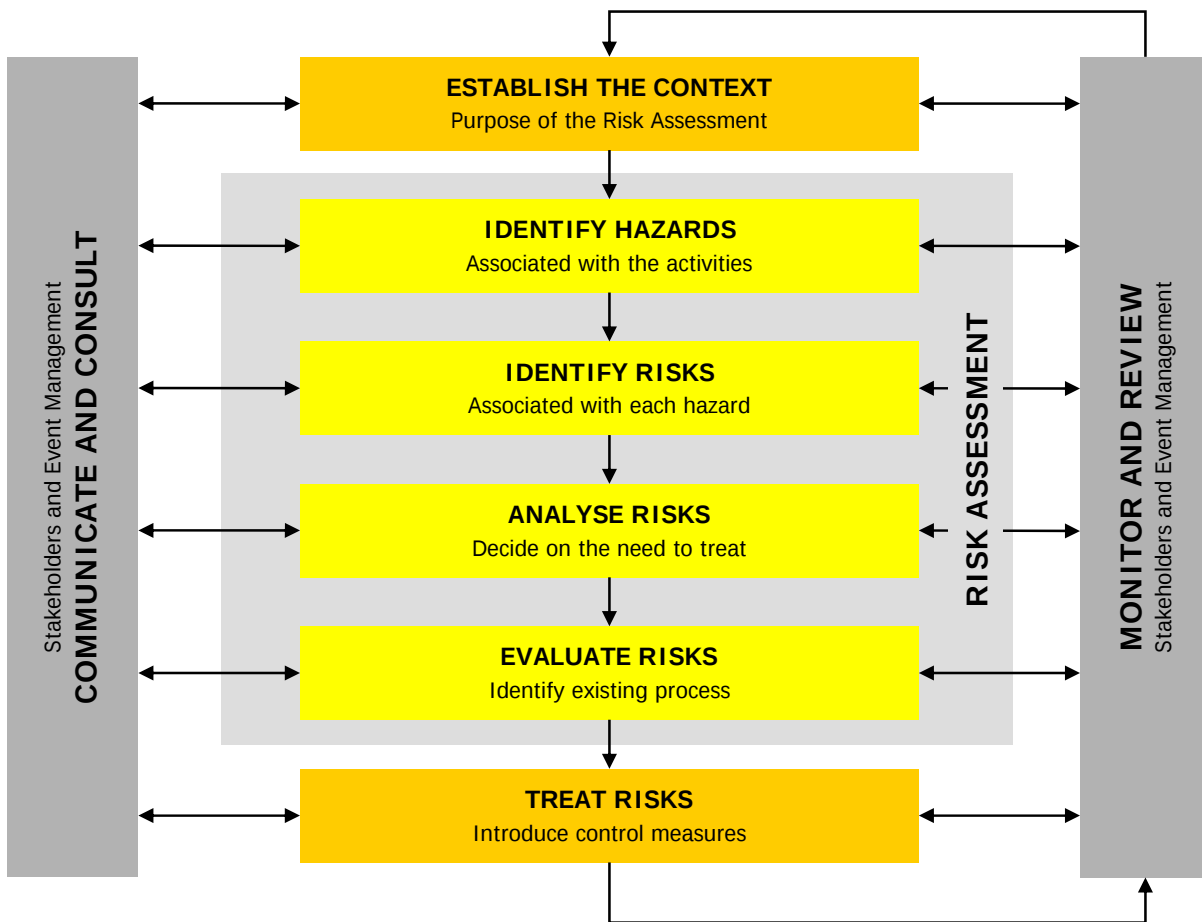
Having established the context of the operational risks for the event, the following risk assessment methodology was followed in the risk register:

- Risk reference
- Risk keyword
- Risk description (What can happen)
- Source (How can this happen)
- Impact (From event happening)
- Evaluate and prioritise the inherent risks (before treatments are applied):
 - Likelihood

- Consequence
- Risk Level
- Identify recommended treatment strategies for the risk
- Evaluate and prioritise the residual risks (after treatments have been applied):
 - Likelihood
 - Consequence
 - Risk Level
- Responsibility to complete (Who owns the risk)
- Is this risk level accepted or unacceptable?

This risk assessment process follows the Australian and New Zealand standard guidelines AS/NZ S 4360:2004 Risk Management Standard and AS/NZ ISO 31000.

Event Risk Management Process – Overview



Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimise exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Elimination**
Avoid the risk by removing the hazard completely.
- **Substitution**
Use less hazardous procedure/substances equipment/process.
- **Isolation**
Separate the process from people by the use of barriers/enclosures or distance.
- **Engineering Controls**
Mechanical/physical changes to equipment/materials/process.
- **Administrative Controls**
Change procedures to reduce exposure to a hazard
- **Personal Protective Equipment**
Gloves, hats, boots, goggles, masks, clothing etc.

Consequence

Table 1: Risk Consequence Descriptors

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
Catastrophic	5	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$5,000,000	Death(s) / many critical injuries	National & International Concern / exposure
Major	4	Service or provider needs to be replaced	Harm requiring restorative work	Up to \$5,000,000	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
Moderate	3	Temporary, recoverable service failure	Residual pollution requiring clean up work	Up to \$500,000	Single minor disablement/ multiple temporary disablement	Local community concern
Minor	2	Brief service interruption	Remote, temporary pollution	Up to \$100,000	Injury	Customer complaint
Negligible	1	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non hazardous, transient pollution	Up to \$10,000	Minor First Aid	Resolved in day-to-day management

Likelihood

Table 2: Likelihood Ratings

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

Table 3: Level of Risk Matrix

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Table 4: Toleration of Risk

Intolerable	Very High	Risk should not be justified
Generally Intolerable Region (Basic Safety Limit)	High	Risk cannot be justified save in extraordinary circumstances
As low as reasonably practicable or tolerable region (Basic Safety Objective)	Medium	Drive risks towards the Broadly Acceptable Region Residual risk, tolerable only if further risk reduction is impracticable
Broadly Acceptable Region	Low	Risk reduction not likely to be required as resources are likely to be grossly disproportionate to the reduction achieved
Negligible Risk		

Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of Existing Risk Controls	Additional Risk Treatment or Action Plan	Responsible to Monitor/Supervise
01. Access and egress of patrons and residents	• Anxiety • Frustration • Vehicle accidents • Bodily injury • Traffic jams • Wet Weather	• Marketing and publicity for event to include details of public transport, car parking, drop off and pick up points • Coordinate Bus, Train and other Public transport systems • Venue Traffic management plans will be in place • Designated pedestrian access ways to be kept clear of infrastructure and parked vehicles • Staff instructing patrons on best access and egress points to suit the event and crowd conditions • Monitor crossover from outside track to inside track	C2 Medium	Acceptable	• Contracted Traffic Manager to instigate TMP • Local Council to enforce roadside no standing on their roads • Establish ECO (Emergency Control Organisation) • ATC to provide parking attendants • ATC to allow internal rout of traffic to minimise crossover of traffic and patrons •	• Future Entertainment • Emergency Services • Contracted Traffic Manager • SITE MANAGER • ECO • NSW Police • Local Council • Public Transport Authority • ATC(Monitor car parking attendants)
02. Alcohol & drugs	• Excessive consumption • Drunken behaviour • Riotous & disruptive behaviour • Underage drinking • Bodily injury and asset damage	• No event staff or contractors are to be under the influence of alcohol or drugs while working • Responsible Serving of Alcohol • Security to recognise patrons arriving, and leaving, the event who are intoxicated or drug affected • Future Entertainment encourages responsible drinking • Security monitoring crowd behaviour • Photo Id required for entry • No BYO • Searching of bags upon entry	E2 Low	Acceptable	• Policy to be developed on containment of patrons intoxicated but who came via bus/public transport • Licensee is Future Entertainment	• Future Entertainment • SITE MANAGER • Contractors • FUTURE ENTERTAINMENT • RSA SECURITY • ATC • NSM

03. Armed or dangerous intruder	• Injury / death • Theft • Asset damage	• Handling of cash and valuables done in a secure environment with adequate security • Security Guards on site • Future Entertainment personnel to manage response unit • Activities designed to minimize the attraction of undesirables • Access and evacuation routes identified • Bag searches on entry • Staff, contractors and performers to be briefed on evacuation routes	E3 Medium	Acceptable	• Escorts for cash transfer to be in place • See Bomb threat response • ATC to clarify armed cash handling from bars • FE to clarify armed cash handling from Ticketing	• ECO • Future Entertainment • NSM • INTERNAL Security • PERIMETER SECURITY • NSW Police
04. Biological agents	• Needle Stick Injury • Blood • Vomit • Potential injuries and illness to public & staff.	• Cleaners are trained to perform sharps disposal • Needs diligent cleaning throughout the day	C2 Medium	ALARP (As Low as Reasonably practicable)		• Cleaning Contractor • St John Ambulance • Sanitary Contractor
05. Bomb threat	• Death / injury • Trauma • Crowd panic	• Hierarchy of control in place • Security trained in management procedure • All staff briefed in emergency procedure • Future Entertainment event office should have back up power and lighting • Identify a temporary mortuary facility	E5 High	ALARP As Low as Reasonably practicable	• ECO must have back up power and lighting • At least 2 areas must be designated to the knowledge of staff as being for the treatment of patrons in the event of a mass casualty situation	• ECO • Future Entertainment • NSM • INTERNAL Security • PERIMETER SECURITY
06. Broken glass, litter etc.	• Potential cuts & lacerations to hands & feet of patrons	• Cleaning done regularly during event • Major clean up done at the end of event after patrons leave	B2 Medium	Acceptable	• ATC to clean prior and also specified areas such as back of house ,bar and food service areas	• Cleaning Contractor • Future Entertainment

		• Cleaning staff on duty at all operational hours to minimise time glass or littler is left on ground • Rubbish Bins to be placed appropriately around site			after event	
07. Civil disturbance	• Injury • Crowd panic • Asset damage	• Security briefed on the potential risk • Hierarchy of control in place	D2 Low	Acceptable	• Direct link from NSW Police to ECO to be identified on Event day	• ECO • NSM • INTERNAL Security • PERIMETER SECURITY • NSW Police
08. Crowd management	• Dynamics of crowd • Crowd surge • Crowd surfing	• Appointed security contractor employed to manage crowds • Security fully briefed on potential risks during performances • Hierarchy of control in place • Patron limit to conform to LOCAL COUNCIL guidelines. • No entry / access signage erected • Appropriate numbers of security on duty as detailed in the liquor licence for the event • Clear direction to security on what is unacceptable behaviour	D3 Medium	ALARP	• Establish the tunnel procedure and walkover procedure to control the area where patrons may amass	• ECO • Future Entertainment • INTERNAL Security • NSM • SITE MANAGER
09. Drinking water	• Dehydration • Drunk patrons • Water shortage	• Drinking water taps available in key locations • Staff and performers to have access to water in their locations of work	E2 Low	Acceptable		• Future Entertainment • SITE MANAGER • ATC (monitor water supply)
10. Electrical	• Electrocutation • Death / injury • Asset damage	• All equipment to be tested and tagged in accordance with AS 3000: 2007 • All international contractors and artists informed of their	E3 Medium	Acceptable	• Electrical Contractor to do spot checks of electrical items • ATC to provide access and oversee	• SITE MANAGER • Electrical contractor • ATC

		responsibilities with their equipment			electrical installations for FE infrastructure	
11. External emergency	• Death / Injury • Traffic congestion • Crowd panic • Loss of power • Fire near site	• Establishment of contacts with emergency service liaisons prior to event • Adequate communication systems in place to allow alarm to be raised by an outside source • ECO in place to liaise with external emergency services and relevant stakeholders	E4 Medium	ALARP (As low as reasonably practicable)	• ECO to have back up power and lighting • Emergency lighting for crowd to be erected	• ECO • NSM • INTERNAL Security • PERIMETER SECURITY • Emergency Services • Future Entertainment • NSW Police
12. Facilities for people with disabilities	• Inadequate facilities • Complaints for patrons	• Adequate and access available • Closer parking facilities for those who have disabilities • Specifically designed toilets available • Ramps available where stairs are situated	E1 Low	Acceptable	• Viewing area / platform available?	• Future Entertainment • SITE MANAGER
13. Fall from stage or structure	• Injury / death • Asset damage	• Safety barriers/hand rails fixed to all structures where required. • Stage boundaries highlighted to assist performers. • Harness used on any high work over 2 metres unless trained performers, etc. • Temporary structures, scaffolding, seating and rigging structurally certified before use • Public not permitted on stages or other structures intended for performers • Security and crowd barriers to prevent access to temporary stages/scaffolds/event structures.	E3 Medium	Acceptable		• SITE MANAGER • Contractors • INTERNAL Security

14. First aid	• Death / injury • Delays in emergency services arriving on scene	• An appointed first aid trained officer to be on site during bump in and bump out • Future Entertainment personnel first aid trained • First aid kit and appropriate signage sited at venue offices and promoters site office • St John personnel present on event day • St John set up their tent and vehicle at designated location • St John on radio • Traffic management in place • Security briefed on access and egress of emergency services • Hierarchy of control in place • 2 Ambulance in attendance to reduce response time • Water and power to be available to first aid point on show day • Identify a temporary mortuary facility • At least 2 areas must be designated to the knowledge of staff as being for the treatment of patrons in the event of a mass casualty situation • Designated Helicopter landing zone to be nominated •	E3 Medium	Acceptable		• ECO • SITE MANAGER • Contractors • St John First Aid • Ambulance
15. Food poisoning	• Illness	• Licensed food vendors operating in accordance with all food safety regulations • Food vendors subject to council Regulations/Inspection	E2 Low	Acceptable	• FE providing catering for event • FE provides back of house catering	• Future Entertainment • ATC • Food vendors • Local Council

16. Hazardous material	• Injury / death • Asset damage • Fire	• Hazardous materials not to be stored in large quantities at the site • To be stored in the correct containers in the correct manner as per NSW legislation • All hazardous materials on site to be logged with management • PPE to be used when handling • MSDS to be available to Future Entertainment personnel prior to event	E2 Low	Acceptable	• MSDS to be available with the ECO • Pyrotechnics to be considered in specific RA and SWMS	• ATC • SITE MANAGER • Contractors • ShowFX
17. Information and welfare of patrons	• Mass panic • Confusion • Crowd surge • Smoking and fire • Alcohol • Safe egress • Vehicle movement	• Relevant signage displayed • MC to give housekeeping announcements • Traffic management plan in place • All staff serving alcohol have received the responsible service of alcohol training • Alcohol licence information to be displayed in stalls	E2 Low	ALARP (As low as reasonably practicable)	• ATC to approve content of letter drop to neighbours	• SITE MANAGER • Future Entertainment • Contracted Traffic Manager
18. Live electrical wires	• Electrocution • Death / injury • Fire • Asset damage	• Electricity installed by qualified electrical contractors. All electrics to be installed in accordance with appropriate regulations • Specific requirements, in addition to AS/NZS 3000:2007. See requirements in Electrical installations- Shows and carnivals AS/NZS 3002:2002 • Switchboards are to be identified with signage "Danger – High Voltage". • All contractors and staff to receive site induction that	E3 Medium	Acceptable	• ATC to provide access and oversee electrical installations for FE infrastructure	• SITE MANAGER • Future Entertainment • Electrical contractor

		includes electrical safety • Electrical Contractor to inspect vendor and entertainer equipment / installations for electrical safety before use • Switchboards to be mounted off the ground where possible • Switch boards barricaded off from public				
19. Local residents	• Negative publicity • Complaints	• Schedule of events to be sent out to all local residents prior to events • Resident Hotline set up and active prior to event day	D2 Low	Acceptable	• ATC to approve content of letter drop to neighbours	• Future Entertainment
20. LPG Cylinders	• Injury / death • Explosion • Fire • Asset damage	• Cylinders are to be mounted securely in correct manner and used in accordance with the LPG gas code AS 1596 • Safety Officer to check cylinders	E3 Medium	Acceptable		• SITE MANAGER • Contractors
21. Major equipment relocation	• Carrying of large awkward items • Injury	• All staff and contractors receive site induction • Site plans established and agreed prior to build days • Trolleys to be used if absolutely necessary but must be accompanied by a spotter • First Aid on site for Bump in/out	E1 Low	Acceptable		• SITE MANAGER • Contractors
22. Manual Handling	• Bodily injury • Muscular skeletal disorder	• Trolleys and mechanical lifting aids used wherever possible • Staff training to incorporate instructions regarding manual handling & correct procedures • All tasks requiring specific methods to have printed instruction sheets on safe work practice	D2 Low	Acceptable		• SITE MANAGER • Contractors • All Supervisors • ATC (Monitor own contractors and staff)

		• All accidents or near misses to be reported to site manager				
23. Medical emergency	• Death / injury • Delay in treatment • No access to emergency vehicles • Lack of communication • Miscommunication to emergency services	• Hierarchy of control in place • All relevant staff and contractors on radio • All staff and contractors receive site induction • Local hospitals and fire services advised of the event • Traffic management includes emergency services access • St John on site during show days • A designated First Aider to be on site for bump in/out • Fire aid kit available at site office and in venue main office • St John on radio • Ambulance in attendance • Identify a temporary mortuary facility • At least 2 areas must be designated to the knowledge of staff as being for the treatment of patrons in the event of a mass casualty situation • Helicopter landing site to be established	E3 Medium	Acceptable	• Security to escort Emergency Vehicles	• ECO • SITE MANAGER • Emergency Services • St Johns • Ambulance • Future Entertainment • NSM • INTERNAL Security
24. Performers and MC's	• Not turning up • Negative publicity • Late arrival • Unable to perform • Demographic change of crowd based on artist	• Written confirmation and/or contracts in place to secure booking • Telephone call made to them a couple of days prior to the event • Where possible have a back up MC • Assess the crowd depending	E2 Low	ALARP (As low as reasonably practicable)		• Future Entertainment • Artist Managers • Stage Manager

		on artist and consult with security to adjust for expectations.				
25. Perimeter Breach	• Loss of income • Injury	• Fence Jumpers • Install Fencing or Barriers to exclude non payers • ATC to maintain their fences, gates and barriers appropriately • Security to patrol fence lines • Areas of vulnerability or focus to be identified	B2 Medium	Acceptable	• ATC maintain stables area for security breach	• SITE MANAGER • Future Entertainment • Contractors • PERIMETER SECURITY
26. Plant	• Asset damage • Death / injury	• All contractors must provide copies of their licences to SITE MANAGER/Future Entertainment • All contractors must wear high visibility vests in accordance with Australian Standards whilst plant is in use • Only appropriate licensed and competent operators used to operate plant and equipment • Barricades and warning signage erected around work areas • No public on site during plant use • Persons using equipment are trained in safe operation and wear appropriate protective clothing • No unnecessary access to the worksite • SITE MANAGER to supervise all bump in and bump out activity • Safety Officer on site	E2 Low	Acceptable		• SITE MANAGER • Future Entertainment • Contractors • ATC (monitor own facilities and plant)

		•				
27. Property and asset damage	• Damaged property • Bodily injury • Negative publicity • Unnecessary expense	• Adequate numbers of Security at all areas of an event • Hierarchy of control in place • Future Entertainment response procedure established • Temporary fencing or barricades around identified high risks	E1 Low	Acceptable	• ATC to monitor own areas including stables)	• SITE MANAGER • ECO • NSM • INTERNAL Security • ATC
28. Public Liability	• Payouts as a result of claims made against all concerned and involved	• All contractors, including Future Entertainment to have acceptable levels of effective public liability insurance in place	E3 Medium	Acceptable		• Future Entertainment • ATC
29. Rigging, stages, ground stacked speakers and overhead lighting	• Falling equipment • Falls from height • Structural failure of equipment • Incorrect assembly of equipment	• Place appropriate barricades below the site to exclude public and unnecessary staff during build • Persons entering area below overhead work to wear hard hats • Install safety chains/cables on all overhead lighting & equipment • Tether tools & equipment when working overhead unless physically impossible • Use restraint protection when working within 2 metres of any potential fall greater than 1.8 metres • Inspect all equipment prior to assembly and use • Use equipment for its intended purpose only, unless otherwise authorised • Ensure adequate instruction prior to unfamiliar equipment	E3 Medium	Acceptable	• Ground stacked speakers to be restrained by rated ratchet straps, checks by production manager or stage managers to be performed during event to confirm integrity.	• SITE MANAGER • Production Manager • Stage Managers • Structural contractors • Riggers

		- or methods being put into operation • Use good rigging practice for general slinging • Ensure all point and truss load limits are obtained and adhered to during the build • Carefully read and employ any special rigging suggestions in the site instructions • Multiple lanyard movement is to be used when climbing • All rigging and assembly to comply with AS/NZ 4488 series, IRAA Industry Code of Practice, and IRATA Guidelines				
30. Sanitary facilities	• Not enough toilets • Overflow of sewage • Water shortage	• Placement and maintenance of toilets are calculated according to the attendees expected • More female toilets than male • Specific toilet contractor appointed to supply and maintain toilets during the event • Temporary toilets do not require mains water	D2 Low	Acceptable	• Suggested quantity of toilets for attendees up to 40,000: defined at 1:100 • ATC plumber to be contactable for internal toilets.	• SITE MANAGER • ATC • Sanitary Contractor • Cleaning Contractor
31. Smoke and fire	• Death / injury • Asset damage • Crowd panic	• Signage displayed about extinguishing cigarettes correctly • NSWFB aware of event • Food preparation areas and power supplies required to have extinguishers & blankets at all risk areas • All hot surfaces and naked flame to be out of reach of public	D4 Medium	Acceptable	• Fire engine to be on standby on fire ban days • Specific cigarette bins available (can be as simple as sand buckets) • ATC internal warning systems to be monitored from operations room • Pyrotechnics to be	• SITE MANAGER • Future Entertainment • NSWFB • Food vendors • ShowFX

		• Appropriate exemptions on total fire bans applied for			considered in specific RA and SWMS	
32. Staff & contractors working without necessary experience and training	• Failures and accidents due to incorrect decisions & actions • Bodily injury to staff & public	• Staff and contractors hired according to skills being suitable for requirements where possible • Staff and contractors supervised by management at all times • Site induction	D2 Low	Acceptable		• SITE MANAGER • Future Entertainment • ATC
33. Stages, Scaffold platforms etc.	• Fall from height • Public access • Bodily injury to performers, public, participants or others on or adjacent to structures	• Safety barriers/hand rails fixed to all structures where required • Stage boundaries highlighted to assist performers and participants • Fall protection systems used on any high work over 2 metres unless trained performers etc • Fall protection systems used to eliminate falls from less than 2 metres • General public not permitted on stages or other structures intended for performers unless invited and accompanied • Security monitoring stages when not in use • Performers competent in specific tasks have a thorough knowledge of requirements	E3 Medium	Acceptable		• SITE MANAGER • Structure contractors
34. Sound levels	• Complaints for local residents • Hearing injury to staff in close location to speakers • Future Entertainment	• All sound equipment to conform to SEPPN-2 • Security and Future Entertainment personnel will be issued with noise cancelling	D2 Low	Acceptable	• Hearing protection will be worn by staff at all times when working in the pit	• SITE MANAGER • Sound consultant • ECO

	personnel unable to hear clear communication	headsets or earplug speakers • Environmental noise assessment made on show day • Direct Phone number set up for call in of complaints • Log to be kept of complaints				
35. Transport management	• Vehicle accident • Death / injury • Traffic jams • Illegal parking	• Transport management plan in place • Appointed contractor managing traffic • Appropriate signage displayed in and around the site • Car Park Area controlled by ATC Parking Attendants	E3 Medium	Acceptable	• ATC to provide limited access to staff directed by parking attendants • ATC to allow internal rout of traffic to minimise crossover of traffic and patrons	• Contracted Traffic Manager • NSW Police • LOCAL COUNCIL
36. Trips and falls	• Injury • Asset damage	• All cables where possible flown • All cables that do need to be laid on the flow must have cable traps over them • Staff trained in recognition and prevention • Serious trip and fall hazards identified and removed or treated to prevent injury • Contractors and event staff receive site safety induction • Barriers placed around protruding equipment • Changes in height and edges highlighted • Slippery surfaces treated or isolated • Additional lighting in dark areas • Spills and etc isolated then cleaned as soon as reported	E1 Low	Acceptable	• ATC will hand over a safe site prior to installation • Any items of issues to be listed during the site inspection prior to hand over.	• SITE MANAGER • Future Entertainment • ATC • Contractors

37. TV and Media	Negative publicity	Future Entertainment engaged a PR company to deal with all media enquiries	E3 Medium	Acceptable	- Strategy to be developed for a spokesperson person to deal direct with media - All staff and contractor briefed on not to speak to the media in the event of an incident	- SITE MANAGER - Future Entertainment - ATC
38. Unplanned activity on stage	- Crowd surge - Security unable to contain crowd	- Performers required to give details of performances to Future Entertainment - Future Entertainment to ensure a full brief is given to Security contractor on all potential risks with the performances and the crowd	E3 Medium	ALARP (As low as reasonably practicable)		- Stage Manager - NSM - INTERNAL Security
39. Waste management	- Build up of waste - Insufficient bins - Biohazard - Insects and rodent	- SILA Bins with indicators for different waste types located around venue - Waste management contractor appointed - Roving cleaners during show day	B2 Medium	Acceptable	- Green policy to be developed - Recycling bins clearly marked - Be apart of the Waste Wise at events accreditation - ATC responsible for Back of House areas	- SITE MANAGER - Future Entertainment - Cleaning Contractor - Sanitary Contractor
40. Water Body (Drain or Waste Water)	Drowning	Security to patrol areas where water is located	B2 Medium	Acceptable		- INTERNAL Security - NSM
41. Weather- extreme	- Heat exposure - Wet and cold exposure - Discomfort - Injury - Lightning strikes	- No Umbrellas permitted in wet weather - Disclaimer on tickets in the event of extreme weather - ECO/Safety Officer to have access to BOM - Work at heights to stop where lightning to thunder ratio is less than 30 sec(AS/NZS	E1 Low	ALARP (As low as reasonably practicable)	- Sun screen to be available for all patrons (this can be located at the First Aid point) - See provision in Emergency Plan	- SITE MANAGER - St John Ambulance

		1768:2007)				
42. Weather - Hot	• Sunburn • Dehydration • Sunstroke	• Contractors advised to provide their staff with sunscreen • Free drinking water available • Sunscreen provided to all directly employed staff	E2 Low	Acceptable	• Sunscreen provided to all directly employed staff • ATC responsible for monitoring mains water supply only	• SITE MANAGER • Contractors • Future Entertainment
43. Weather - Wind / storm	• Injury / death from falling or flying objects • Asset damage • Lightning strike	• Weather to be monitored in lead up to event • Temporary structures to be structurally certified • ECO to make the call if unsafe to continue with performance • ECO personnel to be in contact with Bureau of Meteorology	C4 High	ALARP (As low as reasonably practicable)	• A Wind meter to be installed on main structure • See provision in Emergency Plan • Assess possibility of reduction of size event based on completed construction and site conditions.	• SITE MANAGER • Structure contractor • ECO



**FUTURE
ENTERTAINMENT**

OH&S MANUAL NSW

FUTURE ENTERTAINMENT OHS&W

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FUTURE ENTERTAINMENT OHS&W

1. INTRODUCTION

This induction document has been developed to assist you to carry out your work and duties safely, while also assisting you to meet your OH&S statutory obligations.

You have undertaken either verbally or in writing, to abide with the Safety Procedures adopted by *Future Entertainment's* OH&S Policy. By following these guidelines persons who work at exhibitions or events, such as an employee or contractor should negate injury. *Future Entertainment OHS&W* expects people to behave safely at all times. To achieve the "No Injury" policy we will need your commitment to the simple guidelines in this book. If in doubt please ask any OH&S person on the site at your event prior to starting work. Non compliance with these guidelines will result in offenders being asked to leave the site.

2. FUTURE ENTERTAINMENT OHS&W'S POLICIES

Future Entertainment OHS&W is committed to ensuring that:

- Staff are highly skilled for work in the exhibition and event industry and training environment.
- Best practice training, delivery and assessment standards are achieved and maintained for other members of the industry or community members wishing to enter the industry.
- A level of service matching industry best practice is provided.
- Ethical behavior that extends to honest equity, integrity and social responsibility in all training activities is guaranteed.
- Training staff comply with all legal obligations and government requirements concerning industrial relations, occupational health, safety, training and equality of opportunity.
- The delivery of training is of a high standard that will be recognized by the industry for its comprehensiveness.

SAFETY POLICY

Every effort will be made to ensure that everyone is provided with a safe and healthy place in which to work, and that compliance is made with all relevant legislation, codes and standards.

Safety is a team commitment involving managers, supervisors, contractors, suppliers and employees working together through consultation and co-operation. Any individual observing unsafe or unhealthy acts or situations is expected to address the situation immediately and directly with the others involved.

The rights of all employees to express their concern over safety in the workplace and to expect those concerns to be addressed is recognized and supported.

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Health and Safety Committees and accredited representatives will be given every assistance to do their duties.

Information, instruction and training in safe methods of work, relevant legislation, safety procedures, etc. will be provided to all project personnel where any lack of knowledge is perceived.

Safety attitudes and performance of managers, supervisors, contractors, suppliers and employees will be assessed regularly together with other performance indicators.

SITE SAFETY INDUCTION

The Site Safety Induction which all contractors, sub contractors and employees must complete prior to commencing work on the site, gives sub-contractors and contractors the opportunity to communicate to all employees and supervisory staff on the site, the safety policies in force and the obligations of all parties in relation to occupational health and safety at the site.

SITE SAFETY ADVISOR

Site Safety Advisors have been appointed for the site.

They will:

- Conduct inspections of the site for the purpose of detecting unsafe or unsatisfactory conditions and practices to ensure by all practicable means the observance of health and safety standards.
- Report any unsafe or unsatisfactory conditions or practices discovered on those inspections to *Future Entertainment OHS&W* and the contractor or sub-contractor concerned.
- Conduct appropriate education programs in workplace health and safety.
- Ensure that all injuries, illnesses and occurrences are investigated and records kept.
- Assist the Workcover Authority of the 5 States and the Northern Territory inspectors and other authorized officers in the performance of their duties.

INDIVIDUAL EMPLOYEE

Whilst on the site each employee is required to:

- Respond immediately to all directions by Workcover Authority Inspectors, Site Safety Advisor and authorized representatives from Future Entertainment in the pursuit of healthy and safe working practices and attitudes.
- Comply with Site Safety instructions.
- Comply with all relevant Health and Safety Legislation.
- Report any area or section of the workplace which is a perceived health and/or safety problem and take all steps necessary to protect that area for all employees.

1. Behave safely at all times.

FUTURE ENTERTAINMENT OHS&W

2. Make safety our first priority.
3. "Take 2" before we act.
4. Help look out for each other.
5. Do not take short cuts.
6. Our communication will be direct, audible and or visual.

3. GOVERNMENT ACTS/REGULATIONS & CODES OF PRACTICE

All works carried out on this exhibition shall be in accordance with the following Act and Regulations:

Occupational Health and Safety Act 2000.
Occupational Health and Safety Regulation 2001.

They will also be required to adhere to any Code of Practice or Australian/New Zealand Standard relevant to specific works. Example – *Industry Code of Practice for Manual Handling* or *Australian Standard for Portable Ladders*

Industry Codes of Practice, provide practical guidance to employers and others who conduct particular work (Example – Scaffolding).

Note: If conflict exists or arises between legislation, regulations, and codes of practice the more stringent standard will apply.

Employers Obligations: Part 2, Division 1, Section 8 Occupational Health & Safety Act 2000

An employer must ensure the health, safety and welfare at work of all employees of the employer.

That duty extends (without limitation) to the following:

- a) *Ensuring that any premises controlled by the employer where employees work (and the means of access to or exit from the premises) are safe and without risk to health,*
- b) *Ensuring that any plant or substance provided for use by the employees at work is safe and without risks to health when properly used.*
- c) *Ensuring systems of work and the working environment of the employees are safe and without risks to health,*
- d) *Providing such information, instruction, training and supervision as may be necessary to ensure employees' health and safety at work,*
- e) *Providing adequate facilities for the welfare of the employees at work.*

An employer must also ensure that people (other than employees of the employer) are not exposed to risks to their health or safety arising from the conduct of the employer's undertaking while they are at the employer's place of work.

Employer's Obligation: Part 2, Division 2, Section 13-14 Occupational Health & Safety Act 2000

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An employer must consult, in accordance with this Division, with the employees of the employer to enable the employees to contribute to making decisions affecting their health, safety and welfare at work.

Consultation under this Division requires:

- a) *The sharing of relevant information about occupational health, safety and welfare with employees and*
- b) *That employees be given the opportunity to express their views and to contribute in a timely fashion to the resolution of occupational health, safety and welfare issues at their place of work and*
- c) *That the views of employees are valued and taken into account by the employer.*

Employees Obligations: Part 2, Division 3, Section 20-21 Occupational Health & Safety Act 2000

- 1) *An employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work.*
- 2) *An employee must, while at work, co-operate with his employer or other person so far as is necessary to enable compliance with any requirement under this Act or the regulations that is imposed in the interest of health, safety and welfare on the employer or any other person.*

A person must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under the occupational health and safety legislation.

4. RISK MANAGEMENT

This process should be used on the basis that appropriate occupational health and safety risk management processes are applied. This section examines the basics of such a process.

Hazards and risks

Hazards and risks are NOT the same thing. A hazard is something with the potential to cause harm. Included in this definition are substances, plant, work processes or other aspects of the work environment, or all of these factors. Risk is the likelihood and consequence of being exposed to particular hazard.

Consider, for example, an unearthed metal street light pole that may reasonably be expected to become energized from the electricity supply system if there is an insulation failure or contact with a conductor. The associated risk is the likelihood that a person might receive an electric shock through contact with exposed conductive parts of the light pole and the consequence of any such incident.

The relationship between hazard and risk is sometimes represented simply as:

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$$\text{Risk} = \text{Hazard} \times \text{Likelihood} \times \text{Consequence}$$

In the above relationship, the terms:

- Likelihood would cover factors such as frequency of exposure to the hazard and probability of an incident occurring, and
- Consequence - result of an incident caused by such a hazard e.g. death, severe injury or property damage, or all of these factors.

The Risk Management Process

There are five basic steps in the risk management process, through which an electricity entity can meet its obligation to ensure electrical safety.

The five steps of the risk management process are illustrated in Figure 1.

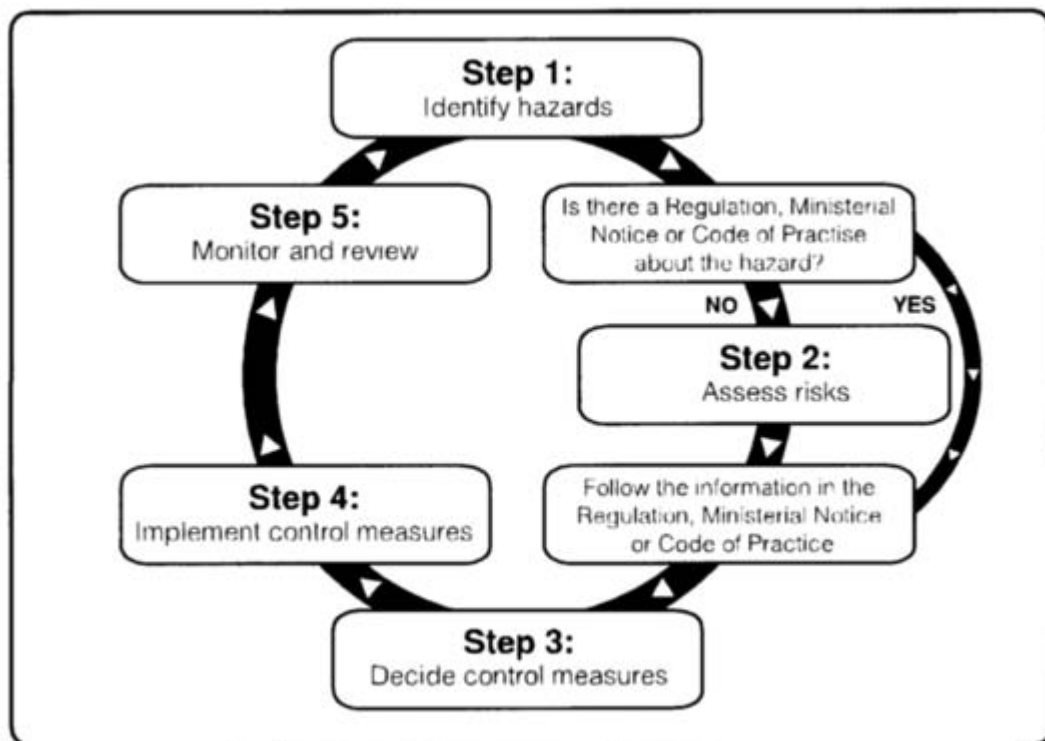


Figure 1: The Risk Management process

- I. **Identify the hazards** present in a particular work situation. If there is a regulation or ministerial notice about the hazards, you must implement those requirements
- II. **Assess the risks** of injury or property damage that may result from the hazards. This step will help to determine the level of risk associated with the identified hazards and establish a priority list, based on risk levels. The desired outcome is a priority list for control measures.
- III. **Decide on control measures** to eliminate the hazard or minimize the risk of injury or property damage. If there is a code of practice, you must either do what the code says or adopt another method of managing the exposure. The preferred hierarchy of control is:
 - Eliminate the hazard

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- Substitute a less hazardous material, process or piece of equipment
- Redesign equipment or work process
- Isolate the hazard
- Introduce administrative controls
- Use appropriate personal protective equipment.

You should always start at the top of the hierarchy. First, you should try to eliminate the hazard e.g. by turning off the power. If this measure fails or is not practical, only then should you move to the second level, and so on.

IV. **Carry out the control measures;** and

V. **Monitor and review** how effective the control measures are. It may be necessary to modify the control measure or the way it was implemented if the measures are not effective or if new problems arise.

5. HIGH RISK AREAS

- **MANUAL HANDLING**

LIFTING PROCEDURES

We use safe lifting techniques as recommended by the relevant statutory bodies.

This procedure is:

Plan the Lift

- Is the intended path clear?
- Look at the load's size and shape
- Check the weight
- Is it within your capacity to lift it?
- If the load is too heavy or awkward, get help!
- The Centre line of the load should be as close to the body as practicable.

Correct feet position

- Assume a well-balance position facing the direction you intend to move the load.
- The feet should be parted with one foot alongside the object to be lifted and one behind.
- The feet comfortably spread and flat, give greater stability and rear foot is in position for the upward thrust of the lift.

The Grip

- Get a firm hold with palm
- The hold must be secure and comfortable
- Use the palms of the hands and not finger tips.
- For objects such as boxes, hold diagonally opposite corners.
- Move in close to the load with arms and elbows tucked in.

Straight flat back

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- Bend at the knees and keep the back straight.
- But remember that "straight" does not mean "Vertical". A straight back keeps the spine, back muscles and body organs in correct alignment.

Head raised, chin in

- Keep the head raised and chin in so the neck and head continue the straight back line.
- Tucking in the chin helps keep the spine straight and firm.

Lift with legs

- Leg muscles are stronger than back muscles.
- Use them to lift the load. Do not jerk or strain. Use a smooth action.
- Use body weight

Use body weight

- Start the lift with a thrust from the rear foot and follow through with the body when possible.
- Use of the body weight helps to propel the load, reduce fatigue and strain on the arms.

To put load down

- Bend the knees and keep the back straight

IMPORTANT:

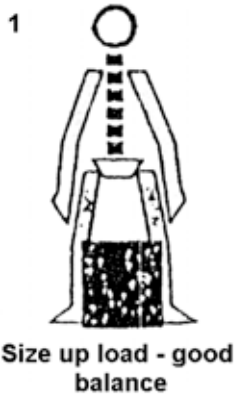
DON'T TWIST YOUR BODY.

PIVOT ON YOUR FEET TO CHANGE DIRECTION.

AVOID STRETCHING OR TWISTING WHEN MOVING OR LIFTING LOADS.

See diagram: Cut the Stress

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Cut the Stress



- **ELECTRICAL SAFETY**

All electrical work will only be conducted by qualified and competent electricians.

All electrical plant/equipment must be safe to use and are regularly inspected, tested and maintained to ensure they remain safe for use.

Electrical register must be kept of all electrical plant/equipment as per regulation.

All damaged electrical plant/equipment is tagged ("Out of Service") and or removed from the exhibition site.

Electrical extension cords are to be located where they are not likely to be damaged. Preferable to locate above head height or as last measure on the ground and suitably protected.

ALL TOOLS AND LEADS MUST BE TAGGED

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NOTE: In this instance adequate signage is required to restrict access or identify any area in which there is a risk of exposure of persons to hazards arising from electricity

Portable generators should have a built in earth leakage device or utilise an earth leakage stake. Any power tools, such as drills used from a portable power source must have an earth leakage protection.

Permission must be sought from Future Entertainment OHS&W prior to driving of any stakes or pegs.

▪ SCAFFOLDING

All scaffolds will comply with the relevant Australian Standards

All scaffolders will hold and be in possession of the appropriate certificates of competency as required by the regulations.

The erection and dismantling of scaffolds, and temporarily erected structures used to support means of access or egress and entertainment equipment is carried out in compliance with *AS/NZS 1576.1: 1995 Scaffolding Part 1: General Requirements*

There will be no unauthorised alterations or modifications to scaffolding.

If scaffolding is incomplete or left unattended it will be appropriately tagged using a "Scaffag" system to prevent unauthorised access.

Employers must ensure that scaffold from which a person or object can fall more than **4 metres** is inspected by a competent person for compliance as per regulations and *AS/NZS 4576. Guidelines for Scaffolding*

▪ PLANT AND EQUIPMENT (operators/owners/supervisors)

All plant/equipment bought onto the exhibition site must be maintained as per manufacturers requirements and or government legislation.

It will be the responsibility for operators of plant that requires certificates of competency to operate, to hold and produce that competency to authorised persons.

No person will operate plant and equipment unless authorised to do so by their immediate supervisor. It will be the responsibility of the supervisor to ensure that licenses are held, plant is registered (*if required*) and operator is competent.

All plant/equipment will be provided with the appropriate guarding to *AS4024.1*

There will be no removal or modification of guards of plant/equipment.

Damage to plant/equipment must be reported immediately to a supervisor.

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Only qualified and competent persons are to carry out maintenance and repairs to plant/equipment.

If plant/equipment is required for maintenance/repair or cleaning it **must** be positively isolated and locked out and the appropriate tagging be attached. *Example, "Personal Danger Tags", "Out of Service Tags" placed at isolation points.*

There will be **no** removal of tags or locks without authorisation from supervisors or maintenance personnel.

Plant/equipment is only to be utilised for work it was designed for unless a competent person has made an assessment that the change in use does not cause a risk to health and safety.

Any warning or safety devices attached to plant/equipment must be used as intended. If faulty and the condition of plant/equipment poses immediate risk they must be repaired immediately until the risk is eliminated or isolated.

All operators of mobile plant must wear seatbelt if fitted. No person will ride in mobile plant if no seat or seatbelt is fitted.

All light vehicles will comply with the Road Transport Authority. Vehicles will be driven in accordance with State and Northern Territory Road Rules and drivers must be vigilant of any rules of the venue.

▪ HAZARDOUS SUBSTANCES

All hazardous substances or dangerous goods must not be bought on site until a copy of a Material Safety Data Sheet (MSDS) is provided to *Future Entertainment OHS&W*. (Retained by onsite Paramedic in register)

All MSDS must be maintained by exhibitor in MSDS register.

All hazards associated with the use of these substances must be identified and control measures put in place to control these risks.

All persons using hazardous substances shall be appropriately trained and instructed with the substances they are using.

All appropriate Personal Protection Equipment (PPE) that is required for use in the MSDS shall be worn and disposed of correctly.

All dangerous goods and hazardous substances shall be maintained in original containers or appropriately labeled in containers when not in use.

Refrain from decanting any hazardous substance.

Do not store hazardous substances in confined spaces without adequate ventilation and appropriate signage highlighting the risks.

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Do not store combustible substances on wooden shelves.

Do not deface or damage labels for hazardous substances or dangerous goods –
READ THE LABEL – HEED THE LABEL

All persons shall ensure that precautions are taken to prevent the escape of hazardous substances or dangerous goods.

NOTE: THE MSDS IS YOUR BIBLE OR DICTIONARY ON THE PARTICULAR HAZARDOUS SUBSTANCE OR DANGEROUS GOODS YOUR USING - READ IT, FOLLOW IT!

▪ WORKING AT HEIGHTS

No person is to work at heights greater than 2 metres without a stable and secure work platform in place.

If impractical, scaffolding with handrails, mid-rails, kickboards, fencing, screens or other forms of physical barriers must be provided.

If fall arrest systems, such as harnesses or static lines are provided for use, users must ensure guidelines are followed under the Occupational Health & Safety Regulations Clause 56 and other relevant guidance material.

Falling objects must be controlled by placement of physical barriers to prevent free falling.

Provide a safe means of lowering and raising plant, material and debris.

Provide a physical barrier and signage around work area restricting unauthorised persons entry to fall zone.

Provide relevant Personal Protection Equipment (PPE), Helmets.

Ladders must of suitable type for the work application, for example, non conductive ladders for electrical work. Must be inspected for damage.

Ladders to be secure at top and bottom to prevent movement. Top of ladder to extend at least 900mm past landing point. Extension Ladder to be erected at a ratio of 4:1 and to a height of no greater than 6 metres.

Provide for barriers and signage when working in access and egress points, Example near doorways.

Never work above second step from the top of a portable ladder and follow load rating for ladders as per manufacturers' specifications.

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6. SIGNAGE AND BARRICADING

If risk assessment identifies that particular hazards cannot be controlled without isolation, barricading of perimeter must be put in place with the appropriate signage.

Consultation with *Future Entertainment OHS&W* supervisors must be sought before erecting barricading and signage.

All signage that is required as per legislation must be in place and checked regularly for legibility (not defaced) and visibility (appropriately placed) for the safety of others.

All persons must comply with signage and barricading erected by the client.

There will be no unauthorised entry into barricaded areas. Barricaded areas that require access for work will be reinstated after completion if required.

7. EMERGENCY RESPONSE

In the case of an emergency at the Exhibition you will be required to follow the emergency Procedures.

- You will notify Future Entertainment OHS&W supervisors of the emergency by way of UHF radio or phone.
- Stay calm and speak clearly to convey your message. Be ready to answer any questions
- State the following:
 - Your name, exact location with clear landmarks or identification points.
 - An outline of the emergency.
 - The number of casualties involved.
 - Any information about the condition of the victims.
 - Any hazards relevant to the area, such as fire, chemical spills, fumes.
 - The telephone number where you can be contacted in case further information is needed.
 - Wait until the supervisor/operator tells you to hang up.
 - Ask someone to stay in a prominent position to direct emergency services vehicles to the correct area.

In the event of a fire:

Attempt to contain it with the appropriate fire extinguisher, immediately notify the *Future Entertainment OHS&W* supervisor.

Never put yourself at risk by attempting to control the situation.

If evacuation is required:

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You will be advised to evacuate the area by *Future Entertainment OHS&W* supervisors.

- Vacate the area in an orderly fashion via the closest exit away from the emergency situation.
- Assemble at the emergency evacuation point (as per attached map of the Sydney Showground)
- Ensure you have been accounted for by the *Future Entertainment OHS&W* supervisor at the emergency evacuation area.
- Notify the *Future Entertainment OHS&W* supervisor if you know of someone not accounted for.
- Stay at the emergency evacuation point until you have been advised by the *Future Entertainment OHS&W* supervisor it is safe to return to the exhibition site or to vacate the venue.

8. FIRST AID

If any person requires first aid there is a first aid facility attached to the venue.

This person is contactable through *Future Entertainment OHS&W* supervisors.

Immediate first aid treatment can be sought through Security who will be staffing the venue.

First Aid treatment must be logged on the First Aid Register in the First Aid room by the treating First Aid Officer.

9. INJURY/INCIDENTS AND HAZARD REPORTING

All injuries/incidents and high risk hazards must be reported immediately to *Future Entertainment OHS&W* supervisors.

There is an Occupational Health and Safety Coordinator at the exhibition that will assist in the investigation and management of any injury/incident or high risk hazard.

10. TRAFFIC MANAGEMENT PLANS

Consult with *Future Entertainment OHS&W* regarding traffic management of the venue.

11. SITE SAFETY RULES

• PERSONAL PROTECTIVE EQUIPMENT

All exhibitors, contractors are required to provide their own Personal Protective Equipment (PPE) where required.

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Safety footwear in the form of steel capped shoes must be worn at all times when working with machinery etc. Contractors who visit the site for any reason must wear enclosed footwear.

Shorts may be worn inside and outside the site, however full protective clothing must be worn when conducting certain work such as grinding, welding or cutting. Singlets are not acceptable, but short sleeve shirts may be worn except during work such as grinding, welding or cutting when long trousers and long sleeved shirts must be worn.

The outer layer of clothing must include a sizeable panel of high visibility colour as provided by high visibility shirts and vests. Vests must be buttoned in proximity to machinery.

Eye protection, hearing protection and other personal protective equipment such as hard hats must be worn as directed.

All supervisors will ensure staff is trained and competent in the use of PPE.

Work will cease if it is identified that no PPE or inappropriate PPE is worn. It will not resume until appropriate PPE is worn.

- **HOUSEKEEPING**

Keep your work area tidy and safe at all times. All litter must be placed in bins provided or taken with you when you leave the site at the end of your work day. Should a clean up be required at the end of the day your company will be charged for the cost of the clean up.

- **WALKMAN RADIOS**

The wearing of walkman radios is not permitted on the site.

- **SMOKING, ALCOHOL AND OTHER DRUGS**

Smoking is NOT permitted on any site in covered areas. Smoking outside in fresh air is acceptable.

Alcohol is not to be consumed on site. Working while intoxicated is not permitted.

Persons with prescription drugs that may affect their work performance must advise their supervisors.

Non prescription drugs have no place on the work site and are not permitted.

- **AMENITIES**

Toilets, showers and lunch rooms are available for you to utilize. Please take advantage of these facilities should you require them during your time with us.

- **NO GO AREAS AND WALKWAYS**

No Go Areas and Walkways must be clear at all times.

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- **OBEY THE RULES**

They're meant to protect everyone (including you)... so if you do not follow them you do not belong on the job.

The following must be observed:

- The provisions of all relevant Health and Safety Legislation.
- Project Safety Regulations and Procedures.

- **TAKE ADVICE**

If anyone offers you good advice on health and safety, its worth taking, but in particular, follow directions given by:

- Site Safety Coordinator
- Site Management Team
- Work Cover Organiser
- Your Employer

- **KNOW YOUR WAY AROUND**

Become familiar with the site in all respects, so that you know where to go and who to turn to in event of emergency.

- Locate all access points
- Identify appropriate Health and Safety and First Aid personnel
- Locate First Aid points
- Familiarise yourself with evacuation procedures
- Locate communication points

12. ENVIRONMENTAL CONSIDERATIONS

We are committed to a high standard of environmental management and as such environmental constraints will be involved in matters relating to:

- Rehabilitation of both people and site
- Water Disposal, particularly where there is a risk of water pollution
- Use of chemicals

The following are not permitted without approval of supervision:

- Lighting fires (including rubbish dumps)
- Dumping of chemicals and oils
- Use of chemicals
- Allowing contaminants into water ways or ground water

Contractors and Exhibitors shall not discharge to storm water, trade waste or air. These will be dealt with on an individual basis.

Contractors and Exhibitors should consult with *Future Entertainment OHS&W* should their work be likely to generate dust, fragments of metal, stones etc adjacent production areas.

Contractors and Exhibitors shall use appropriate bins provided. Where these bins are marked as specific waste bins these must be used as such.

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All hazardous waste generated must be disposed of in consultation with *Future Entertainment OHS&W*. Used equipment and scrap shall not be left out in open areas around site.

The above is not a comprehensive list and personnel on site are to ensure that they act in a responsible manner and in accordance with legislative requirements.

13. INSURANCES

All certificates of currency must be presented to the organiser prior to the start of the event, exhibition or work commencing. Certificates of currency for public liability, workers compensation, professional indemnity and any other relevant insurance certificates and sub contractors statement must be presented to organisers.

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14. FUTURE ENTERTAINMENT OHS&W'S RECORDS

Company Name..... Expected Work Period.....
Contractor Name..... Organisator.....
Working Area..... Date.....

USE CHECK LIST BELOW TO INDICATE OF THE FOLLOWING ITEMS HAVE BEEN COMPLETED

CHECKS TO COMPLETE☐ ✓

INTRODUCTION.....☐
FUTURE ENTERTAINMENT OHS&W'S POLICIES.....☐
GOVERNMENT ACTS/REGULATIONS & CODES OF PRACTICE☐
RISK MANAGEMENT.....☐
HIGH RISK AREAS.....☐
SIGNAGE & BARRICADING.....☐
EMERGENCY RESPONSE.....☐
FIRST AID.....☐
INJURY/INCIDENTS & HAZARD REPORTING.....☐
TRAFFIC MANAGEMENT PLANS☐
SITE SAFETY RULES.....☐
ENVIRONMENTAL CONSIDERATIONS.....☐
INSURANCES.....☐

CONTRACTOR.....SIGNATURE.....DATE.....

OHS INDUCTION BY

.....

Valid until 31st December 2008

FUTURE ENTERTAINMENT

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15. CLIENT INFORMATION

CLIENT INFORMATION
Name:
Address:
Phone Number:
Venue:

FUTURE ENTERTAINMENT OHS&W

16. ACKNOWLEDGEMENT 1

Date:

I,.....

from (Company Name).....

have attended the OH&S Induction course at

on the (date).

I acknowledge this document, *Site Specific OHS&W Induction for Events and Exhibitions 2008*, as the OH&S requirements for Future Entertainment and agree to be bound by these policies and procedures.

I also undertake to forward this information and requirements to each staff member and casual employee prior to entering or working on a Future Entertainment site.

NAME.....TITLE.....

COMPANY NAME.....

SIGNATURE.....

DATE.....

FUTURE ENTERTAINMENT OHS&W

17. ACKNOWLEDGEMENT 2

Date:

I,.....

from (Company Name).....

undertake and acknowledge that all staff that works for our company , contracted to Future Entertainment, work under Department of Industrial Relations (DIR) regulations, for example, AWA, EBA or Awards, and are paid all entitlements that are required under law.

NAME.....TITLE.....

COMPANY NAME.....

SIGNATURE.....

DATE.....