

SEXUAL ASSAULT

Chief Warden

On receipt of a report of a sexual assault, the Chief Warden should:

- Ensure the appropriate medical treatment is afforded.
- Ascertain the facts from relevant persons – preserve the crime scene.
- Explain to the victim that the Police will be asked to attend as they can provide specialist expertise and support to the victim.

It will however be up to the victim to determine whether s/he wishes Police to take further action in relation to the matter

- Notify Police
- Try to obtain any CCTV footage (if available) that may assist
- Log brief details and complete a detailed confidential incident report

NOTE

Sexual assault is a very personal and traumatic (both physically and psychologically) crime for the victim and must be handled with the sensitivity and well being of the victim foremost in the mind of the responding staff member.

The preservation of physical evidence can prove to be significant in obtaining the subsequent conviction of an offender for this crime. For this reason, where applicable and circumstances permit, the victim should be discouraged from cleaning themselves or disposing of clothing worn at the time of the offence until police are in attendance.

SEVERE WEATHER

Note: Monitor weather via Bureau of Meteorology website.

Refer also to checklist for severe weather and lightning in Appendix

Precautionary Measures

On becoming aware of an approaching storm of apparent severe intensity, the following precautionary measures should be borne in mind:

- Inform patrons of approaching severe storm if it involves hail or lightning and recommend an sheltering until storm has passed
- In consultation with the Code Team decide on strategy. Shelter in Place or stop event. The site has reduced areas to provide shelter but some of the temporary structures will still provide protection. Requesting patrons not to remain outside due to the risk of lightning strike and flying missiles.
- If conditions become unsafe discuss with Police closure of event
- Request CO to notify Area Wardens to ensure relevant actions are taking place
 - Brief staff and contractors on the situation.
 - Secure anything that can become a missile
 - Shut down attractions and rides
 - Pull down any event flags (both inside and outside the venue)
 - Secure bins (if possible) and secure (tie) or remove garbage bags.
 - Roll down and tie up the shade structures
 - Ensure witches hats, barricades and signage are packed up or secured.
 - Check the area for fallen trees / branches
- Request CO to organise relevant announcements to be made by Stage Managers via their respective PA system
- Continue to monitor the situation.
- Instruct staff not to use electrical equipment during an intense electrical storm
- Notify staff when the severe weather has passed
- Complete Incident Report

SHELTER IN PLACE

Situations can develop external to the site where it is prudent in the interests of personnel safety to temporarily hold persons within the site or to seek protection from building/s – these situations may be safety-related, such as a gas leak or chemical release or, security-related, such as a report of an armed offender or a suspected explosive device outside.

In any such event, the priority for the Chief Warden is the safety of personnel within the site and this will be primarily dependant on effective, prompt, communications and perimeter security.

Chief Warden

On being instructed by emergency services to hold patrons and staff within the site or building/s, the following process may be adopted:

- Call the Code Team together
- Confirm nature and location of threat/hazard with applicable emergency services senior officer.
- Depending on the threat/hazard, determine if persons should withdraw indoors where ver possible. Liaise with AJC..
- Deploy security and other staff (if necessary) to secure (where applicable) all applicable perimeter entry/exit points
- Request P.A. announcement to be made:

“Your attention please this is an important public safety announcement.

We have been advised by ...(name of agency)...that a Safety/Security (as applicable) incident has occurred outside this location (You may be more specific subject to available information e.g. nature and location of incident).

The...(name of agency)...have instructed us to ask everyone to.....(insert instruction from Emergency Services) until such time as the situation has been resolved.

[Include any additional safety precautions]

We are in close contact with the...(name of agency)...and will continue to keep you updated as information comes to hand. Thank you for your cooperation.”

- Ensure that any areas within the venue that are not covered by the P.A. are immediately informed.
- Confirm that the venue perimeter is secure.
- Inform applicable senior management
- If you have a radio or TV, monitor an appropriate news channel.
- Continue to monitor occupant morale/welfare and update personnel on any developments.

STRUCTURAL FAILURE

Structures at Future Music could be small temporary sun shades and covers for retail outlets through to temporary grandstands and large venues. All significant structures are signed off by a qualified engineer according to DA. Copies of these approvals are provided to Royal Randwick. Smaller structures should have the information provided by supplier.

Person Discovering

- Move people out of affected area if possible
- Immediately notify EOC

Area Warden

- Move people out of affected area
- Ensure Medical support is given to injured persons
- Cordon off area
- Providing it is safe to do so, Isolate area for investigation

Chief Warden

- If the failure is serious in nature ensure ERT are deployed to the scene
- Request medical to relocate to be available if required
- Request Police assistance if required to move patrons
- Consider the need to stop entertainment in the affected area
- Coordinate the isolation of the area which may be for the duration of the event

SYRINGES FOUND

Member of Staff Discovering

- Once discovered, do not leave unattended.
- Do not touch it.
- Inform EOC who will inform Cleaning Staff.
- Be aware of other possible syringes in the area.
- Await the arrival of identified trained cleaning staff with sharps training
- On their arrival show them the exact location.

Cleaners

- Handle the syringe only with approved surgical gloves and tongs.
- CAUTION: Do not handle in a way which is likely to cause injury – handle with needle pointed down and away from the body
- Place in sharps container

Sharps containers are located in the Festivals First Aid locations and with cleaning staff. In addition the ATC has sharps containers as per cleaning contractors plan

- Complete Incident Report.

VIOLENT/THREATENING PERSON

Person Encountering Violent or Threatening Person

- Obtain assistance – contact EOC
- Do not argue with the person.
- Move away from the person and alert others to move away also.
- Do not surround the person.
- Make it easy for the person to leave the building/area.
- Avoid sudden moves.
- Do not attempt to physically subdue the person.
- Make a mental note of the person's description.
- Remember that assuring your physical safety is the primary goal.

Self Defence

If physically attacked by a person, you may use no more force that is reasonable in the circumstances to protect yourself

Chief Warden

- Ensure Security and Police are notified and liaison point identified.
- Ascertain:
 - Exact location of the incident.
 - Is the person armed?
 - Request CCTV coverage if available.
 - Does the person appear to be affected by drugs or alcohol?
 - Are there other persons in the vicinity?
 - What are the other persons doing at the moment (e.g. evacuating, hiding, confronting the person etc)?
 - Does the informant know the identity of the violent/threatening person?
 - If not, can the informant provide a brief description of the violent/threatening person?
 - Name and location/contact n. Of the informant.
- Keep persons away from the incident area.
- Do not argue with the violent/threatening person.
- Do not attempt to deal with the violent/threatening person alone.
- If there is the slightest apparent risk to personal safety, keep people well away from the person, attempt to keep them under discreet observation
- Update Code Team if of a serious nature

WATER SUPPLY INTERRUPTION

Person discovering

- Contact EOC

Event Chief Warden

- Confirm if interruption is limited to an area within the event site or is a mains fault affecting the entire venue.
- If localised, ask venue to contact their facilities personnel as they are tasked with monitoring the water supply.
- If venue wide, contact water supply authority and attempt to ascertain likely duration.
- Consider possible implication (hygiene, catering, and fire safety) & determine response and report.
- If it is a mains fault, inform Venue as soon as possible as the event may have to be closed due to a lack of available hygiene facilities for both catering and ablutions. Toilets are supplemented by Porta loos.
- Discuss with Code Team
- Organise signs to be posted accordingly.

Communications Officer

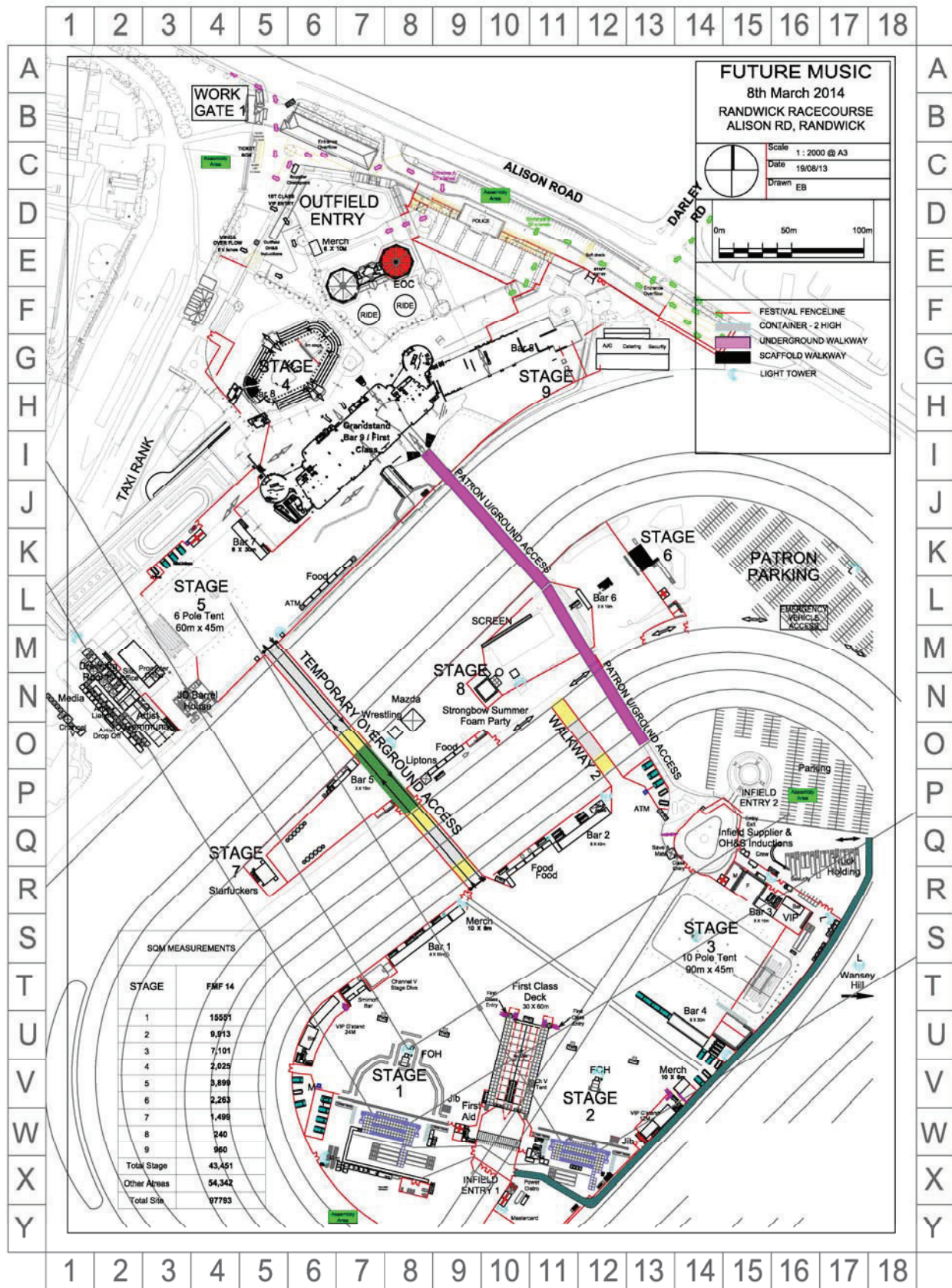
- Notify appropriate contractor as requested by Event Chief Warden
- Communicate with patrons and staff if the site has to be closed under instruction from Event and Venue Chief Warden.
- Update Event Chief Warden as required.

SECTION 3: APPENDIX

Appendix 1

Site plan

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Appendix 2

Site plan with Area Zones and Emergency Egress

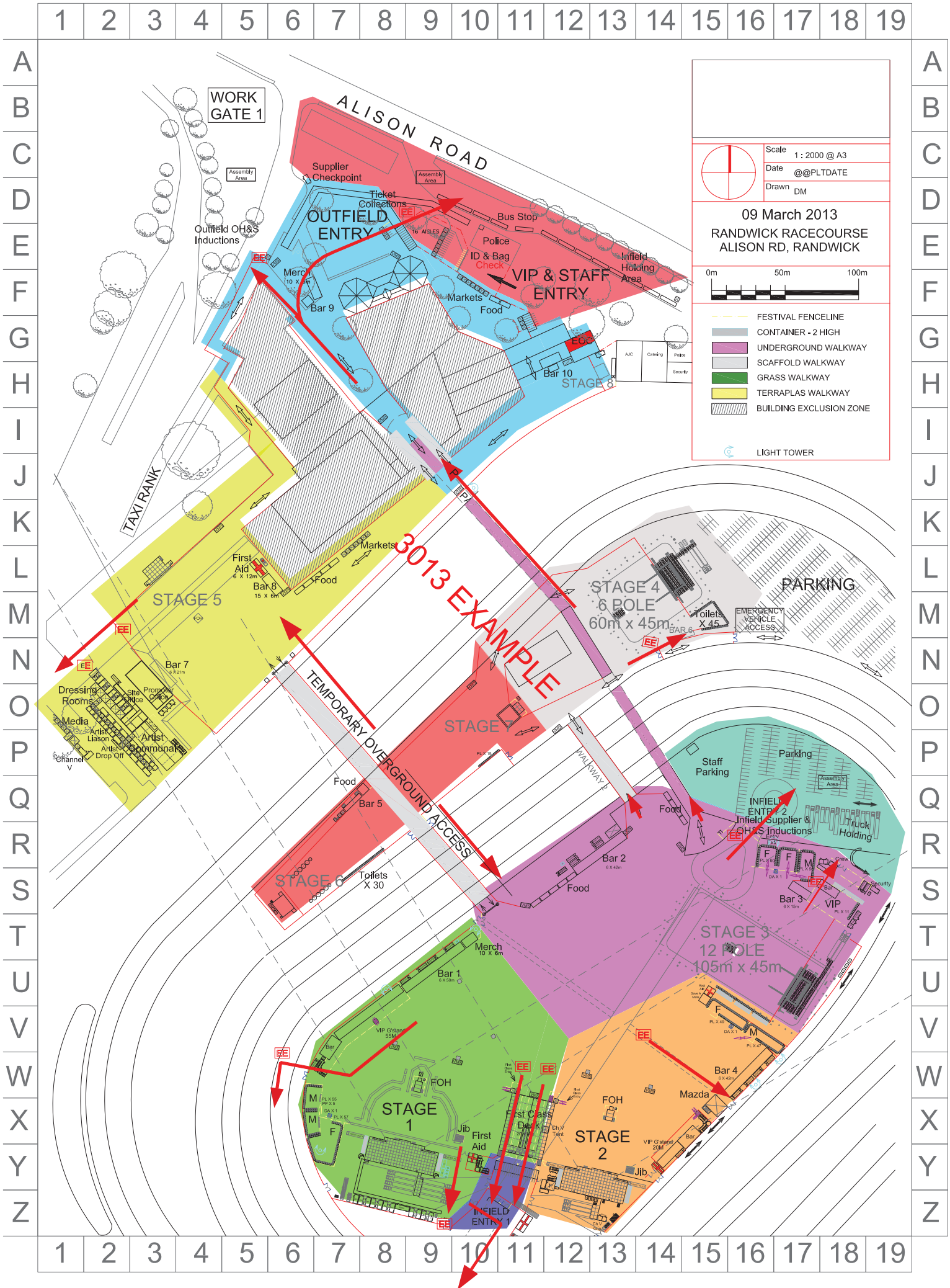
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SECURITY ZONE MAP

 PATH OF EMERGENCY EXIT

 EMERGENCY EXITS
11 X 5M
1 X 14M



3.1 Emergency Control Organisation

ECO Positions		Deputy
Event Chief Warden	Event Safety Representative	National Security Manager
Communications Officer	Future Music designate	
Area Warden 1	Zone Security Supervisor	Stage Manager
Area Warden 2	Zone Security Supervisor	Stage Manager
Area Warden 3	Zone Security Supervisor	Stage Manager
Area Warden 4	Zone Security Supervisor	Stage Manager
Area Warden 5	Zone Security Supervisor	Stage Manager
Area Warden 6	Zone Security Supervisor	Stage Manager
Area Warden Outfield Entry	Gate Supervisor	
Area Warden Infield Entry 1	Gate Supervisor	
Area Warden Infield Entry 2	Gate Supervisor	
Festival Offices	Site Manager	
Wardens – Other tasks such as stopping others from entering, meeting Emergency Services, assisting with evacuation can be appointed from security staff.		

Providing it is safe to do so:

CHIEF WARDEN

PREPARATORY

On receiving report of incident that may require an evacuation the Chief Warden should

- Issue preparatory message so that staff are standing by ready to assist if necessary
- Despatch required staff to scene
- Liaise with Police Commander
- Confirm Assembly Area/s and egress routes are safe to use

Ensure that staff are in position to direct persons away from the affected area Nominate staff member to re-unification point

- Confirm with Police that access roadways are kept clear to facilitate arrival of emergency services
- Update staff if time permits

EVACUATION

- Initiate action to stop the Event
- Request evacuation announcement to be made
- Monitor evacuation
- Confer with Communications Officer – confirm all have reported their respective areas evacuated and checked and evacuees have moved away from incident vicinity
- Liaise with emergency services
- Inform Event Co-ordinator

Update event organisers evacuees/patrons/senior management on situation

COMMUNICATIONS OFFICER

PREPARATORY

On being advised by Chief Warden to prepare for evacuation:

- Liaise with other representatives in EOC especially Emergency Services
- Contact the following key personnel and instruct them to assume 'Standby' positions :
 - Police Commander
 - All Precinct Wardens
 - Security Supervisors
 - First Aid
 - Stage Managers
 - ECR
- Also instruct all radio holders to maintain radio silence unless urgent
- Advise Chief Warden when notifications have been completed

EVACUATION

On being directed by Chief Warden to make evacuation broadcast via the PA :

- Make the Evacuation Announcement
- Instruct Stage Managers to stop the event
- Log actions
- Note evacuation reports from Wardens
- Assist Chief Warden as required

WARDEN**STANDBY**

- Report to area warden
- Await further instructions

EVACUATION

- Direct movement of persons towards nearest safe area
- Discourage persons from gathering in walkways
- Encourage movement through the area
- Stop unauthorised persons from entering your section
- Check out of the way places such as toilets (male, female and disabled) in your area
- Report all clear to Precinct Warden

AREA WARDEN 1 - xxx**Zone Supervisor****You are responsible for:**

xxx, xxx, xxx

STANDBY

- Alert all staff in the area
- Delegate roles to staff
- Await further instructions from the Chief Warden

EVACUATION

- Deploy staff to evacuate all areas within the zone
- Organise staff to – Secure cash
 - Turn off and secure liquor supply
 - Turn off gas and electrical appliances
 - Collect the First Aid Kit
- Report to the CW that all persons are out of the area
- Assist the Chief Warden as required
- If not required to assist the Chief Warden proceed to the Assembly Area

Name: *Place this under your telephone***GENERAL QUESTIONS TO ASK**

1. What is it?
2. When is the Bomb going to explode?
Or
When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode?
Or
How will the substance be released?
7. Did you put it there?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

BOMB THREAT QUESTIONS

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

EXACT WORDING OF THREAT

ACTION

Report call immediately

CALLER'S VOICE

Accent (specify): _____
 Any impediment: _____
 Voice (loud, soft, etc): _____
 Speech (fast, slow, etc): _____
 Diction (clear, muffled): _____
 Manner (calm, emotion, etc): _____
 Did you recognise the voice? _____
 If so, who do you think it was? _____
 Was the caller familiar with the area? _____

THREAT LANGUAGE

Well spoken: _____
 Incoherent: _____
 Irrational: _____
 Taped: _____
 Message read by caller: _____
 Abusive: _____
 Other: _____

BACKGROUND NOISES

Street noises: _____ House noises: _____
 Aircraft: _____
 Voices: _____ Local call: _____
 Music: _____ Long Distance: _____
 Machinery: _____ STD: _____
 Other: _____

OTHER

Sex of caller: _____
 Estimated age: _____

CALL TAKEN

Date: ____/____/____ Time: _____
 Duration of Call: _____
 Number called: _____

RECIPIENT

Name (print): _____
 Telephone Number: _____
 Signature: _____

NOTES

**REMEMBER KEEP CALM –
DON'T HANG UP**

CONTACTS

AREA	NAME	ORGANISATION	CONTACT NO	EMAIL
Management				
Event Producer	Jason Ayoubi	Future Entertainment	0412 536 698	jason@futureentertainment.com.au
Event Manager	Brett Robinson	Future Entertainment	0417 330 573	brett@futureentertainment.com.au
National Security Manager	George Parthy	Future Entertainment	0419 392 445	george@futureentertainment.com.au
National Event Manager	TBC			
Safety and Emergency Representative	Lyndall Milenkovic	Riskworks	0418 798 879	lyndall@riskworks.com.au
VENUE Site Manager	TBC			
Security Event	Glen Ferguson	ISEC	0411 645 669	GLEN@ISEC.COM.AU
Venue Security	Shane Brady	ATC	0409 513 039	sbrady@royalrandwick.com
Safety Consultant	Paul McCarthy	PBM Safety	0410 503 601	paul@pbm.net.au
Safety Officer	Nils Bendix	PBM Safety	0413 522 007	nils@pbm.net.au
MEDICAL Ambulance	Lucy Stennett Lisa Falkner	Ambulance NSW	0412 850 477 0409 655 074	LTENNETT@AMBULANCE.NSW.GOV.AU L.FALKNER@AMBULANCE.NSW.GOV.AU
First Aid	David Low	St John	02 97458705	DAVID_LOW@STJOHNNSW.COM.AU
SAM	Joshua Butson	Red Cross	0447 871 584	BSTEDMAN@REDCROSS.ORG.AU
TRAFFIC	Julian Sanderson	ESPA	0422 301 041	JULIAN.SANDERSON@ESPAAUSTRALIA.COM.AU
TRANSPORT Buses	Sydney Buses STA	Ray Carroll	0411 407 425	
COUNCIL				
POLICE	CI David McBeath	NSW Police		MCBE1DAV@POLICE.NSW.GOV.AU
FIRE	SI Tom Cooper	NSW Fire & Rescue	0400 440 100	ALAN.COOPER@FIRE.NSW.GOV.AU
Transit				
EPA				
LGA				

Appendix 4

SEVERE WEATHER CHECKLISTS

For each event, there is a point at which the safety of those involved in the production or event can be jeopardised by the weather.

The decision to continue/postpone or cancel the event needs to be made by the Chief Warden in consultation with the ECO, promoter, venue owner and relevant authorities.

If awards or enterprise agreements specify requirements in relation to weather conditions, such requirements must be strictly observed.

Arrange a direct contact with BOM, where necessary pay per user arrangement is to be utilized.

Reports are to be sort at regular intervals prior to event and during event. Alerts of changes for the region of the event are to be requested as warnings for conditions that may have an impact on the event.

BOM Contact Name: _____

Direct Phone number: _____

List of Notifications

Time	Raised Issue	Response	Authorised person

EXTREMES OF TEMPERATURE

Where activities are undertaken outdoors on a hot day, the risk of heat stroke must be considered.

The problem can be compounded for performers wearing costumes with little ability to breathe.

Conversely, a performance may require little clothing to be worn or be conducted in cold conditions and the cold hazard must therefore be managed with the provision of appropriate facilities.

The risk assessment shall address control measures that may include rescheduling the performance or event to a different time of day, access to water, shade, fans, heaters, air conditioning and rest facilities.

Patron's safety in Extremes of Temperature may require attention to provision of shelter from heat or cold. Designation of areas where controlled temperature is possible (e.g. a Site shed with closable doors and an air conditioners).

Shaded areas and marquees are possibilities for additional shelter.

Weather conditions expected	Raised Issue	Response	Authorised person

HIGH OR GUSTING WINDS

High or gusting winds can create stress on portable or overhead structures such as lighting towers and other temporary structures. The risk assessment shall take into account potential hazards prior to commencement of construction and set out on-going risk assessment monitoring procedures that shall continue until such structures are dismantled.

If forecast information indicates the likelihood of high or gusting wind, the Chief Warden, in consultation with the venue owner/manager, shall assess whether the production needs to be postponed or cancelled and whether temporary structures need to be dismantled.

Control measures must also be implemented in respect of securing any objects, including seating, fencing and stacked materials that may potentially be blown over or otherwise moved by wind.

Trigger points for structure should be known and acted upon appropriately.

Structure wind Trigger points as per Wind policy

1. Stage 1 –
2. Stage 2 –
3. Stage 3 –

Condition of wind	Raised Issue	Response	Authorised person

LIGHTNING

In conditions of lightning or if lightning is forecast, special precautions must be made in relation to communication and lighting systems. Such precautions shall be set out in the Risk Assessment including the need for ongoing monitoring of weather conditions, the point at which lighting and communications systems should be disconnected and/or dismantled and/or the production/event postponed/cancelled.

Utilise ASNZS 1768:2007 for trigger points such as listening for differential from visual to audible of lightning strike. 3 sec indicates about 1 kilometer distance

Condition of wind	Raised Issue	Response	Authorised person

Appendix 5

FIRE EXTINGUISHERS

These are distributed throughout the event:

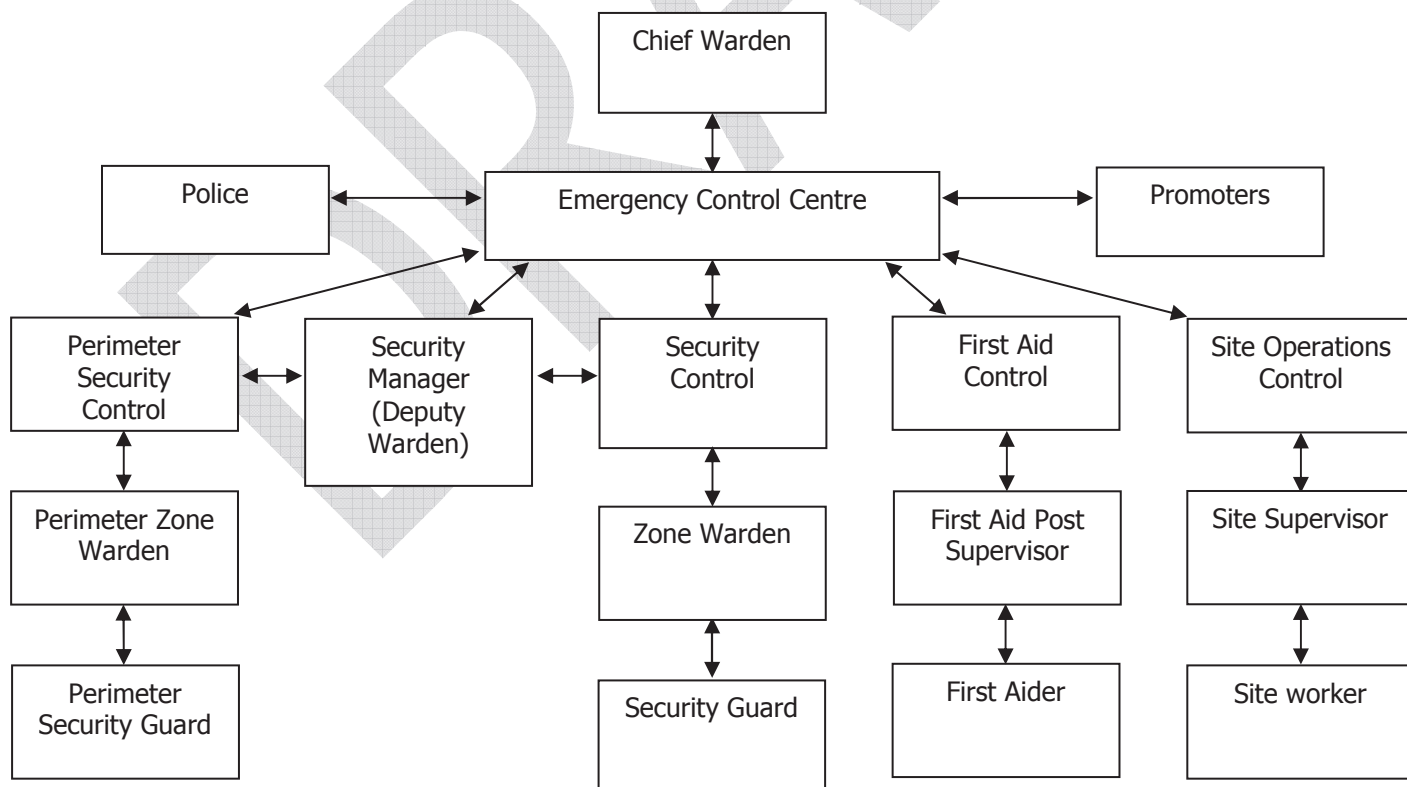
- Stand well back from the fire (2 – 4 paces)
- Maintain a clear retreat path (door to your back)
- Pull pin on extinguisher
- Squeeze lever
- Direct extinguisher at base of fire (with a side-to-side motion)
- Move closer as fire diminishes (remain 1 pace back)

Appendix 6

BRIEFING PAPER FOR STAFF

1. Reporting an Emergency
 - Staff discovering inform your immediate supervisor
 - If radio equipped report to “Control” on your radio channel (as per flow chart below or your internal Comms Plan)
 - You can, if necessary ring Event Operations Centre on.....
 - If you make a 000 call contact EOC immediately after
 - The Event Operations Centre will inform 000
2. If the emergency involves immediate hazard to people attempt to move them out of that immediate area if safe to do so
3. Response
 - a) Partial Evacuation – moving patrons from one area to another. e.g. Stage closure
 - b) Full Evacuation – moving all patrons offsite – cancelling the event e.g. Site Closure
 - c) Shelter in Place – offering cover to patrons and staff inside structures e.g. Hail storm, external site emergency
4. If you are need to assist with a response you will be instructed on how to assist.

Response Chart (Note: not based on hierarchy)



Appendix 5

EMERGENCY PLANNING COMMITTEE STAKEHOLDERS CONSULTATION LIST

COMPANY	NAME	PHONE	EMAIL
Future Entertainment	Jason Ayoubi	0412536698	jason@futureentertainment.com.au
Future Entertainment	Ben O'Callaghan	0414596971	ben@futureentertainment.com.au
Future Entertainment	Brett Robinson	0417330573	brett@futureentertainment.com.au
	TBC		
National Security Manager	George Parthy	0419392445	George@futureentertainment.com.au
National Show Manager	TBC		
PBM Safety	Paul McCarthy	0410503601	paul@pbm.net.au
Riskworks	Lyndall Milenkovic	0418 798 879	lyndall@riskworks.com.au
Event Security	Glen Ferguson	0411 645 669	GLEN@ISEC.COM.AU
NSW Police	David McBeath	02 9349 9299	MCBE1DAV@POLICE.NSW.GOV.AU
Fire Brigade			
St.Johns (NSW)	David Lowe	02 9745 8705	DAVID_LOW@STJOHNNSW.COM.AU
Ambulance NSW			
Local Council			
ATC	Shane Brady	0409513039	sbrady@royalrandwick.com

Radio Channels

Appendix 6

Channel 1	Event
Channel 2	Site
Channel 3	Suppliers
Channel 4	Production
Channel 5	Management
Channel 6	Drivers
Channel 7	First Aid
Channel 8	Security 1
Channel 9	Security 2
Channel 10	Security 3
Channel 11	Traffic
Channel 12	Spare
Channel 13	Talk 1
Channel 14	Talk 2

Appendix 7

D Barrier Strategy

- Capacity for this area = (3) persons / square meter x 1660 m square = (4980).
- Monitoring, & judging the capacity of the D Barrier is the sole responsibility of FMF Show Management. This is managed by personally viewing the D area from the main stage deck plus the live footage from the (3) cameras which are located on the front truss of main stage & at the entry point of D Barrier. Visual's from these cameras are viewed by our EOC Manager who is in direct communications with FMF Show Management at all times.
- There is (2) meters distance between front and rear barriers around the D barrier for clear access. Security staff must be facing the crowd, not the stage & evenly spaced along the entire barrier system preventing patrons from jumping over whilst providing assistance to patrons if required.
- This clear access between the barriers provides a safe passage for security & medical teams when responding to incidents. (Please note this is a restricted work area - not a viewing area).
- Water points will be plumbed into the D Barrier to ensure patrons have access to water at all times. Security staff must be mindful of the water damage to the ground, preventing it from becoming slippery or boggy. The water supply is for drinking by filling patrons bottles or using the cups provided.
- Water is to be used respectfully and is not for spraying the crowd. If a patron is showing signs of dehydration or heat stress, water should be applied to back of the neck and wrists. Staff should also be pro-active by refilling bottles for patrons.
- All patrons entering the D barrier will go through the (1) entry point. There will be (5) streaming gates for controlled access. These streaming gates have (2) snap locks on both the front and rear. Security staff are advised of the following:

**NO ALCOHOL, NO BAGS, NO WHEELCHAIRS, NO BROKEN LIMBS &
NO INTOXICATED PERSONS ARE ALLOWED**

- Safety lights will be installed on the rear of the mix tower facing approaching patrons. These lights will notify them if the D barrier is open “GREEN” or closed “RED”. These lights are activated by the D Barrier Entry Supervisor. This process will be under clear direction from FMF Show Management and EOC Manager. The close down & re-open procedure will be practiced many times throughout the day ensuring that staff and communications are clear regarding the process & that it is performed quickly and consistently. The D Barrier Entry Supervisor must ensure that when directed to “OPEN or CLOSE” that the lights and gates are activated at the same time ensuring that:

THE PATRONS ARE ALWAYS TOLD THE TRUTH

- There are 4 exits in total, 2 positioned at either side of the main stage & 2 on either side of the entry system. Signage will be positioned at all of these exits points to assist in directions for patrons. All exits have flexi sections included, which allows for barrier movement. This provides us with the ability to reduce the exit space during peak times, preventing patrons from “rushing the exits”. This also provides us with the ability to increase the exit width during high turn over periods after key performers. These barrier movements will be under the direction of FMF Show Management.
- The barrier running across the outside of the D Entry tackles a variety of issues throughout the day. It makes patrons change direction which naturally slows them down. It highlights to patrons they are about to enter a controlled area and makes them take note of signage and directions from staff. With patrons focused and traveling slower security staff can process the patrons faster causing less congestion.
- The entry also has flexi sections included which again provides barrier movement. This allows us to “CLOSE” down the access to the D Entry. This is only activated towards the very end of the event or in an Emergency situation. These barrier movements will be under the direction of FMF Show Management.

Appendix 8

MESSAGING INFORMATION

EMERGENCY VIDEO MESSAGES

IMPORTANT MESSAGES FOR STAGE MANAGERS AND VIDEO OPERATORS
PLEASE ONLY ACTIVATE THIS MESSAGE WHEN REQUESTED BY EOC OR
PRODUCTION MANAGER.

UNDER NO CIRCUMSTANCES ARE THESE MESSAGES TO BE DISPLAYED OR
ESCALATED UNLESS EXPRESS DIRECTION IS GIVEN TO YOUR PARTICULAR
STAGE BY THE EOC OR PRODUCTION MANAGER.

YOU WILL BE ADVISED WHICH MESSAGES TO DISPLAY & IN WHAT
SEQUENCE.

Emergency Warning - Weather**EMERGENCY MESSAGE 1**

ADVERSE WEATHER CONDITIONS EXPECTED.

PASS OUTS ARE AVAILABLE FROM AT MAIN ENTRANCE

EMERGENCY MESSAGE 2

**DUE TO ADVERSE WEATHER CONDCTIONS THIS STAGE IS NOW
CLOSED.**

PASSOUTS ARE AVAILABLE AT MAIN ENTRANCE

**PLEASE FOLLOW THE DIRECTIONS OF SECURITY AND POLICE
PROGAMMING WILL CONTINUE AS SOON AS POSSIBLE**

Emergency Warning - Miscellaneous**EMERGENCY MESSAGE 3**

**IN THE INTEREST OF PUBLIC SAFTETY THIS STAGE IS NOW
CLOSED.**

PASSOUTS ARE AVAILABLE AT MAIN ENTRANCE

**PLEASE FOLLOW THE DIRECTIONS OF SECURITY AND POLICE
PROGAMMING WILL CONTINUE AS SOON AS POSSIBLE**

EMERGENCY MESSAGE 4

**IN THE INTEREST OF PUBLIC SAFETY THIS STAGE IS NOW CLOSED.
PLEASE PROCEED CALMLY TO NEAREST EXIT**

DO NOT RUN DO NOT PANIC

PLEASE FOLLOW THE DIRECTIONS OF SECURITY AND POLICE

EMERGENCY MESSAGE 5

**WE ARE CURRENTLY EXPERIENCING A TECHNICAL FAULT
PROGAMMING WILL CONTINUE AS SOON AS POSSIBLE**

EMERGENCY MESSAGE 6

**WE HAVE A EMERGENCY SITUATION PLEASE EXIT THE D BARRIER
PLEASE FOLLOW THE DIRECTIONS OF SECURITY**

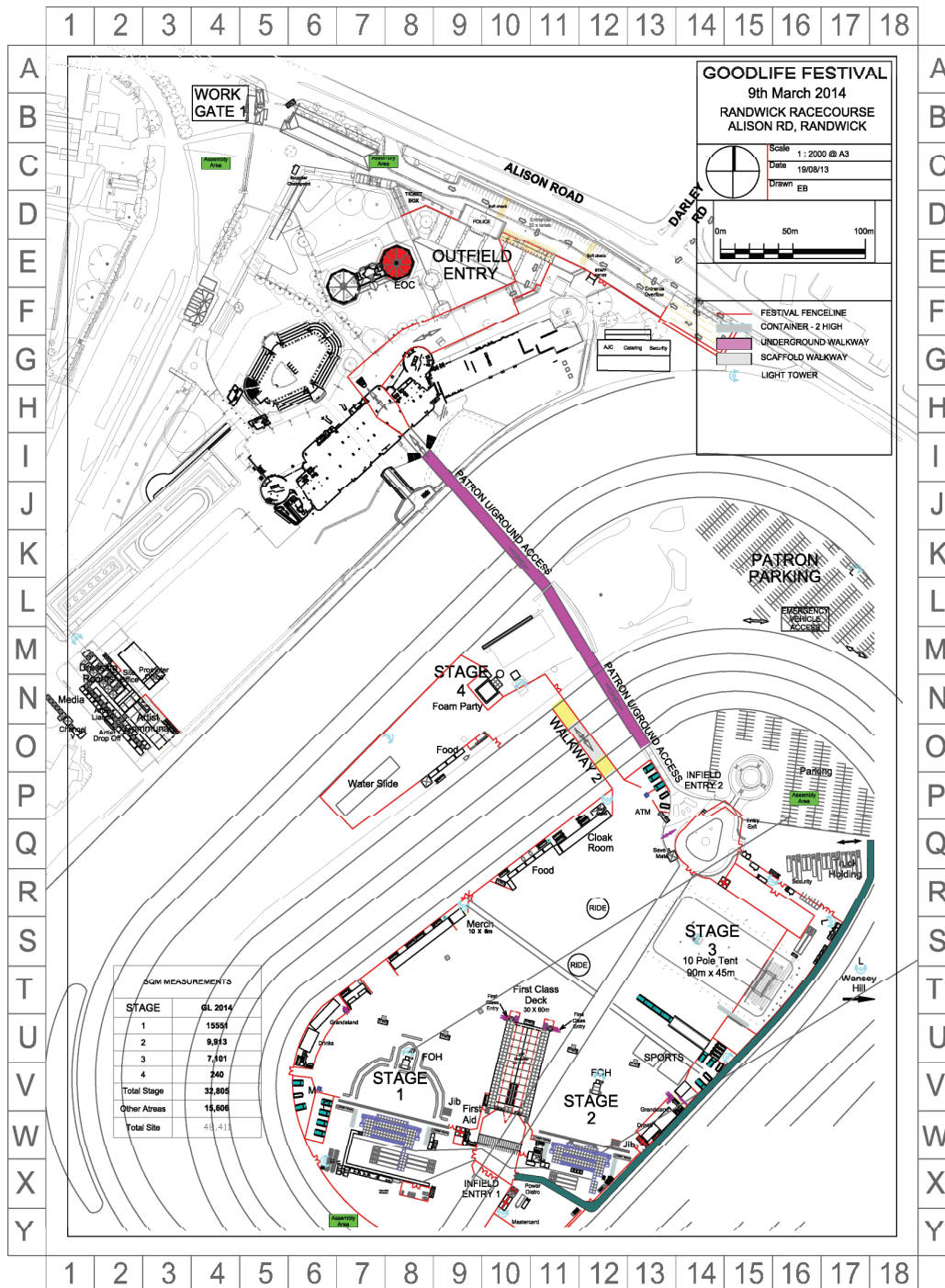
Egress**EMERGENCY MESSAGE 7**

**THANK YOU FOR ATTENDING FUTURE MUSIC FESTIVAL 2011
PLEASE PROCEED CALMLY TO NEAREST EXIT
PLEASE FOLLOW THE DIRECTIONS OF SECURITY AND POLICE
PLEASE CONSIDER THE SURROUNDING NEIGHBORHOOD WHILST
EXITING. KEEP NOISE LEVELS TO A MINIMUM AND PLACE YOUR
RUBBISH IN THE ALLOCATED BINS.**

DRAFT

Appendix 1

Site plan



Appendix 2

Site plan with Area Zones and Emergency Egress

TBC

301 Emergency Control Organisation

ECO Positions		Deputy
Event Chief Warden	Event Safety Representative	National Security Manager
Communications Officer	Future Music designate	
Area Warden 1	Zone Security Supervisor	Stage Manager
Area Warden 2	Zone Security Supervisor	Stage Manager
Area Warden 3	Zone Security Supervisor	Stage Manager
Area Warden Outfield Entry	Gate Supervisor	
Area Warden Infield Entry 1	Gate Supervisor	
Area Warden Infield Entry 2	Gate Supervisor	
Festival Offices	Site Manager	
Wardens – Other tasks such as stopping others from entering, meeting Emergency Services, assisting with evacuation can be appointed from security staff.		

It must be noted that this Goodlife Youth Festival (GLYF) is using infrastructure and procedures that are based on Future Music Festival Sydney 2014. The significant difference is that GLYF is for under age patrons and will be in a reduced capacity format.

This addendum must be read in conjunction with the complete FMF Sydney Emergency Plan and GLYF Sydney Risk Management Plan



**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.

FUTURE ENTERTAINMENT OHS&W

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.

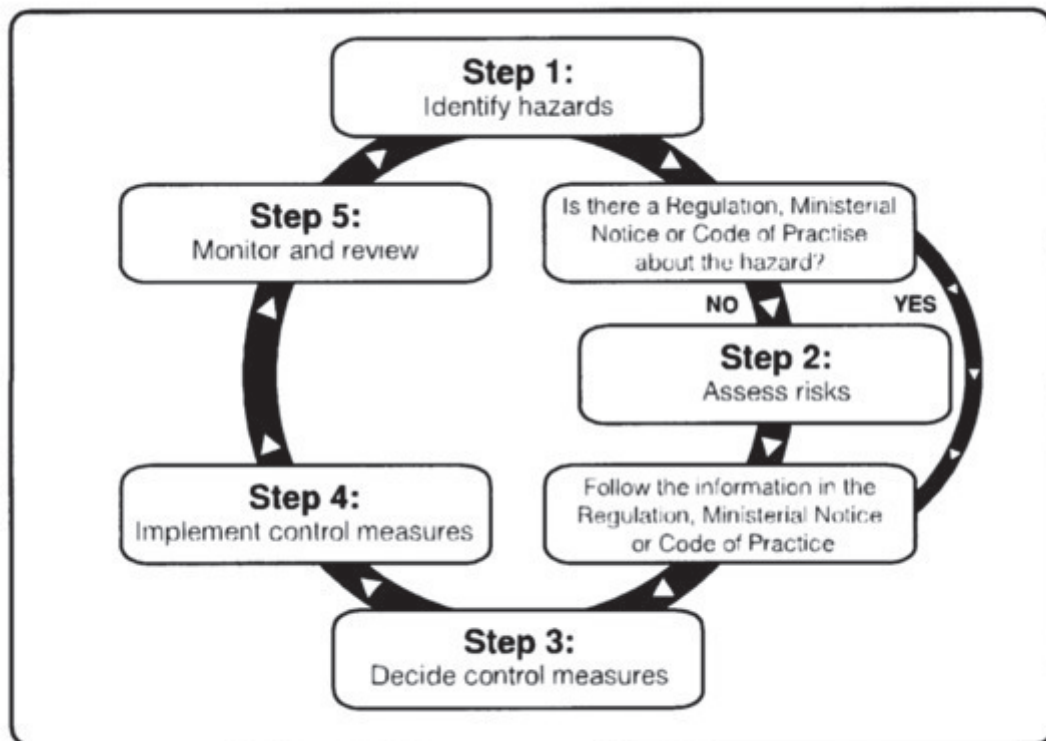


Figure 1: The Risk Management process

- 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.

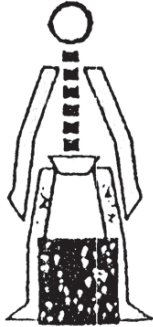
PIVOT ON YOUR FEET TO CHANGE DIRECTION.

AVOID STRETCHING OR TWISTING WHEN MOVING OR LIFTING LOADS.

See diagram: Cut the Stress

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1



Size up load - good balance

2



Bend knees - keep back straight as possible (not necessarily vertical)

3



Grip load with palms of hand and fingers

Cut the Stress

4



Use body weight to start load moving - then lift by pushing up with legs

5



Keep arms & elbows close to body

6



When lowering load - bend knees - do not stop

• 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
OHS&W**

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.....