

Bellarine AV Pty Ltd

INDUCTION, HEALTH, SAFETY AND ENVIRONMENTAL COORDINATION PLAN

For use by all Staff and contractors involved with
Bellarine AV

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Prepared by Huib De Bruijn

Reviewed by Ray Bedson
Adv Dip WHs & OHS, Lead Auditor for OHSMS,
Safety Officer for PoPE

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2.0 COMPANY STATEMENT

It is the objective of Bellarine AV to provide the highest standard of service to its customers and provide a quality working environment for its employees, contractors and volunteers.

This manual sets out various procedures and guidelines, designed to assist in achieving that objective. It is not exhaustive and should not be relied upon as a complete code of procedures and regulations in all circumstances. The framework provided will ensure the safety objectives of our organization are practiced by ALL employees, and ALL Contractors involved in any Bellarine AV operation.

It has been compiled to ensure that the running of all Bellarine AV operations comply with all state Occupational Health and Safety guidelines as well as Environmental Legislation relating to contractors.

The manual applies the principals of developing safety systems and on the job training to manage employees and sub-contractors. These systems will ensure that all aspects relating to the protection of the health and safety of all and the environment will occur at Bellarine AV.

Our organization sees this as part of good business practice and if we can reduce costs associated with incidents and illness in the same way we maximize profit through planning and thorough management, we will continue to operate as a successful company.

Signed
Huib De Bruijn

Signed
Liam Way

3.0 OCCUPATIONAL HEALTH AND SAFETY POLICY

At Bellarine AV, our Occupational Health and Safety Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health & safety an integral part of every position.
- To ensure health & safety is considered in all planning and work activities.
- To provide a continuous program of education and learning to ensure that Bellarine AV works in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis and monitoring the effectiveness of the controls.
- To ensure all potential accident/incidents are controlled and prevented.
- To allow any inspector from any relevant OH&S authority to enter the worksite to conduct inspections and investigations.

The success of our health & safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
- Understanding the total work process and associated OH&S risks.
- Ensuring the work team is totally committed to achieving our objectives.

4.0 ENVIRONMENTAL POLICY

It is Bellarine AV's policy to achieve a high standard of environmental care in conducting its operations. Bellarine AV's approach to environmental management seeks continuous improvement in performance by taking into account evolving scientific knowledge and community expectations. Bellarine AV wishes to inform employees and sub-contractors of its level of commitment to the environment.

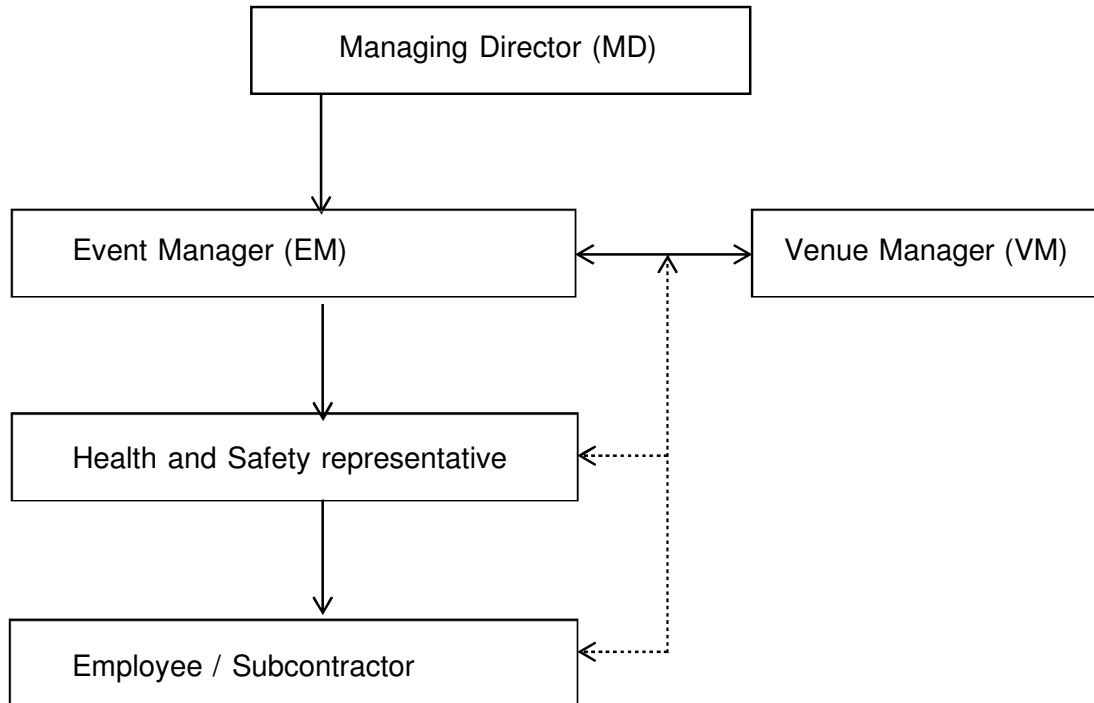
The objectives of our environmental policy are:

- To apply standards that minimize any adverse impact on the event site / workplace resulting from Bellarine AV's operations
- To ensure that joint venture partners, employees and suppliers are informed of this policy and are aware of their responsibilities in relation to Bellarine AV's operations.
- To control ALL noise sources within the levels acceptable for the surrounding community.
- To allow any inspector from the relevant government authority, who administers the environmental legislation, to enter the event site/ workplace to conduct inspections and investigations.

The success of our environmental management is dependent on:

- The identifying, assessing and controlling of the risk of damage to the environment by any activities conducted in relation to the event.
- Understanding the total work process and associated environmental impacts.
- Ensuring the work team is totally committed to achieving our objectives.

5.0 ROLES AND RESPONSIBILITIES



5.1 Roles and responsibilities defined

5.1.1 Managing Director

Ultimate responsibility for any of Bellarine AV's activities lies with the managing director (MD). Under OH&S, Environmental and Civil legislation, this officer can be held responsible for issues that they can control, influence and know about. The MD has prime responsibility and is the ultimate custodian of authority. This includes:

- Monitoring to allow conformation that agreed practices are being implemented.
- Approving safety management plans that will be developed by the event management staff.

5.1.2. Event Manager

The event manager (EM), or their delegate, is responsible for the entire

operation of the event. The overall manager of any Bellarine AV event is the EM. In different types of events the EM may have a different title i.e. production manager.

The EM's Responsibilities include but are not limited to the following:

- Monitoring the implementation of Bellarine AV's OH&S management manual, reporting to the manager and managing director on performance.
- Advising staff of what their responsibilities are and how to meet these in the following areas, including but not limited to: design, the correct use of plant, equipment and tools, identifying unsafe plant or working conditions or practices, carrying out inspections and making corrections for defects as part of a total hazard management package.
- Developing an event operational safety plan in consultation with the venue manager and other groups as required.
- Ensuring that events are adequately planned including the completion of a risk assessment in consultation with the venue manager.
- Ensuring the enforcement of the OH&S standards and requirements.
- Ensuring the correct recording of all registers, records and incidents.
- Ensuring that all documentation associated with the management of an event is complete.
- Ensuring that all who are working on a site are inducted and adequately trained to perform the task they will be doing in relation to the event or to operate plant or equipment they must use.
- Ensure that all equipment utilized is operated and maintained in line with the manufactures recommendations and that records are available for review.
- Ensuring that there are effective emergency response procedures and plans in place for each event. The EM must ensure they have a list of all emergency contact numbers of all relevant individuals and that they understand their role in an emergency.
- Involvement in the investigation of any hazard / incident reports.
- Selection, monitoring and control of contractors (both paid and unpaid) to ensure adherence with OH&S standards.
- Ensuring that all necessary applications are logged with the appropriate authorities as part of the event planning process.

5.1.3. **Venue Manager**

The Venue manager (VM) is the individual / group responsible for the event site. The VM has ultimate responsibility for the site and for ensuring that all aspects of their public liability issues are addressed. They have the responsibility of:

- Liaising with the Bellarine AV representative and informing the event manager of any issues which may be endangering the site, the environment, those working on the site or the public.
- Ensuring in the planning process all necessary steps are followed to protect the site and to ensure that the site itself is unlikely to create

- any health or safety problems.
- In consultation with the event manager, conducting a site observation risk assessment to identify all potential hazards that may occur before, during, and after an event.
- **Together with the event manager, to liaise with appropriate emergency services groups as part of the planning process.**

5.1.4. **Health and Safety representative**

The Bellarine AV OH&S Representative is the watchdog for all health, safety and environmental aspects of event management and workplace. They will be required to:

- Assist the event manager to develop and implement the OH&S procedures.
- Communicate safety performance to the event manager.
- Provide advice and assistance on OH&S to all workers/employees/subcontractors.
- Insist on correct and safe practices at all times.
- Lead by example and promote OH&S at every opportunity.
- Stimulate a high level of safety awareness at all times.
- Communicate with the venue manager about matters relating to health and safety.
- Discuss event operations, workplace practices and OH&S performance reviews with the managing director.
- Be responsible for developing annual safety plans.
- Disseminating information relating to incidents to increase knowledge of prevention techniques.

5.1.5. **Employees / Subcontractors**

A Bellarine AV employee, contractor employee or volunteer are all responsible for ensuring their work practices do not harm others or the environment. All are required to inform their event manager if they:

- Are unsure of their work requirements.
- Identify any hazards they are unable to correct on the spot.

They are also required to:

- Work safely and co-operate with both the client and Bellarine AV's event manager in the execution of their work tasks.
- Follow instructions and the requirements of the work site.
- Follow all safety procedures and utilize all safety equipment provided.
- Inform their event manager of any problems associated with the performance of their tasks.

For the purpose of this manual, the term employee will apply to Bellarine AV's contract or sub-contract employees or volunteers, unless otherwise stated.

For the purpose of this manual, the term sub-contractor will refer to any Bellarine AV's hired sub-contractor or their volunteer personnel that are

working in relation to a Bellarine AV event, unless otherwise stated.

It is not anticipated due to the nature and scope of Bellarine AV's operations that they will ever act as Principal Contractor. They will act under the direction and responsibility of either the host or principal contractor who shall provide a working environment that is safe and without risk to the health and safety of Bellarine AV staff or sub-contractors.

5.2 Health and Wellbeing Policy

5.2.1 OBJECTIVE/ EXPECTED OUTCOME

- Bellarine AV will ensure that all work practices, the work environment and the workplace culture will value, enhance and protect the health and wellbeing of all employees.
- This workplace health and wellbeing policy outlines how we will support the health and wellbeing of all employees. The policy is applicable to all employees and aligns with other relevant health and safety policies and guidelines.

5.2.2 PROCEDURE

- This workplace health and wellbeing policy provides the foundation for developing activities and modifying work environments, policies and practices that support the health and wellbeing of all employees. Positive benefits are also likely to extend beyond employees to result in better health for families and the community.
- Bellarine AV will enhance workplace health and wellbeing by:
 - creating and supporting a workplace health and wellbeing program
 - consulting with employees to ensure workplace health and wellbeing strategies meet the needs of the workforce
 - supporting employee participation in health and wellbeing activities (including allowing activities to be held on work premises outside of work hours)
 - supporting employees to adopt and maintain healthy behaviors and decrease unhealthy behaviors.

5.2.3 TYPES OF HEALTH AND WELLBEING INITIATIVES

- Regular involvement of the employees and managers in outside of hour's social activities.
- Mental health support programs including Employee Assistance Programs
- Encouraging and supporting all employees in personal fitness activities (including Quit Smoking, gymnasium usage, weight loss and other initiatives on an 'as needs' basis).

5.2.4 PERSONAL HYGEINE AND TRANSMITTABLE DISEASES

- Specific programs will be developed in response to community health concerns. These can result in infections to and from our employees and their families. These programs are specific to the nature of the risk, but as a general rule personal hygiene is imperative. The following practices should be adopted to minimize the risk of person to person.
- Bellarine AV expect all employees to co-operate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are required to do the following:
 - Stay home when they are unwell.
 - Wash hands frequently with warm, soapy water for at least 20 seconds.
 - Cover your mouth whenever they cough / sneeze.
 - Avoid people who are sick with respiratory symptoms.
 - Clean frequently touched surfaces.
 - Hand sanitizers will be provided throughout the workplace and in common areas, for frequently contacted areas.

6.0 RISK ASSESSMENT AND STANDARD PROCEDURES

OH&S is not something that people at the management level are going to perform for you, as detailed in this document it is the responsibility of each and every employee or subcontractor.

Much of Bellarine AV's work is small one-person jobs, you will be the face of Bellarine AV to the client and the client will judge the company on how you conduct yourself. Often the client may be unaware of safety issues, please draw any oversights to their attention.

Every day everyone unconsciously makes risk assessments, ie: is it safe to cross the road, is it safe to pass this vehicle, we all do it automatically.

In the context of OH&S you are required to adopt a systematic approach in all tasks to be performed by following series of steps:

- Ensure that you have a clear and concise understanding of the expected outcome, what the client wishes to achieve. It is your duty to ask if you are unsure.
- Look closely at the proposed site, identify areas where patrons will be, the general public, access. Look for all things that may be a potential hazard.
- Look for safe ways to run cables (along fence lines, around borders).
- Consider the above in the event of extreme weather conditions, an unexpectedly large crowd or if an emergency arose.
- If any issues are found discuss these with the client/EM/VM and resolve them via the processes defined within this manual.

6.1 General Safety procedures

- Always notify the Venue manager of your presence when first arriving on the work site and detail the work you will be performing.
- Correct or report unsafe acts or conditions to the EM.
- Observe and obey all warning signs and instructions.
- Report all injuries no matter how minor to your EM.
- Report any fires, no matter how small.
- Ascend and descend from structures only by way of ladders, stairways or other means provided for this purpose.
- Only use plant and equipment you are certified, trained or have the skill to use.
- Dispose of waste in accordance with site rules.
- Use the correct equipment for the job.
- Avoid walking under suspended loads.

6.2 Hazard Identification and Reporting

Once hazards or incidents are identified, it is important that an attempt is made to assess the associated risk. All hazards and incidents should be reported on the hazard/incidents reporting form and handed to your EM. In consultation with the person who identified the hazard/incident, your EM will be required to assess the risk associated with the hazard/incident by looking at the time/frequency of exposure, severity of the exposure outcome and if certain people are at higher risk from the specific hazard/incident.

The group will then attempt to reduce the risk associated by using the following approach (In order):

- By trying to eliminate the risk.
- By substituting a less hazardous activity/substance.
- By attempting to mitigate the hazard through redesign or isolation of the hazard.
- By rearranging work organization and training to reduce the exposure, and as a last resort.
- By using personal protective equipment.

This process will be documented on an incident/hazard report form.

6.3 Risk management procedures

All EMs or their delegates should conduct safety inspections of the event site before, during and after the event. Types of Hazards likely to be encountered are:

Hazards created by construction/demolition work

- Heights and elevated work platforms
- Working below the ground
- Working in a confined space
- Scaffolding operations
- Crane operations
- Electrical operations
- Welding operations
- Material handling operations

Hazards created by the Environment

- Event site
- Weather
- Other biological hazards

Hazards created by plant, substances and equipment

- Mobile plant vehicles
- Plant and tools
- Chemicals

Safe Work Method Statements (S.W.M.S.)

SWMS are used to manage tasks and risk assess the working environment and tasks to be undertaken. SWMS will be produced and available whenever tasks to be determined to be high risk occur. They are mandatory for **high risk construction work**, but it is not envisaged that Bellarine AV will be involved or engaged in this activity.

All staff will be inducted to the SWMS and any changes will be noted and re-instructed to those working under the SWMS

6.3.1 **Hazards created by construction/demolition work**

6.3.1.1 **Heights and elevated work platforms (EWP's)**

General Guidelines

- Operators must be certified/trained in the use of and in accordance with Elevated Work Platform (EWP) manufacturers recommendations.
- Safe Working Load (SWK) of the platform must not be exceeded.
- Never operate on a 5 degree plus slope.
- Never position ladders or similar items on structures for additional reach.
- Do not enter/exit platforms when elevated.
- All tools should be secured with lanyards to prevent them from falling.

All working below those working at heights should wear some head protection or some other means of reducing the hazards associated with platforms, scenery etc, above them.

When performing these operations you must

- Wear a fall arrest system and device where specified.
- When using inertia reel device, do not work at more than 30 degrees from the vertical where a fall will create a pendulum effect injury.
- Safe access must be provided for all work platforms more than 1.8m high.
- Be aware of clearances when operating or traveling with EWP's.

General guidelines when working at heights:

- Do not enter into incomplete scaffold.
- Ensure ladders extend at least 1.0metres beyond the work area or step off point and that all are secured.
- At a height that guide rails are not present, then an approved safety harness connected to a secure anchor point must be used.
- Ensure all ascent/descent of ladders is performed forward facing and that you grasp the rungs and not the sides.
- Ensure that all mobile access equipment has wheels locked before in use.
- Ensure your ladder is reaching at a ratio of 1 out to 4 up and that you work within the ladder's capability.
- Communication systems must be established between those at height and those on the ground.
- Don't climb out of mobile towers or work to the sides of ladders.
- Where possible use work platforms as opposed to ladders.

6.3.1.2 Working below the ground

Before any digging or excavation takes place, approval must be sought from the venue manager to ensure that the activities are not likely to create problems for any electrical, water and gas pipes.

You should ensure that

- Air quality within a trench is established before work begins.
- All trenched areas must be barricaded with a type of barricade to suit the environment i.e. light level access etc.
- Soil heaps must be kept well away from the excavations.
- Consideration should be taken for what could fall from above.
- Loose materials need to be removed.

Access and exits should be established and shoring must be adequate and in line with requirements i.e. will there be heavy traffic nearby?

6.3.1.3 Working in a confined space

A confined space is an area, which has restricted means for entry and exit, and has inadequate ventilation, is oxygen deficient or contaminated.

These may include but are not limited to

- Tanks
- Boilers
- Engine Pumps
- Any compartment with only one-person hole entry access
- Open top spaces more than 1.5m deep such as pits that do not have good natural ventilation, as well as pipes, sewers, tunnel shafts, ducts and similar structures.

All work to be carried out in such a space must be performed under strict procedures where work plans are submitted for approval to the EM. This must include

- Atmosphere testing,
- Ventilation,
- Cleaning and purging of the space,
- Appropriate respiratory protection devices,
- Safety harness, lifelines/other rescue equipment,
- Delivery vessels and power within the confined space,
- Signposts and barricades,
- Emergency and rescue procedures.

Only trained and certified persons can carry out work in a confined space.

6.3.1.4 Scaffolding operations

No person, other than a certified scaffolder or a person working under the supervision of a certified scaffolder, shall erect, dismantle, alter or otherwise interfere with any scaffold.

- Scaffolders must install appropriate signage during construction, dismantling, adjustment or modification of scaffolding. Signs must be clear, unobstructed and in conspicuous places.
- Only correct/sound materials shall be used in line with the current AS 1576/ Load bearing must be considered when assessing the material to be utilized.
- All material and equipment shall be carefully inspected before they are used and rejected material repaired or disposed of.
- Scaffolding more than 1.8metres high must be fully planked out with toe boards and continuous handrails to ensure a safe work platform.
- Scaffolding must be effectively tied to a building/structure or be erected on firm foundations.
- Scaffolding planks must be of a correct size and properly supported.
- Scaffolding must be effectively braced, both longitudinally and transversely with safe means of access and egress by ladders

Do not move mobile/wheel scaffolding whilst supported people.
Lock all wheels before working on mobile/wheel scaffold.

Unauthorized changes to scaffold structures are illegal.

6.3.1.5 Crane operations

All crane, hoist drivers/operators and riggers must hold a current valid certificate to operate, supervise and undertake crane-rigging work. Anyone who slings or directs the movement of goods handled by a crane must hold the relevant certification except if sling of loads is from trucks with self-loading cranes or connecting pre-sling loads.

Cranes should be parked when unattended and at the end of the work period in accordance with the manufacturer's recommendation. If this is not possible the following must be done

- Park vehicle with the boom, at an angle of 45degrees over the front end in the direction of travel and slew brake must be locked on;
- Hoist must be secured by the hook with slings under tension to the chassis of the crane;

- Control loads to be elevated should be fitted with guide ropes and lifting area should be barricaded.

Other guidelines to follow include:

- Never ride or hoist hooks, slings or loads.
- Never exceed the SWL.
- Always use packing between slings and sharp edges.
- Lower loads onto timber to avoid sling crushing.

6.3.1.6 Electrical operations

Only those certified in electrical operation are permitted to perform any electrical operations rated to their training.

All electrical equipment shall be well maintained, and electrical equipment must be inspected, tagged (in accordance with state or territory legislation) and not used if it appears faulty.

Ensure that all portable electrical tools/appliances used in connection with Bellarine AV events are protected by earth leakage circuit breakers and that these devices have been tested for function by a qualified electrician.

Ensure that when there is a possibility of moisture, any joint is provided with adequate water protection.

Ensure all leads are

- Protected from the weather,
- Off the ground where possible,
- Are not twisted, crushed or kinked,
- Are secured and clearly identified,
- Do not create a tripping hazard,
- Not contacted by cranes or overhead mobile equipment.

Ensure that you only use a wooden ladder for work around live electrical equipment.

Beware of conducting material such as earth, concrete, wet/damp timber, flames, all metal objects such as rulers, tapes, rings and belts and you.

Consider all outlets live unless proven dead.

General Guidelines for Electrical Operations

- Ensure appropriate extinguishers are available.
- Ensure all switchboards are of a robust weatherproof construction and have locking devices, protective doors that will not damage flexible extension cords, are securely fixed to a structure, have an isolating switch, and are locked after

work.

- Ensure no double adapters, three pin plug (piggy back) adapters are used (excluding theatres with exemptions).
- All portable generators must comply with current AS2790 and be fitted with an earth leakage device.
- All temporary electrical installations must comply with AS4249.
- Electrical operation must comply with AS3760.
- Portable outlet devices must incorporate overload and earth leakage protection.

If there is any concern relating to procedure in the mind of the electrical contractor or the Event Manager, the relevant authority must be contacted for clarification prior to work being undertaken.

6.3.1.7 Welding operations

General Guidelines for welding operation

- Only certificated persons are permitted to conduct welding operation.
- Remove all loose, combustible materials from welding area and have an extinguisher nearby.
- Deposit electrode stubs in a container.
- Cover electrical cables in immediate area.
- Inspect welding equipment for damage prior to operation.
- All acetylene cylinders must be kept vertical at all times.
- Barricade welding area and screen welding from other nearby personnel.
- Prior to welding any container, purge with an inert gas and test especially containers previously holding flammable.
- No welding can be done in hazardous areas unless precautions have been undertaken.
- Ensure a breathable atmosphere if in a confined area.
- Always have an appropriate fire extinguisher available.
- Suitable protection must be worn at all times.
- Equipment is never left live and on/off button must be clearly marked.
- Fume extraction systems must be incorporated into job plans.

6.3.1.8 Material handling operations

Any item over 55kg must not be lifted or handled by an individual without assistance, either from another or mechanical.

For loads that are possible to be lifted follow these tips

- Stand as close to the loads with feet apart for good balance, bending your knees and straddling the load.

- Always try to lift when standing or at least half squatting rather than kneeling or not using your legs.
- Keep your back as straight as possible whilst lifting and carrying.
- Always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going.
- Do not twist your body to change direction, use your feet.

Any mechanical lifting devices utilized must be maintained and users must be trained in their use. No one shall operate a lifting device if it requires certification.

Loads carried mechanically should be within device size and weight limits. They should be safely carried and evenly balanced to prevent load slippage.

6.3.2 Hazards created by the Environment

6.3.2.1 Event site

- *Ergonomic Hazards* are present where workers are required to adopt awkward postures for long periods of time. These may be related to limited space available to conduct work activities. Job assessments should be conducted by EMs to reduce exposure to these hazards.
- The *changing site environment* in itself can cause a number of hazards. Each group of workers on an event site must be aware of these hazards and be responsible for their own housekeeping to ensure that the placement of equipment is not likely to create tripping hazards. This is particularly relevant for vehicle movement. Access to fire equipment, first aid equipment and power boards must not be obstructed. All access and egress ways must be kept clear.
- *Unique site hazards* need to be considered such as flying objects such as golf balls, high-speed vehicles, and probs. The Event Manager will be responsible for passing on information relating to site-specific hazards.
- *Working in darkness* is a hazard that cannot be avoided in some events. Those who are required to work in darkness must attempt to implement procedures to reduce the risk against working in the darkness.
- *Working in small confined areas* requires special attention to ergonomic principles and where working in such areas cannot be avoided, short rest/stretching breaks are crucial.
- *Working on or near roads* requires that all those are wearing high visibility garments relevant to the time of day when the

work is undertaken i.e. bright orange/red during the day and light colours with reflective stripes at night.

- Some event sites will have people involved in close proximity with *heat*. Special precautions need to be taken where possible to reduce the risk of exposure, including but not limited to heat from cooking appliances or work surfaces.
- Some environments lend themselves to specific hazards i.e. *the surface of the event* such as a golf course, rugby field, triathlon course may have inherent hazards, which must be clearly identified by the event and venue manager and where possible removed, or mitigated/isolated.
- Unique hazards may exist when competitors, spectators or personnel have *difficulty understanding English or come from different cultural background*. Where this potential is identified, EMs must attempt to reduce this risk by limiting exposure such as physically restricting access, creating courses that do not present confusion relating to, for example, which side of the road to travel on.
- *Smoking* can also only be conducted in specific areas where marked and where it will not be a fire risk.
- *Aggression* is a real hazard that may be present at any event site. Some aggression can be developed through any event site. Some aggression can be developed through pressure and deadlines with a number of different work groups trying to complete tasks by specific time and others may hamper this.
To reduce this risk, ED's will attempt to plan for these problems but it is imperative that all on site follow instructions and assist when unforeseen conditions such as poor weather affect operations.
- Other causes for aggression could relate to excessive *alcohol* use. Alcohol on event sites makes hazards for all if not handled responsibly. No workers should be drinking alcohol whilst working, unless otherwise authorized.
- On longer events the cumulative effects of alcohol and partying in non-working hours plus *fatigue* will probably place those working, at greater risk of injury.
- Frustration can develop from *difficulties moving or parking vehicles*. This can be addressed in planning stages but contingency plans need to be developed for unseen condition i.e. an unexpected large crowd.

6.3.2.2 **Weather**

For each event there is a point at which the safety of those involved in

the event is jeopardized by the weather. The decision to continue needs to be made by the EM in consultation with the VM and relevant authorities.

- There is a point at which *high winds* for example will create stress on portable or overhead structures such as cameras and lighting towers and this risk must be addressed by both the worker and Event Manager.
- In conditions of *lighting*, special precautions have to be made in relation to communication systems and whether it is appropriate to continue to use it during an electrical threat. If an event is to be conducted in a high lighting area or with such forecast information, the Event Manager will decide whether control measures can adequately reduce the risk or whether the event needs to be halted.
- Slipping hazards will be increased in *wet weather* due to both damp surfaces and reduced visibility.
- Hazards with *sun exposure* need to be addressed especially relating to the type of work, available shade, reflection, time of day/year, access to fluids, altitude and personal protective equipment (PPE).
Where sun/heat protection is required all involved should have cotton clothing that covers the body and limbs, hats, sunscreen (factor 15 minimum), sunglasses and access to fluids.

All personnel must be especially vigilant with sun protection between 11.00 am and 3.00 pm.

6.3.2.3 Other biological hazards

Any catering operations must adhere to strict hygiene principles in relation to both food preparation and presentation. These must be in line with relevant Public Health and Foods Act in each state and territory. It is for this reason that you are not permitted to bring animals onto an event site unless they are an integral part of the event and have been approved by the EM.

In any situation where medical assistance or first aid is required during the event, the area must be clear to reduce the likelihood of infection transmission. Both prior and post event, procedures must be clearly understood by contractors.

Male and female toilet facilities and food areas must be provided for before, during and after any event. These must be in line with requirement of state or local government requirements.

Cleaning of toilet facilities and food areas must be conducted regularly

to ensure infection transmission is reduced to a minimum level.

Where event sites involve the use of portable or permanent air conditioners, the maintenance records of these devices must be available.

If drinking water is to be brought to site, the quality of that water must be evaluated before use. If the events are to be conducted in watercourses, the water must be evaluated for safety.

6.3.3 Hazards created by plant, substances and equipment

For all plant, equipment and substances, the relevant EM must have:

- Recorded maintenance schedules for all plant and equipment including daily checks.
- Operating instructions for all plant, equipment and substances.
- Plans provided for storage and transportation of any hazardous substances or dangerous goods.
- Proof that any specific first aid or emergency requirements for substances brought onto the event site has been catered for.
- All training certificates copied for all those using any plant or equipment (if use of certain substances requires certification this also needs to be available, e.g. a driver transporting dangerous goods must be able to produce his dangerous goods license).
- An asset list and chemical register must be developed for everything that is brought to the event site.
- When not in use all plant, equipment and chemicals must be stored, used, transported and disposed of in accordance with the manufacturers recommendation.
- All defective equipment must be tagged by the user and repaired as soon as possible.
- Defective tools such as those with broken handles, spanners with spread jaws and damaged electrical leads are not to be used and should be tagged as such.
- Do not use cutting discs for grinding or vice versa.
- Don't leave tools or electrical leads where they can create tripping hazards.
- Hands should be kept free of oil and grease while using tools.
- Greasy and slippery or dirty tools should be cleaned before use.
- Machinery with moving parts must have adequate guards.
- Employees are not to use explosive powered or compressed air tools unless certified to do so.
- Do not distract others working with machinery.
- Keep all tools stored when not in use.
- Wear safety glasses when using any power tools and wear fully enclosed shoes.
- Wear appropriate respiratory protection to match the respiratory hazard present. Refer to the tools of operating manuals for advice.

- Ensure unattended power tools are switched off and that all power tools are fitted with the guards they were manufactured with and that they are functioning correctly.
- All spray painting must be conducted in a spray extraction area without exception.
- **Any defective or unsafe equipment must be reported to EM.**

6.3.3.1 Mobile plant & vehicles

No Alcohol consumption or smoking shall occur in vehicles.

Unless registered for road use, vehicles cannot be driven on public roads.

No additional person(s) are allowed to ride on or in a vehicle unless a seat has been specifically provided for that purpose.

Forklifts and front-end loaders must not be driven with times or buckets elevated.

Forklifts, front-end loaders and similar equipment must have audible reversing beepers.

Forklifts should be primarily used on flat ground. When that is not possible and forklifts are used on sloping ground, they must travel forward with the load up the slope and travel in reverse with the load down the slope.

When using any mechanical plant, which lifts either equipment or people, special care must be made to be aware of any overhead objects especially in windy conditions.

Vehicles should not be left running unattended; if this is unavoidable, braking systems must be applied.

Care should be taken dismounting from vehicles, checking the ground before getting off. Jumping from the vehicle is not allowed.

Seat belts must be worn and seats should be adjusted by each user for their body size. Care must be taken by all working on or near mobile equipment.

All vehicles to be driven on public roads may only be operated by drivers with the appropriate and current license.

If a vehicle is to be operated that does not have a licensing requirement i.e. a golf cart, the individual must display their competence to operate such a vehicle safely to the Event Manager.

All vehicles that are to be driven on public roads in relation to the event must have a current state road registration. In relation to these

vehicles, all tyres must be properly inflated, and the lights and indicators operational. Any defects must be reported and rectified immediately.

All multi user company vehicles must have a first aid kit and a fire extinguisher.

When in an event precinct speed must be limited to walking pace, hazard lights operated. If a marshal is available they should escort the vehicle where necessary

6.3.3.2 **Plant and tools**

General guidelines:

- Ensure that cutting tools remain sharp and are protected when not in use.
- Loose materials such as rags, clothing and hair, must be away from all moving parts.
- Never attempt to hold work pieces with your hands where there is danger of them moving.
- No tools are to be used beyond their design capacity.

Explosive Powered and Compressed Air Tools

General guidelines:

- Secure the work area with barricades and signs.
- Eye and ear protection must be used.
- Explosive Powered Tools (EPT) storage boxes must be locked when not in use and explosive charges of different strengths must be separated.
- A log book must be kept for each EPT and all inspection maintenance services, repairs and incidents involving the tool recorded.
- At no time shall discharge of compressed air come in contact with any part of the human body.
- Setting of any safety/reducing valves must not be altered by those not certified.
- The pressure of compressed air must never exceed the maximum working pressure of any air compressor, pipe, hose, and tool or receiver. Hoses must be protected from mobile traffic by suitable covers/ramps.
- Always release pressure in any hose before uncoupling.
- Never kink a hose to permit it or the tool attached to it to be uncoupled.
- **Close the valve to what the hose is connected to if not using compressed air.**

6.3.3.3 Chemicals

For any chemicals brought to the event site, the EM is responsible for supplying

- A register of those chemicals.
- All the Safety Data Sheets (SDS) of those chemicals to all using them.

All that work with any chemicals in relation to any Bellarine AV event must consult with the SDS prior to using specific chemicals.

This must include taking special note of:

- Required safe working practices.
- Acute and chronic exposure effects.
- First aid and emergency procedures.
- Safe storage, transportation and disposal procedures.

There are specific requirements for the above and also biological/environmental monitoring for any hazardous substances brought onto site. The use of such substances must be identified to the Event Manager and precautions taken.