

## Policy

<b>Title</b>	<b>Event Safety Policy</b>
<b>Category</b>	<b>Operational Policy</b>
<b>Last Reviewed</b>	<b>August 2008</b>

## Introduction

<b>Scope</b>	
<p>This policy and associated Event Safety Checklist apply to all events held at any of the Arts Centre venues.</p> <p>All hirers of the Arts Centre planning and organising events are expected to comply with the provisions of this policy so that the risks to health and safety of patrons, staff, contractors and visitors are eliminated so far as reasonably practicable.</p>	
<b>Purpose</b>	
<p>This policy has been developed to assist hirers of the Arts Centre to effectively manage occupational health and safety issues associated with events so that all reasonable steps are taken to identify and eliminate or manage risks before, during and after the event.</p>	
<b>Related Compliance Requirements</b>	<p>Occupational Health &amp; Safety Act (Vic) 2004</p> <p>Occupational Health &amp; Safety Regulations (Vic) 2007</p> <p>Australian Standard 3745, Building Emergency Control Organisation</p> <p>Australian Standard 4360, Risk Management</p> <p>The event safety guide, A guide to health, safety and welfare at music and similar events. Health &amp; Safety Executive United Kingdom.</p>
<b>Safety Checklist</b>	See Attachment A
<b>Safety Risk Information Sheets Checklist</b>	See Attachment B
<b>Key Definitions</b>	See Attachment C

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## **1. Event Safety Management**

### **1.1 Planning**

Safe events are well planned events – nothing should be left to chance. By using systematic planning processes, event organisers can identify potential hazards, determine risks and then eliminate them or minimise their impact. Good planning systems means being prepared well in advance and ensuring that safety is a priority throughout the event, including initial pre-event set up (bump in) and dismantle (bump out).

### **1.2 Event stakeholders**

Event stakeholders will vary from event to event and may include as appropriate to each event:

- Event organisers/ Hirers performers
- Hirers staff and volunteers
- Students
- Contractors (e.g. caterers, merchandising, amusement structures, equipment)
- Emergency services, Ambulance, Police, Metropolitan Fire Service, State Emergency Service, Country Fire Authority)
- Local council
- Security services
- Transport services (e.g. Department of Transport)
- Regulators, Worksafe Victoria
- Media
- Visitors

### **1.3 Hazard identification**

Hazard identification is the process of recognising hazards associated with an event. A good practice is to use hazard categories to assist in the identification process. Hazard categories include but are not limited to:

- Human – including type and size of crowd expected, level of crowd participation, public safety & security, traffic.
- Technological – including mechanical utilities such as gas & electricity, equipment, experiments,
- Natural – including the physical location and site conditions
- Environmental – including weather, ground impact, Environmental Protection Authority requirements
- Financial (where applicable)
- Event image – what we want to be known as after the event.

## 1.4 Risk Assessment

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, the event planning group can rank risks to systematically eliminate or control the hazards.

In order to determine a risk rating, event planning groups should consider:

- the consequence – what will happen, the extent of harm, etc; and
- the likelihood – chances or possibility of it occurring.

The Risk Assessment matrix should be used to determine the level of risk for each hazard.

The people who actually undertake the task(s) should be involved in the risk assessment process as well as those who are involved in organising the event. . Where possible the area health and safety representative should also be included in that process with appropriate persons who have technical knowledge of the activity or equipment. The hirers risk assessment must be provided to the Arts Centre no later than two weeks prior to bumping in the event. A risk assessment proforma is available from the Event Coordinator upon request.

## 1.5 Risk Control

The event planning group needs to eliminate or reduce the risks identified using the following hierarchy of controls:

- **Elimination** – by removing the hazard entirely through new design or set up, or a new process
- **Substitution** – by replacing hazardous materials, processes, set ups or methods with less hazardous alternatives
- **Engineering** – by isolating, enclosing or containing the hazard or through design improvements
- **Administrative** – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace
- **Personal protective equipment (PPE)** – by making sure that appropriate safety equipment such as gloves, hats, sunscreen etc is available.

Often people pick the 'easier' option by going straight to administrative controls or PPE but there are often more effective ways to control the hazard. The event planning group should focus on what is realistic and practical so that risks are minimised. The OHS legislation requires all hazards to be controlled. The event planning group must ensure that risk assessment covers the entire event – from set up (bump in) to dismantling (bump out), not just the event itself.

## **1.6 Contractors**

All contractors undertaking work on behalf of the Hirer or the Arts Centre must be inducted prior to commencing work. Contractors are to follow the Arts Centre occupation Health Safety and Risk manual at all times. This manual is located on the website, intranet site and available in hard copy at all stage doors.

## **1.7 Venues other than Arts Centre premises**

Events that are held in venues other than at the Arts Centres premises involving Arts Centre staff require a risk assessment to be carried out. This should cover the usual risks as mentioned in this document including information on emergency procedures and evacuation routes from staff normally responsible for the venue.

## **2. Record keeping and documentation**

Event organisers must keep appropriate records and documentation including:

- Event planning documents (including an event safety checklist)
- Event risk control plan (including risk assessment)
- Event site and utility maps (where appropriate)
- Emergency procedures (e.g. phone numbers for Ambulance, Security etc)
- Staff training records
- Copies of permits, licenses and certificates as necessary
- Contractor safe work procedures
- Maintenance or repair records where necessary (e.g. maintenance records of hired equipment, electrical testing records)

## **3. Emergency Plan and Procedures**

The Arts Centre maintains compliance to the Australian Standard 3745, Building Emergency Control Organisation and the emergency managements systems are documented in the Emergency Management Plan and Procedures Manual and the Emergency Management Training Manual which is available from the Arts Centre Event Coordinator or the Safety and Security Department. All hirers should be conversant with this documentation.

## **4. First Aid Officers**

The Arts Centre maintains Safety and Security officers who are the only nominated first aiders for our venues. These officers are trained to a certificate two first aid level with the additions of Oxygen Administration and Semi Automatic Defibrillation Administration.

## **5. Inductions**

All Hirers, their staff, volunteers and contractors must be inducted into the Arts Centre Safety culture through the induction programme prior to commencing work. An appropriate induction time and location should be made with the Arts Centre Event Coordinator.

## **6. Incident, Hazard and Near Hit Reporting**

There are various legislative requirements and site specific requirements that require the reporting of near hits, incidents and hazards. All of the above must be reported immediately to the Safety and Security department on (03) 9281 8316 or (03) 9281 8222 in an emergency.

## **7. Permits To Work**

Any work that is being carried out as part of the hiring period that involves Hot works, Isolations to the Fire systems, Confined or Restricted Space Entry or Penetrations to infrastructure require a permit to work (PTW) to be completed. These are available from Stage Door.

## **8. Material Safety Data Sheets**

Material Safety Data Sheets (MSDS) are required for all items being brought into the venue. These should be supplied with the risk assessment and any other safety documentation two weeks prior to the commencement of the bump in period.

## **9. Safe Work Method Statement**

In addition to the risk assessment there may be legislative requirements to complete safe work method statements (SWMS). These are typically required when there is construction work involving the erection or decommissioning of sets or specific high risk tasks as listed in the Occupational health and Safety Regulations (Vic) 2007.

Further information is available from the WorkSafe Victoria Website and the Arts Centre Safety and Security Department on when these documents are required.

## 10. Further Information

- Occupational Health and Safety Act, WorkSafe Victoria
- Occupational Health and Safety Regulations, WorkSafe Victoria
- Advice for managing major events safety, 1<sup>st</sup> Edition April 2006, Worksafe Victoria
- The event safety guide A guide to health, safety and welfare at music and similar events, Health and Safety Executive United Kingdom 1999  
<http://www.hse.gov.uk/>
- Australian Safety and Compensation Council website  
<http://www.ascc.gov.au/ascc/AboutUs/Publications/NationalStandards/IndexofNationalStandardsCodesofPracticeandrelatedGuidanceNotes.htm>
- WorkSafe Victoria Website  
<http://www.workcover.vic.gov.au/wps/wcm/connect/WorkSafe>

## Supporting Documentation

### i) Forms and Records Management

Forms, or records, that are generated by compliance with this policy are as follows:

Forms & records	Retention Period	Location
Safety Checklists	7 years	Arts Centre
Risk Assessments	7 years	Arts Centre
Special Performance Conditions Application Forms	7 years	Arts Centre

### ii) Related Material

Material which assists in the execution of this policy is as follows:

Name	Document Type	Location
Occupational Health, Risk, Safety & Security Manual	OHS Manual	Arts Centre internet

## Governance

### i) Responsibility

Policy Owner	Executive Organisation
Approving Body	The Arts Centre Corporate Management Group

### ii) Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
1.1	August 2008	Corporate Management Group	-

**Attachment A – Safety Checklists****Items to be addressed****ACCESS and EGRESS**

- Entry and exit areas are clear and easily accessible for staff and expected crowd numbers
  - Entry and exit areas are adequate for emergency exit and emergency services
  - Thoroughfares are well defined and clearly marked
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**TRAFFIC FLOW**

- Clearly defined areas for traffic which are separated from pedestrian areas
  - Provisions for safe passage of emergency and other vehicles through pedestrian traffic
  - Controlled traffic flow and adequate signage for directions
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**AMENITIES**

- Adequate provision of toilets, and toilet supplies, i.e., paper, soap etc and hand washing facilities
  - Access toilet
  - Availability of clean fresh water for both staff and attendees
  - Adequate catering facilities, including clean up and food preparation areas
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**SIGNAGE**

- Adequate signage for entries, exits, toilet facilities etc.
  - Signage for any hazardous areas or substances
  - Clearly signed first aid and fire extinguisher locations
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**MAINTENANCE**

**Attachment A – Safety Checklists**

- Qualified and competent maintenance personnel available to undertake any repairs required
  - Maintenance personnel have a contact person and means of communicating with them
  - Records of any maintenance undertaken kept for future reference
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**FIRE PREVENTION**

- Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date
  - Personnel are trained in extinguisher and blanket use
  - Ignition source areas are kept clear at all times and easily accessible
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**EMERGENCY PROCEDURES**

- Emergency response plan and control procedures in place
  - Emergency response team trained to carry out plan
  - Current site maps available to all staff, emergency services and other relevant parties
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**FIRST AID**

- First aid stations are suitably located, clearly signed and easily accessible form everyone
  - First aid facilities are adequate for the type of event being held
  - Good means of communication provided between event personnel and first aid stations
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**Attachment A – Safety Checklists****STAFF, VOLUNTEER and CONTRACTOR TRAINING**

- Staff and volunteers are adequately inducted and trained about the event (site specific)
  - Copies of applications, memos and any training records are kept
  - Contractors are given a relevant, site specific induction regarding the event
  - Contractors provide a job safety analysis
  - Contractors have been given local induction for the event
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**ELECTRICAL**

- Residual circuit device (RCDs) are used where required, including all hand held electrical appliances and tools
  - All portable electrical equipment including leads are tested, tagged and in date (6 or 12 months in accordance with AS/NZS 3000 Electrical Installations, known as the Wiring Rules, and AS 3533 – Amusement Rides and Devices).
  - Adequate protection of the public from electric shock and any trip hazards from cords
  - All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water)
  - Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)
  - Emergency contact for after hours
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**PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)**

- Fireworks are only provided and used by Pyrotechnicians licensed by WorkSafe Vic
  - LPG/dangerous goods storage
  - Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators
  - Scaffolding more than four metres in height erected and dismantled by a certified person
  - Liquor licences
  - Food on the plaza
  - Special Performance Conditions Application
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**Attachment A – Safety Checklists****UTILITIES/SITE SERVICES**

- Location of all site underground services (power/gas /mains etc.) and overhead powerlines identified
  - Relevant maintenance and event personnel have maps and are aware of locations
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**LIGHTING**

- Adequate natural or artificial lighting provided for setting up, conducting and dismantling event
  - Portable lighting is tested and in date
  - Suitable emergency lighting is available
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**STAGING AND PLATFORMS**

- All seating, corporate boxes, overpasses, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides assigned certificate to the event coordinator prior to any usage to ensure approved engineering and design standards are met
  - A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding ) in order to erect and dismantle (refer to Permits, Licensing and Registration)
  - Platforms are continuously monitored, particularly in extreme weather conditions
  - Adequate access and egress around all staging and platforms for patrons and emergency services
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**LADDERS**

- Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)
  - Assessment of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)
  - Assistance of a second person is provided where required
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**Attachment A – Safety Checklists****WORK AT HEIGHTS**

- Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift)
  - Only certified operators are used if cranes or elevated work platforms (EWPs) are required
  - Evidence of compliance can be provided upon request from an authorised person
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**MANUAL HANDLING**

- All staff and volunteers are trained to assess each task and use safe technique when lifting
  - Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks)
  - Light, small loads and physical aids (assistance from second person or team lift where needed) are used
  - Staff and volunteers are trained in appropriate lifting techniques where possible and appropriate
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**AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES)**

- Amusement structures are not used or operated unless a current certificate of registration issued by WorkSafe Victoria can be provided. Interstate registrations are not acceptable
  - All structures have current certificate of inspection issued by a professional engineer and qualified electrician
  - Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons
  - There is appropriate fencing surrounding rides
  - There is appropriate soft-fall area for inflatable structures
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**Attachment A – Safety Checklists****INFLATABLE STRUCTURES (IN ADDITION TO THE ABOVE REQUIREMENTS)**

- A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)
  - All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing
  - Operator monitors prevailing wind conditions
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**LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS**

- Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter
  - LPG cylinders are secured to increase stability
  - LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with AS/NZS 1596 – the Storage and Handling of LP Gas
  - All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date
  - Compliance with AS/NZS 1596:– the storage and Handling of LP Gas
  - A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks
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**FUELS, FIREWORKS OR PYROTECHNICS**

- Refer to Permits, Licensing and Registration
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**WEATHER CONDITIONS**

- Use current Australian Bureau of Meteorology information to ascertain weather conditions [www.bom.gov.au](http://www.bom.gov.au)
  - Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non slip mats for wet conditions, and shade, sunscreen and water provisions for heat
  - Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour)
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**Attachment A – Safety Checklists****PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- All tasks undertaken by staff and volunteers are checked for the PPE required
  - PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order
  - Personnel are trained in using, maintaining and storing PPE
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**OTHER CONSIDERATIONS**

Other general event issues to consider as part of overall event preparation include:

**General security and crowd control**

- Security advised and given relevant documents about the event (minimum 2 weeks' notice)
  - Security has been provided with event risk assessment so they are prepared for the event
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**Traffic control, parking and road usage considerations**

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**Communication channels between parties**

- Site maps of area, highlighting specific services and utilities
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**Vendor/exhibitor general information**

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**Attachment A – Safety Checklists**

**Noise levels**

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**Alcohol and food requirements**

- Liquor licence has been obtained
- Food providers comply with food safety requirements of the AS/NZS Food Standards Code
- Responsible service of alcohol provisions are in place

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**Hazardous Substances**

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**Animal displays and requirements.**

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- Contingency plan in the event of an incident, ie, contact person, reporting process

**Attachment B – Information sheets**

## Acrobatics and Stunts

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### *Potential Hazards*

- Injury to patrons
- Injury to performers
- Structural failure

### **ALWAYS**

- Conduct detailed hazard identification/risk assessments for the performance. Work through “What if...?” scenarios
- Provide detailed engineering calculations for potential shock and point loads on structures
- Provide plan of location of performers in relation to the public
- Provide Events Manager with Certificate of Currency of Public Liability insurance for at least \$20M
- Determine public “NO GO ZONES”. Clearly mark the zones and supervise the areas during performances
- Ensure performers are experienced and that the stunts are rehearsed

### **NEVER**

- Never allow for last minute changes to agreed plans

**Attachment B – Information sheets****Amusement Rides**

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***Potential Hazards***

- People
- Road users, Bike riders
- Load ratings
- Environment – weather/wind/light
- Overhead Obstructions – trees, power lines,

**ALWAYS**

- The Manager, to notify tenants of activity
- The Manager, to arrange for property such as planter boxes and chairs in the food court area to be relocated as appropriate
- Use company 's authorised (qualified) contractors for crane operations
- Barricade area to cover swing of boom and work site area
- The Manager, to arrange additional lighting to ensure area is well lit up
- The Manager, to arrange for static security for the area of works if in public spaces
- Ensure all involved inside of barricade are wearing reflective vests
- Assess foliage of trees on the riverside and arrange for pruning if necessary

**NEVER**

- Proceed if environment conditions are adverse, e.g. High winds, rain
- Completely block Riverside to pedestrians or bike riders

**Attachment B – Information sheets****Elevated Work Platforms**

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***Potential Hazards***

- People
- Road users, Bike riders
- Load ratings
- Environment – weather/wind/light
- Overhead Obstructions – trees, power lines,

**ALWAYS**

- The Manager, to notify tenants of activity
- The Manager, to arrange for property such as planter boxes and chairs in the food court area to be relocated as appropriate
- Use company 's authorised (qualified) contractors for crane operations
- Barricade area to cover swing of boom and work site area
- The Manager, to arrange additional lighting to ensure area is well lit up
- The Manager, to arrange for static security for the area of works if in public spaces
- Ensure all involved inside of barricade are wearing reflective vests
- Assess foliage of trees on the riverside and arrange for pruning if necessary

**NEVER**

- Proceed if environment conditions are adverse, e.g. High winds, rain
- Completely block footpaths to pedestrians or bike riders

**Attachment B – Information sheets**

## Emergency Egress Paths and Exits

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### *Potential Hazards*

- People
- Road users, Bike riders
- Load ratings
- Environment – weather/wind/light
- Overhead Obstructions – trees, power lines,

### **ALWAYS**

- The Manager, to notify tenants of activity
- The Manager, to arrange for property such as planter boxes and chairs in the food court area to be relocated as appropriate
- Use company 's authorised (qualified) contractors for crane operations
- Barricade area to cover swing of boom and work site area
- The Manager, to arrange additional lighting to ensure area is well lit up
- The Manager, to arrange for static security for the area of works if in public spaces
- Ensure all involved inside of barricade are wearing reflective vests
- Assess foliage of trees on the riverside and arrange for pruning if necessary

### **NEVER**

- Proceed if environment conditions are adverse, e.g. High winds, rain
- Completely block Riverside to pedestrians or bike riders

**Attachment B – Information sheets****Firearms & Weapons**

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***Potential Hazards***

- Serious Injury
- Legal prosecution

**ALWAYS**

- Complete and submit a Special Performance Conditions application form no less than two weeks prior to the show date.
- Use qualified and licensed fire arms technicians
- Ensure the security of the weapon and any accessories at all time when not in use
- Ensure that all person handling item/s and those who are in the vicinity are fully rehearsed in the weapons operation and choreography prior to being used in show conditions.
- Obtain permission from Events Coordinator and Safety Department
- Ensure use is in compliance with the Firearms Act (Victoria) 1996
- Ensure a trained first aider/ dedicated safety officer are on stand-by

**NEVER**

- Never use the weapons outside the direction of the training and or instruction from the firearms expert
- Never allow a person who is untrained to use or handle the firearms under any circumstances

## Attachment B – Information sheets

# Fire Performers

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### *Potential Hazards*

- Flammable liquid spills
- Ignition of combustible materials
- Burns
- Activation of fire alarms

### **ALWAYS**

- Use qualified, experienced performers only
- Obtain permission from Events Manager
- Have relevant Mess's on site
- Follow requirements in MSDS
- Use minimum volume of liquid required for the act
- Keep liquid in a spill containment tray
- Keep unintentional ignition sources clear of flammable liquid storage
- Determine a "NO GO" zone. Barricade the area to keep the public clear
- Ensure a spotter is on stand-by
- Provide additional fire extinguishers
- Ensure a trained first aider and first aid suppliers are on stand-by

### **NEVER**

- Never use water to extinguish a flammable liquid fire

**Attachment B – Information sheets****Foggers, Hazer's, Smoke Machines**

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***Potential Hazards***

- Inhalation of mist
- Throat irritation in susceptible people
- Reduced visibility
- Slippery residue
- Burns

**ALWAYS**

- Use non-hazardous water based liquid only – check on Material Safety data Sheet
- Obtain and keep with machine a Material Safety Data Sheet from the supplier of the chemicals
- Be aware of and follow any safety instructions indicated on the MSDS
- Nominate a trained responsible person to control machine operation
- Minimize the use of atmospheric effects to obtain theatrical effects
- Place non-slip coverings on walkways that may be effected by machine residue
- Direct machine to minimize contact with the public
- Guard the machine outlet to prevent burns
- Ensure machines are tested and tagged and in date

**NEVER**

- Never use chemicals that are unidentified or not in a clearly marked container
- Never used oil based liquids

**Attachment B – Information sheets**

## **Laser Shows**

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### *Potential Hazards*

- Eye damage
- Skin burns
- Electrical hazards



### **ALWAYS**

- Use a qualified operator to install and supervise the operation of laser equipment
- Follow national standards for laser power and audience scanning limits
- Set-up laser equipment to avoid prolonged direct eye contact
- Establish “NO GO” zones during laser operation
- Nominate a trained Laser Safety Officer to supervise laser operation
- Obtain permission/permits to operate lasers if near public roads
- Follow electrical safety precautions

### **NEVER**

- Never operate where it would allow a person to look directly into a laser beam

**Attachment B – Information sheets****Main Loading Dock**

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***Potential Hazards***

- Crushing by vehicles
- Blocked access/egress
- Unauthorized access to crown areas

**ALWAYS**

- Notify a representative on (phone number) for permission to access the dock
- Follow staff instructions for parking and loading/unloading
- Stop and give-way to on-coming machinery
- Check safety mirrors when approaching corners
- Remain on pedestrian walkways unless operating a forklift or large trolley
- Wear a high visibility vest while in loading/unloading area
- Wear safety footwear
- Use load restraints when transporting unstable loads
- Leave details – registration number and contact phone number with the Security Officers
- Obey all signage in and around the loading dock
- Wear contractor ID pass when in loading dock

**NEVER**

- Never access warehouse stock storage areas unless accompanied by a Personnel
- Never block access or egress routes
- Never obstruct access to emergency equipment
- Never leave a vehicle unattended on the loading dock without authority from the loading dock staff
- Enter loading dock without contractor ID pass

**Attachment B – Information sheets****Outdoor Events**

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***Potential Hazards***

- High wind blowing signs, umbrellas, marquees, etc.
- Water in electrical equipment
- Blocked public access
- Heat stress
- Cold stress
- Dehydration
- Sun burn
- Rain
- Sun glare
- Low light

**ALWAYS**

- Secure/anchor all items that can be moved by the wind
- Provide shelter for people and equipment from the weather
- Obtain permission/permits for blocking public access ways (a traffic management plan may also be required)
- Provide ready access to drinking water
- Encourage the use of suitable clothing for the weather conditions
- Wear a hat, sunglasses and sunscreen in sunny days (even cold, sunny days)
- Consider First Aid requirements

**Attachment B – Information sheets****Ride On and Pedestrian Forklifts**

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***Potential Hazards***

- People
- Road users, Bike riders
- Load ratings
- Environment – weather/wind/light
- Overhead Obstructions – trees, power lines,

**ALWAYS**

- The Manager, to notify tenants of activity
- The Manager, to arrange for property such as planter boxes and chairs in the food court area to be relocated as appropriate
- Use company 's authorised (qualified) contractors for crane operations
- Barricade area to cover swing of boom and work site area
- The Manager, to arrange additional lighting to ensure area is well lit up
- The Manager, to arrange for static security for the area of works if in public spaces
- Ensure all involved inside of barricade are wearing reflective vests
- Assess foliage of trees on the riverside and arrange for pruning if necessary

**NEVER**

- Proceed if environment conditions are adverse, e.g. High winds, rain
- Completely block footpaths to pedestrians or bike riders

**Attachment B – Information sheets****Rigging**

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***Potential Fall Hazards***

- Fall from truss
- Rigging failure
- Contact with electrical wires
- Unstable work platforms
- Trip hazards

**ALWAYS**

- Lower trusses and complete work at ground level where possible
  - If not, work from a scissor or boom lift where practical
  - If not, work from a static cableway where practical
- Inspect equipment before use. Check inspection date labels
- Check that other items are not being rigged from the same spreader bar
- Barricade area below works to prevent pedestrian access
- Keep clear of electrical hazards
- Maintain housekeeping to minimize trip hazards
- Have an observer if working at height

**NEVER**

- Never use load rigging equipment for height safety purposes
- Never conduct rigging at height when working alone

**Emergency Retrieval – Pulley system if access above or scissor lift from below**

**Attachment B – Information sheets****Vehicles Movement and Load Ratings**

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***Potential Hazards***

- People
- Bike riders
- Load ratings
- Environment – weather/wind/light
- Visual problems – trees

**ALWAYS**

- The Manager, to notify tenants of activity
- The Manager, to arrange for property such as planter boxes and chairs in the food court area to be relocated as appropriate
- Use company 's authorized (qualified) contractors for crane operations
- Barricade area to cover swing of boom and work site area
- The Manager, to arrange additional lighting to ensure area is well lit up
- The Manager, to arrange for static security for the area of works
- Ensure all involved inside of barricade are wearing reflective vests
- Assess foliage of trees and arrange for pruning if necessary
- Issue driver with information sheets on speeds, using hazard lights and using a spotter

**NEVER**

- Proceed if environment conditions are adverse, e.g. High winds, rain
- Completely block footpaths to pedestrians or bike riders

Upon completion of the “Event”, the Risk Control Plan should be reviewed against any “Unplanned Occurrences”, and suggestions documented for the planning of future events while the information is fresh. This allows for continuous improvement in safety and risk management strategies.

**Attachment B – Information sheets**

**Event Review**

*To be completed by the Hirer*  
**Unscheduled Occurrences**

Description of occurrence and outcome

Future management strategy to prevent repeated occurrence

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**Copy of this form to the Event Coordinator for procedural review / audit purposes**

**Attachment C – Definitions**

<b>Term</b>	<b>Definition</b>
<b>Arts Centre</b>	is the business (and brand) name of the Victorian Arts Centre Trust
<b>Arts Centre venues/ premises</b>	means the Arts Centre buildings and precinct at St Kilda Road (including the Hamer Hall, Theatres Building and adjacent spaces controlled and managed by the Arts Centre and the Sidney Myer Music Bowl including relevant surrounding area) and includes any remote site at which Art Centre employees are required to carry out their duties as employees
<b>Event</b>	Means gathering of patrons and/or visitors at events and functions for ticketed and non ticketed events, such as live performances, functions, conferences and meetings, school award nights and tours, marketing functions, artistic events, seminars, public lectures and other entertainment.
<b>Event Coordinator</b>	The Arts Centre contact point for the Hirer.
<b>Hazard</b>	An energy source that when released or uncontrolled has the potential to cause damage, e.g. Electrical energy.
<b>OHS Act</b>	means the Victorian Occupational Health & Safety Act 2004 including all amendments thereto
<b>OHS Regulations</b>	means the Victorian Occupational Health & Safety Regulations 2007 including all amendments thereto
<b>On-site contractors</b>	Means contractors who provide significant and on-going services to the Arts Centre which are delivered by staff operating within the Arts Centre premises.
<b>Risk</b>	A potentially injury to person or damage to property from an uncontrolled hazard.
<b>Safety Officer</b>	A dedicated person that is appropriately trained to the Arts Centres requirements that oversee the safety of persons.
<b>Safety and Security Officer</b>	A person who is suitably qualified to perform duties of a First Aid Officer. Chief Fire Warden and licensed Security Officer who represents and acts on behalf of the Arts Centre.
<b>Special Performance Conditions</b>	Special performance conditions include the use of any of the following, naked flame, smoking, smoke effects including fog machines and hazers, weapons, swords, firearms, pyrotechnics, aerotechnics and explosives.
<b>Trust</b>	means the Victorian Arts Centre Trust