



**Australian  
Event  
Services**

# **OCCUPATIONAL HEALTH AND SAFETY POLICY**

## **CONTENTS**

Policy Summary Statement	Page 3
Australian Event Services Responsibilities	Page 4
Individual Responsibilities	Page 4
Contractors	Page 5
Risk Assessment	Page 5
Safety Induction	Page 5
Medical Conditions	Page 6
Manual Handling	Page 6-7
Emergency Contacts and Procedures	Page 7
Incident & Hazard Reporting	Page 8
Security & Transport to and from work	Page 8
Alcohol & Other Drugs	Page 8
Productions Utilising Animals	Page 9
Audience & Crowd	Page 9
First Aid	Page 10- 11
First Aid Kit	Page 11
Report Sheet for Medical Condition	Page 12
Accident/ Near Miss Report	Page 13- 14

## 1. Policy Summary Statement

1.1 Australian Event Services recognises its responsibilities to take all reasonable precautions to protect the health and safety of its employees while they are undertaking prescribed activities.

1.2 Australian Event Services specifically recognises the need to ensure that:

- Statutory requirements are fulfilled. In particular the provision of the relevant occupational health and safety legislation and regulations applicable to Australian Event Services and its operations are satisfied. Also all relevant codes of practice are adopted and accepted as minimum standard.
- Adequate instruction is given to employees in safe working procedures and that employees are informed of any hazard to their well being and health which may be known to be associated with the work they are required to perform;
- Adequate instruction is given to employees in safe working procedures and that employees are informed of any hazard to their well being and health which may be known to be associated with the work in which they are involved;
- Situations or working practices which are unsafe or harmful are reported immediately to the immediate supervisor of the employee so that corrective action can be taken;
- Adequate occupational health and first aid services are provided;
- Machines and equipment are maintained in a safe condition and that all necessary personnel have personal protective devices provided in the workplace;
- Workplaces are maintained clean (as far as the processes allow) and that they are safe to enter, to work in, and to leave;
- Proper control is maintained in the workplace over harmful substances, air pollution, noise and radiation;
- Proper control is maintained over the storage, use and disposal of harmful substances;
- Investigation is carried out of accidents occurring at work and appropriate reports are made for the purpose of minimising any recurrence;
- Procedures are established to minimise the risk of, and harmful effects of, fire and explosion, radiation, chemical release and where appropriate that these procedures are regularly tested; and
- Where Australian Event Services are the primary venue hirer, procedures will be established in conjunction with the venue management and/ or venue security, for the evacuation of buildings in the event of fire, explosion or other emergency situation.

## **2. Australian Event Services Responsibilities for Occupational Health and Safety**

2.1 Responsibility for Occupational Health and Safety lies with the Production Manager allocated to the event in question. The Production Manager;

- Is responsible for ensuring that the activities conducted by staff comply with the Australian Event Services policy on Health and Safety
- In association with other appropriate employees formulate and promulgate safety rules for the activities conducted within the area specific to the event production, venue and surrounding precinct.
- Shall ensure that suitably qualified and competent personnel are engaged to undertake all aspects of the event production.
- Is responsible for ensuring all employees are aware of their responsibilities and comply with all relevant legislation.

## **3. Individual Responsibilities for Occupational Health and Safety**

3.1 The conduct of every new person working with Australian Event Services is expected to be such that it does not contribute to the occurrence of accidents or the creation of hazards, which may endanger that individual or other persons.

In particular, it will be necessary for all members of Australian Event Services to:

- Follow safe working practices consistent with the extent of his or her control over or influence on working conditions and methods;
- Report and hazardous and unsafe condition to their supervisor and or their health and safety representative;
- Encourage other employees of Australian Event Services to adhere to safe working procedures
- Report any injuries and incidents to their supervisor as soon as possible after the incident;
- Report and work to rectify (where possible) any hazards within the workplace;
- Ensure that correct use is made of all equipment provided for health and safety purposes;
- Ensure that they are not, by the consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other person in the workplace environment; and
- Cooperate with investigating authorities

## **4. Contractors**

4.1 All contractors will be required to comply with all instructions in order to protect their health and safety whilst working with Australian Event Services.

## **5. Risk Assessment**

5.1 Australian Event Services is responsible for ensuring a risk assessment is undertaken for each venue where business is conducted. This risk assessment will consider every aspect of every phase of each event including the pre and post production stages.

5.2 The risk assessment conducted by Australian Event Services will involve the assigned Production Manager.

5.3 Australian Event Services is responsible for documenting the nature of each hazard that exists or risk determined in an incident report form.

5.4 Australian Event Services where a hazard exists or a risk is identified shall implement control measures.

## **6. Safety Induction**

6.1 Australian Event Services is responsible for ensuring an induction for all staff working on an event is conducted on the first day of employment. This induction shall ensure all employees are given sufficient information to enable them to perform their job safely.

6.2 Key issues covered by Australian Event Services in this induction process include;

- Relevant site layout including the location of safe access and egress points, facilities and amenities, OH&S equipment including personal protective equipment, first aid and emergency equipment, material safety data sheets for any relevant hazardous substances;
- Emergency and evacuation procedures and relevant personnel (including recognition/ use of fire extinguishers);
- Crucial workplace- specific procedures, including relevant manual handling issues.

## **7. Medical Conditions**

- 7.1 At the conclusion of the safety induction, Australian Event Services will provide a medical questionnaire that provides all staff the opportunity to detail current medical conditions. Some staff or contractors may have medical conditions which impact on possible first aid treatment, eg. Epilepsy, diabetes, allergies, heart disease.
- 7.2 Full time staff are required to complete updated questionnaires annually and/or as their medical circumstances change.
- 7.3 All such information is to be regarded as confidential medical information, and must be kept securely.

## **8. Manual Handling**

8.1 Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object.

8.2 Objectives;

- To reduce the number and severity of injuries resulting from manual handling tasks in activities supervised by Australian Event Services
- To assess and control risks arising from manual handling activities.

8.3 Risks: A manual handling injury can occur from a single high-energy event or it can be the result of a series of low energy events (cumulative).

Some problems that can occur are;

- Repetitive movements can lead to occupational overuse syndrome
- Cartilage can wear and chip
- Ligaments can tear or over-stretch; and
- Vertebral discs can tear or become damaged.

8.4 Controlling the Risks: Whilst the capabilities of each individual need to be considered at the time of attempting a manual handling task, Australian Event Services adopts the recommendations of the Code of Practice (for both males and females).

- Seated work- not more than 4.5kg
- Standing- 16-30kg or less
- Up to 55kg- mechanical assistance and/ or team lifting should be provided
- More than 55kg- mechanical assistance and/or team lifting is mandatory

## **8. Manual Handling (Cont)**

8.5 Considerations: Australian Event Services recognises that the following elements need to be considered when determining the optimum lifting or carrying method of an object;

- Weight
- Size and shape of the object
- Distance it needs to be carried
- How often it has to be moved
- Actions and movements required. I.e. Whether bending or twisting is required

8.6 Australian Event Services recognises that the following should be avoided in manual handling activities;

- Extreme range of movements
- Twisting while lift
- Bending the spine
- Jerky, uncontrolled movements; and
- Jumping from heights.

### **8.7 Action**

8.7.1 Each work activity conducted by Australian Event Services involving manual handling will be properly assessed and control measures put in place to reduce risks. A decision to lift an object will be based on what is reasonable when all risk factors have been taken into account.

8.7.2 If an Australian Event Services employee has identified a work activity that is likely to cause injury he or she should inform the Production Manager. The Production Manager should then ensure that the work activity is properly assessed. If the assessment finds there is a risk of injury the Production Manager should find ways of changing the way the work is done to minimize the risk of injury.

## **9. Emergency Contacts & Procedures**

9.1 Australian Event Services will provide a list of emergency contact numbers specific for each event.

9.2 Australian Event Services will obtain appropriate emergency plans and procedures from the venue for each event.

9.3 All staff should follow Emergency Procedures set out by the venue management and/or primary security contact for the venue.

## **10. Incident and Hazard Reporting**

10.1 Australian Event Services is responsible for ensuring reporting methods are available for all staff to record any or all of the following;

- All hazards and incidents
- Injury and illness, no matter how slight, as the result of an incident at work
- Injury and illness, as the result of an incident at work leading to medical expenses and/or time off. It is the staff member's responsibility to obtain and complete the relevant workers' compensation documentation.
- Incidents involving members of the public. (To be completed by the Production Manager).

10.2 Australian Event Services recognizes that all incidents and hazards are to be investigated by relevant personnel.

10.3 Australian Event Services recognizes that the scene of the incident should not be disturbed until the correct reports have been completed and the incident correctly investigated. (Unless not doing so will jeopardize the safety of other people in the area).

10.4 Australian Event Services will provide support services to those staff unable to complete reports without assistance.

10.5 An injuries register will be provided by Australian Event Services on site and made available for all employees to use. This register is to be completed in the event anyone is injured.

## **11. Security and Transport to and from work**

11.1 Australian Event Services shall ensure the security of employees working on each event, including ensuring safe entry and egress from the working environment.

## **12. Alcohol and Other Drugs**

12.1 At no time shall any illegal drug/s be consumed whilst working with Australian Event Services.

12.2 No alcohol is permitted during working hours without the express permission of Australian Event Services.

### **13. Productions Utilising Animals**

13.1 Australian Event Services agree to the following terms when utilizing animals;

- To engage a suitably qualified and experienced animal wrangler/s and where necessary, veterinarian/s;
- Ensuring appropriate distance between animals, performers, crew, audience and general public;
- To provide appropriate facilities to house, feed and transport the animals in hygienic conditions without affecting the hygiene of nearby areas;
- To dispose of animal waste;
- To develop contingency plans in consultation with animal handlers in relation to emergencies.

### **14. Audiences and Crowd**

14.1 When the primary venue hirer, Australian Event Services agrees to;

- Ensure that appropriate signs/ warnings are provided to the audience at all events in respect of; access, special effects, (e.g. strobe lighting, smoke, etc); exits
- Ensure that stadium and seating arrangements comply with relevant standards, legislations and building codes at all venues including non-dedicated performance venues;
- Keep all seating, aisles, passageways, steps and stairs clean and clear of obstructions;
- Adequately train all staff who are required to interact with the general public in conflict resolution;
- Ensure emergency and evacuation plans consider the possibility of entrapment, structural collapse and the need for crowd control measures including the engagement of security personnel;
- To provide first aid facilities, appropriate to each event, the site and the audience;
- Ensure that adequate crowd management and safety policies and practices are implemented. This is to be done in conjunction with the venue and its management team.

## **15. First Aid**

### 15.1 Objectives;

15.1.1 To specify minimum requirements for the provision of first aid services, including first aid representatives and their training, first aid equipment and first aid facilities for Australian Event Services.

15.1.2 To satisfy statutory requirements of the Occupational Health and Safety (First-aid) Regulations 1989 (henceforth called “the regulation”), including the requirement to record all injuries.

15.1.3 To encourage preventative activities to be undertaken.

### 15.2 Nominated First Aid Officers

15.2.1 A First Aid Officer will be nominated by The Production Manager on every event produced by Australian Event Services. This person may be contracted to the venue.

15.2.2 Persons to be considered to act as Nominated First Aid Officers should:

- Express willingness and enthusiasm to so act;
- Show evidence of a capacity to deal with injury and illness;
- Be able to relate well to other staff;
- Be in reasonable health;
- Be aware of the need for caution and use of support services;
- Be able to be called away from their ordinary work at short notice;
- Be able to act calmly in an emergency.

15.2.3 Nominated First Aid Officers are responsible for;

- The maintenance of first aid facilities, including first aid equipment, and keeping clean, checking and restoring first aid kits;
- Keeping a record on the minor injuries record form (kept in each first aid kit) of all injuries seen and treatments given by the Nominated First Aid Officer
- Regularly forwarding the minor injuries record forms to Scott Forsyth at Australian Event Services.
- Maintaining an inventory of equipment and stocks used

15.2.5 First aid qualifications of all Nominated First Aid Officers must be current.

## **15. First Aid**

15.2.6 The Regulation requires that Nominated First Aid Officers not dispense medicines, including Panadol or other headache preparations.

## **16. First Aid Kits**

16.1 No workstation/ production site should be more than 100m from or one floor above or below a kit. These are minimum requirements. In high-risk areas the contents and placement of kits requires further consideration.

16.2 The kit container must be of sturdy construction and dust and moisture proof, and it must be coated both inside and outside with an impervious finish. The container must be clearly marked with the words "FIRST AID", and with a white cross on a green background.

16.3 Each kit should be located close to running water if possible, and in a readily accessible.

16.4 The contents of kits will vary according to the number of staff served by each kit and the nature of the work in the area.

16.5 The Regulation requires that first aid kits not contain medicines such as headache preparations (eg Panadol). Kits should also not contain creams, lotions or other preparations, the sterility of which cannot be maintained (eg antiseptic creams)

16.6 Each kit shall be assigned to the care of a Nominated First Aid Officer whose responsibility it shall be to ensure that the kit is maintained fully stocked and that out of date stock is replaced as necessary. The Nominated First Aid Officer will determine if the kit is to be kept locked, and if so, where the key will be located. Kits must be capable of being locked, but must also be kept accessible.



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## REPORT SHEET FOR MEDICAL CONDITION

### Confidential Medical Information Introduction:

Many chronic medical conditions can produce acute emergencies or interact adversely with injuries. As the patient in these situations is often unable to tell his or her attendants of these conditions (due to unconsciousness etc), it is useful for Australian Event Services to maintain an up to date record of the medical status of employees and contractors.

To assist us in this could you please complete the following questionnaire and return it to  
PO Box 34, Neutral Bay, NSW, 2089.

Completion is voluntary but it is in your best interests. Please complete it even if you suffer from no illnesses.

Please advise Australian Event Services of any significant change in your medical status occurs.

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**NAME:** \_\_\_\_\_

**AGE:** \_\_\_\_\_ **SEX:** \_\_\_\_\_ **STAFF/CONTRACTOR:** \_\_\_\_\_

**Do you have any medical condition or illness: YES/NO**

**If YES please list these:** \_\_\_\_\_

**Current Treatment:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

**Name of personal doctor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

I understand that this information will be held by Australian Event Services and may be released only to ambulance officers or a medical practitioner.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_



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## ACCIDENT/ NEAR MISS REPORT

**Name, Position** (of person making the report): \_\_\_\_\_

**Contact Phone No.** \_\_\_\_\_

**Date of Occurrence:** \_\_\_\_\_ **Local Time:** \_\_\_\_\_

**Venue:** \_\_\_\_\_ **Room/ Stand Location:** \_\_\_\_\_

**Place Where It Occurred:** \_\_\_\_\_

**Type of Activity Involved:**  Bump In  Show Mode  Bump Out  Other (describe) \_\_\_\_\_

**Facts** (Describe what happened, who (eg name, position, age) and what (eg equipment) was involved):  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions** (Describe any relevant conditions: eg. Fatigue, stress, health, site condition, weather)  
\_\_\_\_\_  
\_\_\_\_\_

**Consequences** (Describe any injuries, damage or loss that resulted from the accident):  
\_\_\_\_\_  
\_\_\_\_\_

If an injury was involved, tick the appropriate boxes below;

**Cause of Injury:**  Trip/ Fall/Slip  Body Stressing  Vehicle Accident  Struck by an object  
 Contact with object  Exposure (fire/heat/smoke)  Exposure (chemical/electricity)  
 Exposure (noise/mental stress)  Animal bite/sting  Other (describe) \_\_\_\_\_

**Nature of Injury:**  Heart Attack  Back Injury/Strain  Other sprain/strain/hernia  Effects of Smoke  
Inhalation  Burn/s  Fracture/Dislocation/s  Cuts/Bruises  Crush  Foreign Body in eye  
 Effects of poison/venom  Hearing Loss  Disease/ Disorder  Other (describe) \_\_\_\_\_

If an injury was involved, was any first aid given YES/NO. Where are the details of that first aid recorded?  
(eg, with St John's Ambulance record book) \_\_\_\_\_

**Factors** (Describe the factors you believe might have led to the accident or near miss):  
\_\_\_\_\_  
\_\_\_\_\_



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## **ACCIDENT/ NEAR MISS REPORT (CONT)**

**Potential Consequences** (What might also have happened as a result of the accident or near miss, and what positive factors presented that from happening?):

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**Comments, Recommendations and Actions Taken by those Involved and the Production Manager:**

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**Signed (Production Manager):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Copy to be retained by Australian Event Services  
(THIS IS NOT A COMPENSATION CLAIM FORM)