



**McLean Sound Pty Ltd**

# **McLEAN SOUND**

## **INDUCTION, HEALTH, SAFETY AND ENVIROMENTAL MANAGEMENT STATEMENT**

For use by all Staff and contractors involved with  
McLEAN SOUND PTY LTD.

McLEAN SOUND INDUCTION MANUAL

# McLean Sound 2007

COMPANY STATEMENT .....	4
McLEAN SOUND Occupational health and safety policy .....	4
<b>McLean Sound's Policy is to:</b> .....	5
OH&S Legislation .....	5
McLean Sound's Environmental policy .....	7
<b>McLean Sound's Policy is to:</b> .....	7
Environmental legislation .....	7
McLean Sound's Operational objectives .....	8
Accountabilities and responsibilities for event management .....	9
Directors .....	10
McLean Sound's Nominated OH&S Representative .....	10
Event Manager .....	11
Venue Manager .....	12
Work/ Contractor/ Volunteer Manager .....	13
Employee/Contractor employee/Volunteer .....	13
McLean Sound's Commitment .....	14
Discipline / Instruction .....	14
Dispute Resolution .....	15
Introduction to Risk Assessment and standard procedures .....	16
General Work Guidelines .....	17
General Risk Assessment Procedures .....	18
Hazard Management Procedures .....	19
Types of Hazards you are likely to encounter .....	19
Heights and Elevated Work Platform Operations .....	20
Working at Heights .....	21
Working Below the Ground .....	21
Working in a Confined Space .....	22
Scaffolding Operations .....	23
Crane Operations .....	24
Electrical Operations .....	25
Welding Operations .....	27
Material Handling Operations .....	28
Hazards Created by the Event Site Environment .....	29
Hazards Created by Weather .....	31
Other Biological Hazards .....	32
Hazards Created by Plant, Equipment and Substances .....	33
Working with Mobile Plant and Equipment .....	35
Hazards Relating to Portable Tools and Plant .....	37
Explosive Powered and Compressed Air Tools .....	37
Hazards Created by Chemicals .....	37
Employee personal information and declaration .....	39



## **COMPANY STATEMENT**

It is the objective of McLean Sound 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 McLean Sound operation.

It has been compiled to ensure that the running of all McLean Sound operations complies 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 McLean Sound.

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  
Managing Director

### **McLEAN SOUND Occupational health and safety policy**

Mclean sound is committed to achieving the highest performance in OHS with the aim of creating and maintaining

a safe and healthy working environment. This policy is provided to enable employees and contractors to understand McLean Sound's strict OHS standard.

**McLean Sound's Policy is to:**

- Comply with all applicable laws, regulations and standards and where adequate laws do not exist, adopt and apply standards that reflect McLean Sound's commitment to OH&S;
- Ensure that McLean Sound employees, contractors (and their employees), volunteers and customers are informed and understand their roles and obligations;
- Train and hold individual employees and joint venture partners accountable in their areas of responsibility;
- Manage risk by implementing systems to identify, monitor and control hazards and by reviewing performance;
- Ensure the early commencement of occupational rehabilitation when an employee experience injuries and illness. This includes returning to work as soon as possible with the provision of suitable duties developed under an appropriate return to work plan;
- Seek to continuous improvements in OH&S performance taking into account community expectations, customer needs and management practices.

**OH&S Legislation**

McLean Sound is bound by the relevant state and commonwealth acts where their operations are conducted. These acts impact on McLean Sound's operations in the areas of health & safety of employees, contractors and members of the public whilst being involved in McLean Sound's

operations. This also involves the no fault system of reimbursing those suffering work place related injury or illness whilst employed directly with McLean Sound and are classified as McLean Sound employees. This includes developing appropriate occupational rehabilitation and return to work programs that include the provision of suitable duties.

**It is a requirement that McLean Sound's operations:**

- Ensure freedom of disease or injury to employees and members of the public
- Ensure workplace health and safety by identifying hazards, assessing risks, controlling risks and monitoring the effectiveness of these controls.
- Ensure the risk of disease or injury from any plant or substance provided by McLean Sound for the performance of work by employees is minimized when used properly.
- Ensure that there is appropriate safe access to and from the workplace for all working in relation to an event.
- Ensure workplace, health and safety includes such things as providing sufficient information, instructions, training and supervision as well as personal protection equipment and the safe guarding of machinery;
- Ensure the provision of accident insurance for workers who suffer injury and illness whilst at work;
- Ensure the reporting of;
- All workplace health & safety incidents are reported to relevant government departments who administer the relevant OH&S act, as soon as possible post incident;
- Any compensatable injury or illness reported to the Workers Compensation Body within 7 days of occurrence. And will result in the implementation of the appropriate rehabilitation procedures; and
- Allow any inspector from any relevant OH&S authority to enter the worksite to conduct inspections and investigations.

THESE ACTS PRESCRIBE PENALTIES BY WAY OF BOTH FINE AND IMPRISONMENT FOR BREACHES. ACCORDINGLY, IT IS VITALLY IMPORTANT FOR EACH PERSON COMING ONTO THE

WORK PLACE TO TAKE RESPONSIBILITY FOR THE HEALTH AND SAFETY OF THEMSELVES AND OTHERS IN ORDER TO AVOID POTENTIALLY SERIOUS CONSEQUENCES.

### **McLean Sound's Environmental policy**

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

#### **McLean Sound's Policy is to:**

- Comply with all applicable laws, regulations and standards and where laws do not adequately protect the environment, apply standards that minimize any adverse impact on the event site / Work place resulting from McLean Sounds operations;
- Communicate openly with government and community on environmental issues and contribute to the development of policies, legislation and regulations that may affect McLean Sound operations.
- Ensure that joint venture partners, employees and suppliers are informed of this policy and are aware of their responsibilities in relation to McLean Sound's operations.

### **Environmental legislation**

McLean Sound is bound by relevant state and commonwealth acts which impacts on McLean Sound's operations in the areas of waste disposal, wastewater, noise pollution and oil products. Contractors are also bound by these requirements.

#### **It is a requirement that:**

1. Garbage is removed appropriately and regularly from work site in accordance with requirements;
2. Chemicals and hazardous substances must be used, stored, transported and disposed of in accordance with local environmental requirements and material safety data sheet (MSDS) requirements.
3. Control ALL noise sources within the levels acceptable for the surrounding community.
4. Environmental incidents will be reported to the relevant government authority who administers the environmental act; and
5. Any inspector from the relevant government authority, who administers the environmental legislation, will be allowed to enter the event site/ work place to conduct inspections and investigations free of obstruction.

McLean Sound will attempt to identify, assess and control the risk of damage to the environment by any activities conducted in relation to the event. Its contractors are expected to do the same.

### **McLean Sound's Operational objectives**

All McLean Sound Events will be conducted with the following in mind:

- Good quality design and engineering;
- Well planned operational requirements; and
- Motivated people who have an understanding of the need to work safely.

At the start of each event it will be the requirement of management to communicate to all involved the;



- The required safety standards;
- The auditing of adherence to these standards
- The planning process and the requirements of all involved;
- The event reporting and supervision structure;
- Induction process to all working on the event;
- Training requirements to ensure all are adequately trained for the tasks to be performed;
- Realistic safety targets and objectives for the event, and how they will be measured;
- The incident reporting and investigation procedures in place; and
- Emergency response and environmental protection program.

Management will also be required to ensure that effective motivation and communication is in place throughout the event and is reviewed quarterly. It is expected that all McLean Sound Staff and contractors play an active role in these processes.

## **Accountabilities and responsibilities for event management**

Ultimate responsibility for any of McLean Sound'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. This includes possible responsibility in the face of coronial inquiries. The MD has prime responsibility and is the ultimate custodian of authority. This includes:

- Monitoring to allow conformation that agreed practices are being implemented;
- Effect progress towards McLean Sound's objectives and goals. The CEO, or his/her nominee, must

- Approve safety management plans for the organization that will be developed by the event management staff.
- Ensure that health, safety and environmental management is included in annual performance appraisals, promotions and selection for all employees
- Approve OH&S targets;

## **Directors**

It must be understood that the director also has responsibilities in relation to the management of McLean Sound's events. Under OH&S Environmental and Civil legislation, this officer can be held responsible for issues that they can control, influence and know about. This includes possibility responsibility in the face of coronial inquiries. It is in the interests of the director to ensure that the requirements of this manual are implemented.

## **McLean Sound's Nominated OH&S Representative**

The McLean Sound OH&S Representative is the watchdog for all health, safety and environmental aspects of event management and work place. They will be required to:

- Meet once each quarter to discuss event operations, work place practices and OH&S performance review at each event;
- Be responsible for developing annual safety plans;
- Review this manual and OH&S operations at events;
- Disseminating information relating to incidents to increase knowledge of prevention techniques;
- To generate a contractor register; and
- Review event management and workplace practices.

## **Event Manager**

The event manager (EM), or their delegate, is responsible for the entire operation of the event. The overall manager of any McLean Sound 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 McLean Sounds 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.

## **Venue Manager**

The Venue manager (VM) is the individual / group responsible for the event site including but not limited to a golf course, theatre, stadium, race track, parks and gardens. The VM has ultimate responsibility for the site and for insuring that all aspects of their public liability issues are addressed. They have the responsibility of:

- Liaising with the McLean Sound 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, for conducting a site observation risk assessment to identify all potential

- hazards that may occur before, during, and after an event; and
- Together with the event manager, to liaise with appropriate emergency services groups as part of the planning process including their agreement for their involvement in the event.

### **Work/ Contractor/ Volunteer Manager**

Work /contractor /volunteer manager is the person who is assigned with the responsibility of ensuring that all those working below them are following the McLEAN Sound agreed procedures. The work manager may be:

- An McLean Sound employee who is supervising McLean Sound, contract, or volunteer personnel;
- A contract manager who is supervising specific contractor personnel, or
- A volunteer manager who is supervising volunteer personnel.

Where safety or environmental breaches occur, these are the people who are responsible for their occurrence. These managers must:

- Carry out pre task briefings and site specific inductions under the instruction of McLean Sound with signed questionnaires;
- Be responsible for all those working under them are trained for the tasks to be performed and have submitted documentary evidence of certificates;
- Be responsible for ensuring that any plant and equipment brought onto site is functioning, being used and maintained as per manufactures recommendations;
- If a contractor, provide an event safety operational plan where required.

### **Employee/Contractor employee/Volunteer**

A McLean Sound 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 works manager if they:

- Are unsure of their work requirements; or
- 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 McLean Sound's WM 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; and
- Inform their works manager of any problems associated with the performance of their tasks.

For the purpose of this manual, the term employee will apply to McLean Sound/contract employees or volunteers, unless otherwise stated.

For the purposes of this manual, the term personnel will refer to any McLean Sound, contractor or volunteer personnel that are working in relation to a McLean Sound event, unless otherwise stated.

## **McLean Sound's Commitment**

McLean Sound is committed to the implementation of management systems that will ensure the protection of the environmental and the health and safety of all involved with McLean Sound's events and workplace practices. McLean Sound aims to reduce all legal liabilities associated with the management of all events and believe we can achieve this with sound communication, training, monitoring and auditing of our performance.

## **Discipline / Instruction**

It is the requirement of all personnel to follow the safety standards outlined by McLean Sound. If there is a breach in these standards all must understand they must be disciplined.

- **First Warning.** The personnel member will be given the benefit of the doubt and will be consulted by his / her WM to ensure his/her knowledge and understanding of the safety rules. The WM will however document this violation.

- **Second warning.** The personnel member will again be counseled by their WM and a written memo to that effect lodged with the event manager, with a copy to the personnel member. The personnel member will be formally warned that any further violation of safety rules within a 12 month period may result in his /her dismissal. The relevant union representative may be notified of this warning, if applicable.
- **Third breach.** In the interests of safety for all concerned, the EM will immediately take action to have the employee dismissed in accordance with this policy. The contracting company may also be dismissed from the contracting register dependent on the nature of the offence.

**All contract personnel should be made aware of the fact that if they breach safety standards, McLean Sound reserve's the right to remove the offender from site immediately dependent on the circumstances of the breach.**

### **Dispute Resolution**

In any situation where there is a disagreement between personnel arises that cannot be resolved; these will be resolved by a meeting with a third person.

If the disagreement is:

- Between personnel from the same organization, the WM will arbitrate;
- Between the WM and a member of their personnel, the EM will arbitrate;
- Between personnel from different organizations, the EM will arbitrate.

Each member of personnel has the right to refuse to work on a safety issue but this will be discussed with both the work and event manager as needed.

## **Introduction to Risk Assessment and standard procedures**

OH&S is not some thing 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.

Much of McLean Sound's work is small one-person jobs, you will be the face of McLean Sound 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 our client wishes to



achieve. Minimize risk by getting the job right the first time.

- 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/ WM/VM and resolve them via the processes defined within this manual.

## **General Work Guidelines**

It is envisaged that if these are followed they will reduce the risk of accidents and of damage to the environment.

All communications on site must be clear and concise. It is your duty to ask if you are unsure. With any areas of concern, your WM must be contacted immediately and if necessary the issue be discussed further with the event and/ or venue managers.

All jobs must be planned and discussed with those involved prior to starting work. Ensure that you have a clear and concise understanding of the expected outcome, i.e. what our client wishes to achieve. Minimize risk by getting the job right the first time. No one is allowed to commence work unless they have successfully completed any job specific induction.

All involved must follow risk reduction measures in relation to the hazards they may be exposed to. This includes the use of PPE.

### General Safety Guidelines

- 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 WM;
- Observe and obey all warning signs and instructions;
- Report all injuries no matter how minor to your WM;
- 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.

### General Risk Assessment Procedures

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 WM.

In consultation with the person who identified the hazard/incident, your WM and if required the Event Director, 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.**

## **Hazard Management Procedures**

All ED's or their delegates should conduct safety inspections of the event site before, during and after the event including utilization of inspection sheets that McLean Sound has provided so that everyone on an event site should be aware of the standard required.

Types of Hazards you are likely to encounter

Hazards created by construction/demolition work;

- Heights and elevated work platforms
- Working below the ground
- Scaffolding operations
- Electrical operations
- Welding 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

## **Heights and Elevated Work Platform Operations**

### General Guidelines

- Operators must be certified/trained in the use of and in accordance with Elevated Work Platform (EWP) manufacturers recommendations;
- Safe Working Load (SWL) 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; and
- 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 created 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.

## **Working at Heights**

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 ration of 1 out to 4 up and that you work within the ladders 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 mobile platforms as opposed to ladders.

## **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?

## **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 ED. 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.**

### **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 on 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.

### **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 manufacturers 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 barricade of lifting are.

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.



## **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 McLean Sound events are protected by earth leakage circuit breakers and that these devices have been tested for function by qualified electrician.

Ensure that when there is a possibility of moisture, any join are 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.

Before working on any electrical equipment ensure that it is properly isolated, tagged (in accordance with relevant state

and territory legislation) and checked. Consider all outlets live unless proved dead.

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

#### Other 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 Director, the relevant authority must be contacted for clarification prior to work being undertaken.

## **Welding Operations**

General Guidelines for welding operation;

- Only certificated persons are permitted to conduct welding operation;
- Remove all loose, combustible materials from welding are and have an extinguisher nearby;
- Deposit electrode stubs in a container;
- Cover electrical cables in immediate are;
- Inspect welding equipment for damage prior to operation;
- All acetylene cylinders must be kept vertical at all times;
- Barricade welding are 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.

## **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.

## **Hazards Created by the Event Site Environment**

*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 WM's 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 Director 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 of the work in 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. Stadium and seating hazards may be present at all events.

Unique hazards may exist when competitors, spectators or personnel have *difficulty understanding English or come from different cultural background*. Where this potential is identified, ED's 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* in a real hazard that which 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 attain 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. The risk needs to be curbed be restricted to access by members of the public and those working on site. *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.

### **Hazards Created by 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 ED 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 Director.

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 Director 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.

### **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 ED.

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.



## **Hazards Created by Plant, Equipment and Substances**

For all plant, equipment and substances, the relevant WM 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 for 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 WM.

## **Working with Mobile Plant and Equipment**

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 tines 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 alighting and 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 class of 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 Director.

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.

## **Hazards Relating to Portable Tools and Plant**

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.

## **Hazards Created by Chemicals**

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

- A register of those chemicals to the event and venue manager;

- All the Material Safety Data Sheets (MSDS) of those chemicals to all using them.

All work with any chemicals in relation to any McLean Sound events must consult with the MSDS 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 Director and precautions taken.

**Employee personal information and declaration**

Please complete the following and return it to the OH&S representative,

Name\_\_\_\_\_ Date of Birth\_\_\_\_\_

Address\_\_\_\_\_ Postcode\_\_\_\_\_

Suburb\_\_\_\_\_ Rent/Own\_\_\_\_\_

Home Phone\_\_\_\_\_ Mobile\_\_\_\_\_

E-Mail\_\_\_\_\_

Next of Kin\_\_\_\_\_ Phone\_\_\_\_\_

Relationship\_\_\_\_\_

Please list any illness or disabilities you have \_\_\_\_\_

\_\_\_\_\_

Please list any medications you require\_\_\_\_\_

\_\_\_\_\_

Please list any Workcover claims you have previously made\_\_\_\_\_

\_\_\_\_\_

Please tick the following licensing you currently hold

Manual Car  Light Rigid  Medium Rigid  Heavy Rigid

Other/Details\_\_\_\_\_

Test and Tag  Riggers  Doggers  EWP

Other/Details\_\_\_\_\_

Please list your education qualifications\_\_\_\_\_

\_\_\_\_\_

Please list any other employment you are currently undertaking

\_\_\_\_\_

\_\_\_\_\_

Please tick any days you are not available to work

Monday  Tuesday  Wednesday  Thursday  Friday

Saturday  Sunday

Details/times\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Payroll and Tax Details**

Tax File Number \_\_\_\_\_

Superannuation fund \_\_\_\_\_

Account Name \_\_\_\_\_ Phone \_\_\_\_\_

Membership Number \_\_\_\_\_ Fax \_\_\_\_\_

**Employee Payments are Made via Direct Deposit**

Bank \_\_\_\_\_ BSB \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Please confirm you have read and have a clear understanding of the McLean Sound Induction, Health, Safety and Environmental Management documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_