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WORKPLACE HEALTH AND SAFETY PLAN 2023

Prepared by
Events ACT, Chief Minister, Treasury and Economic Development Directorate

This plan should be read in conjunction with the *Emergency Management Plan, Operations Plan* and
Risk Register for this event



Version Control

Version	Date	Author	Comments
0.1	15/11/2022	Eli Lincoln	Initial draft
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TABLE OF CONTENTS

1.	DOCUMENT PURPOSE	5
2.	EVENT SPECIFIC INFORMATION	5
2.1	Avenza Grid Map QR Code	5
2.2	Key Event Contacts	5
2.3	PeopleSafety Roles and Responsibilities.....	5
2.4	Emergency Response Team (ERT) Roles and Responsibilities	7
2.5	WHS Inspection and Verification Regime	8
2.6	WHS Performance Reporting – Event Key Performance Indicators	9
3.	RELATED DOCUMENTS	9
4.	WORK, HEALTH AND SAFETY POLICY STATEMENT	10
5.	GENERAL ROLES AND RESPONSIBILITIES	11
5.1	Security.....	11
5.2	Provision of First Aid and Emergency Departments	11
5.3	Emergency Operations Centre (EOC)/Radio Control	11
5.4	Contractors/Suppliers/Vendors/Organisations.....	11
6.	SITE PROCEDURES	12
6.1	Access Points	12
6.2	Site Induction.....	12
6.3	Construction and High-Risk Work Activities	13
6.4	Accreditation and Site Access	13
6.5	High-Visibility (Hi-Vis) Attire	13
6.6	WHS Inspection and Verification Regime	14
6.7	Corrective Actions Monitoring	15
7.	COMMUNICATION AND CONSULTATION	15
7.1	Radio Communication on Site.....	15
7.2	Consultation	15
7.3	Toolbox talks.....	17
	Events ACT will Business unit manager (Event Manager) will be responsible for calling and holding toolbox talks Meetings Prior work commencing, on an ad-hoc/as needs requirement or when deemed necessary by the Event Manager to communicate new or emerging Hazards.	17
	Tool box talks will also provide contractors and other Event Stake holders to communicate any safety information to the wider Event team.....	17
	Tool tox talks will be recorded in the laudtior Application.....	17
7.4	WHS Dispute Resolution	17
7.5	WHS Information.....	17
8.	COMPETANCY TO WORK SAFELY	17
8.1	Site induction	17
8.2	Qualifications and Certifications of Competency	18
8.3	High Risk Working Licensing	18
8.4	White Cards	18
9.	BUMP-IN AND BUMP-OUT.....	18
10.	INCIDENT AND HAZARD REPORTING	19

10.1	Incidents, Accidents and Near Misses	19
10.2	Identified issues or hazards	20
10.3	Notifiable Incidents	20
10.4	Accident and Incident Investigation.....	20
10.5	Preservation of a site after an incident	21
11.	RISK	22
11.1	Risk Controls	24
11.2	Safe Work Method Statements (SMWS)	24
11.3	Safe Work Procedures, including Standard Operating Procedures (SOP) and Job Safety Analysis (JSA) Documents.....	25
11.4	Risk Register	25
12.	EMERGENCY PROCEDURES AND EVACUATION.....	25
13.	SAFETY MEASURES.....	25
13.1	Work Procedures.....	25
13.2	First Aid Provider	26
13.3	Children and animals.....	26
13.4	Bats	26
13.5	Personal Protective Equipment (PPE)	26
13.6	Flammable, Combustible and Dangerous goods.....	27
13.7	Working at Heights	28
13.8	Electrical Equipment Use, Inspection and Testing.....	28
13.9	Electrical Installations.....	29
13.10	Generators	30
13.11	Waste	30
13.12	Environmental Management.....	30
13.13	Ground Penetration	30
13.14	Vehicles Use.....	30
13.15	Infrastructure on site	31
13.16	Drugs and alcohol	31
13.17	Gas bottles	31
13.18	Fire equipment.....	31
13.19	Noise	32
	Health and Hygiene including COVID Safety.....	32
13.20	32
13.21	Water Safety	32
13.22	Health Surveillance/health Monitoring	32
13.23	Extreme Heat.....	32
13.24	Weather Occurrences	33
13.25	Air Quality.....	33
	Events ACT will monitor air quality during all stages of the Event (bump in/event activation/bump out) 33	
	Events ACT has developed a SOP - Air quality, and SOP adverse weather for actions to take to deal with poor air quality. Outdoor work will be assessed daily on an evidence & risk-based approach by the business unit manager (event manager), who will consult with the workforce.	33
	Events ACT will consider people who are in the work force that maybe sensitive to the effects of poor air quality.....	33
13.26	Working at Night	33
13.27	Women's Safety Audit.....	33
13.28	Managing Fatigue, Rostering and Meal Breaks.....	33
13.29	Plant and Equipment.....	34

13.30	External Plant and Equipment	34
13.31	Amusement Devices.....	34
14.	APPENDICES.....	36
14.1	Appendix 1: WHS Contractor Requirements Checklist	36
14.2	Appendix 2: WHS Vendor/Organisation Requirements Checklist	41
14.3	Appendix 3: Incident Report	59
14.4	Appendix 5: Contractor Safety Verification Checklist (example subject to change)	63
14.5	Appendix 8: High Risk Construction Work.....	65

1. DOCUMENT PURPOSE

This Work, Health and Safety Plan has been developed to provide a guide for the management of the safety of all onsite venues and open areas at the events. Events ACT aims to provide a safe workplace, and to eliminate or control any hazards to ensure a safe environment for all staff, volunteers, contractors, sponsors, vendor/s and visitors.

The event safety is managed by Events ACT, Chief Minister, Treasury and Economic Development Directorate (CMTEDD). The procedures in this document are in line with and supported by CMTEDD's Work Health and Safety Management System – [PeopleSafety](#). Where additional work health and safety information is required that is not included in this Plan, PeopleSafety should be followed.

A hard copy of this plan will be kept onsite in the Emergency Operations Centre (EOC), and the information marquee which all workers can access.

Events ACT will monitor the effectiveness of this plan by pre determine KPI, and be reviewed by Events ACT health safety coordinator annually (calendar year)

2. EVENT SPECIFIC INFORMATION

2.1 Avenza Grid Map QR Code

The event Emergency Grid Map will be made available to all members of the workforce via the Avenza Maps App and will be displayed in the EOC.

2.2 Key Event Contacts

Emergency contact details for the event can be located in the operations plan.

2.3 PeopleSafety Roles and Responsibilities

In accordance with section 19 the *Work Health and Safety Act 2011* (the "Act"), Events ACT will ensure, so far as is reasonably practicable, the health and safety of workers whose activities in carrying out work are influenced or directed by Events ACT while the workers are at work in the event site.

The CMTEDD WHS Management Policy which applies to Events ACT, mandates PeopleSafety as CMTEDD's (and Events ACTs) WHS management system. The WHS responsibilities of CMTEDD employees for this event are to be discharged as identified in PeopleSafety elements 1 to 15. Details can be located here <http://intranet-cmtedd/humanresources/peoplesafety/list-your-responsibilities>.

Definitions of CMTEDD workers referenced in this plan are as follows:

PEOPLESAFETY ROLE	DEFINITION
Executive Branch Manager	Executive Band 1

Business Unit Managers	The Manager of a business CMTEDD unit in an operational sense. This may be at various levels, from ASO6 to SOGA
Contract Manager	<p>CMTEDD personnel occupying any of the following roles:</p> <ul style="list-style-type: none"> • Contracting Officer • Contract Manager • Purchasing Officer <p>or</p> <p>CMTEDD personnel that may not occupy one of the positions above, but is responsible for performing the following tasks as a part of their duties:</p> <ul style="list-style-type: none"> • monitor and report on contract performance; • review contract deliverables for acceptance; • develop, manage and progress Contract Change Proposals including associated plans and correspondence; • evaluate contractor performance and progress against contract requirements including any Performance Based Contracting arrangements; and • monitor contractor compliance.
Supervisors	CMTEDD personnel who are responsible for tasking workers
WHS Coordinator	CMTEDD personnel appointed by an Executive Branch Manager as a WHS Coordinator under PeopleSafety Element 1
Workers	<p>A worker engaged by CMTEDD, carrying out work in any capacity at this event, including:</p> <ul style="list-style-type: none"> • ACTPS employees • Employees of contractors and sub-contractors • Employees of labour hire companies • Apprentices • Trainees • Interns • Work experience students • Volunteers

The Executive Branch Manager or their delegate will confirm prior to this event the Events ACT employees who will act in the relevant PeopleSafety roles as per above. This information will be found in the Event Roster.

Events ACT will execute their WHS duty by:

- Undertaking a pre-event risk assessment including contractor due diligence;
- Providing information, training, instruction or supervision as identified by the risk assessment
- Providing and maintaining a healthy and safe work environment through ensuring the implementation of safe work practices, and safe systems of work;
- Engaging appropriate staff, contractors and workers to carry out event site works;
- Participating in the planning stages with contractors/suppliers;
- Communicating and consulting with workers/contractors and suppliers to maintain safe work practices;
- Investigating hazard reports and ensuring that corrective actions are undertaken;

- Ensure all safety measures are taken while carrying out works;
- Continually monitor the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers and the public; and
- Review all processes and procedures to ensure continual improvement.

2.4 Emergency Response Team (ERT) Roles and Responsibilities

In the event of an emergency the Emergency Management plan will apply. Each event will have its own Emergency management plan, that will detail roles and responsibilities during an emergency.

2.5 WHS Inspection and Verification Regime

Inspection	Frequency	Responsibility	Coverage	Purpose	Checklist to be completed
Full outdoor safety check.	during bump-in, event activation/ delivery and bump-out.	WHS Coordinator, WHS Officer, Business Unit Manager or another trained delegate.	All outdoor areas within the event precinct.	To act on any non- conformances immediately and to ensure, so far as is reasonably practicable, that the site adheres to the WHS arrangements discussed and agreed.	Site inspection checklist - iAuditor
Venue safety check if applicable .	After bump-in and prior to event operation	WHS Coordinator, WHS Officer Business Unit Manager or another trained delegate.	Any venues or stage areas within the event precinct.	To act on any non-conformances immediately and to ensure, so far as is reasonably practicable, that the site adheres to the WHS arrangements discussed and agreed.	Site inspection checklist - iAuditor
Periodic Site Inspection	Periodically over the course of the event if required.	WHS Coordinator, WHS Officer, Business Unit Manager or another trained delegate	Across site (could rotate through site over multiple inspections).	To act on any non-conformances immediately with the Events ACT's Team and the responsible specialist contractor	Periodic site inspection checklist - iAuditor
Electrical safety check	Prior to event operation	Contracted electrical inspector	Whole event precinct.	checklists point of testing the RCDs for the power supply	Electrical contractor to supply
Vendor safety check	After bump-in prior to event activation	WHS Coordinator, WHS Officer, Business Unit Manager or another trained delegate	All vendors	To act on any non-conformances immediately and to ensure, so far as is reasonably practicable, that the site adheres to the WHS arrangements discussed and agreed.	Vendor WHS Inspection - iAuditor
Contractors	During bump in, event activation and bump-out	WHS Coordinator, WHS Officer, Business Unit Manager or another trained delegate	Whole event precinct	A cross-section of contractors at each stage engaged in both regular and high-risk (if applicable) work	Contractor verification checklist- iAuditor

2.6 WHS Performance Reporting – Event Key Performance Indicators

Events ACT has developed specific Key Performance Indicators (KPI's) for events. Events ACT may, where required, hold a post event stakeholder review by way of a meeting and/or email. The results of the feedback will be reviewed in line with the risk register and addressed for future events.

Events ACT will compile a post event WHS Report containing WHS data, performance against specified KPI's, information and learnings for use in future Events ACT events. This report will be provided to key stakeholders on request.

KPI	Target
Contractor WHS checklists and associated documentation provided to Events ACT prior to bump-in	100% Compliance
Vendor WHS checklists and associated documentation provided to Events ACT prior to bump-in	100% compliance
Induction verifications – Random selection of 20 people for the duration of the event to have been verified as being inducted against the electronic (SignonSite) induction record (select from range of contractor/volunteer/vendor/organisation/Events ACE employee)	100% compliance
On-site contractor verifications to be completed for each contractor at least once	100% compliance
On-site vendor inspections to be completed for each vendor at least once	100% compliance

3. RELATED DOCUMENTS

A range of other documents provide formal documentation of guidelines, procedures and information for this event. These documents include:

- Bump-in/Event/Bump-out schedule
- Emergency Management Plan
- Crowded Places Self-Assessment
- Crowded Places Security Audit
- Risk Assessment
- Security Plan
- Traffic Management Plan
- Operations Plan



Chief Minister, Treasury and Economic Development Directorate Work Health and Safety Policy Statement

CMTEDD has a vision of a safe and healthy working environment for all workers, clients and visitors, made possible by a continuing commitment to the highest possible standards and integrity in Work Health and Safety. CMTEDD is proud to be a progressive and innovative organisation that values its diverse people and ideas, as well as understanding of the diverse lived experiences and needs of its workers.

Every individual is accountable for their safety performance including adherence to PeopleSafety, CMTEDD's Work Health and Safety Management System.

CMTEDD supports its workers in understanding PeopleSafety, and applying PeopleSafety's four core pillars of **manage, communicate, prevent** and **mitigate**, all of which are aligned with the following principles for Work Health and Safety:

- Consideration for the health and wellbeing of all people in the workplace;
- Building a safety culture where we prioritise psychological wellbeing, encourage belonging and address unacceptable behaviour;
- Visible leadership and management prioritisation of safety and wellbeing;
- Management of risks to health, safety and wellbeing, through active identification and assessment of risks, incident investigation and risk management practices;
- Fostering effective communication, consultation, and engagement with workers regarding health and safety matters in the workplace;
- Prevention of incidents and unsafe work practices by providing our workers with the information, training, skills and knowledge they require to understand their health and safety obligations and to undertake their roles safely;
- Mitigation and management of the working environment to minimise risk through emergency preparedness and aligning contractors and suppliers with CMTEDD safety values and principals; and
- Measure and review our WHS performance against our objectives to drive continuous improvement of policies and procedures that comply with relevant legislation and are in line with best practice.

A handwritten signature in blue ink, appearing to read "Kathy Leigh".

Kathy Leigh
Director-General
26 September 2022

A handwritten signature in blue ink, appearing to read "Stuart Hocking".

Stuart Hocking
Under Treasurer
26 September 2022

5. GENERAL ROLES AND RESPONSIBILITIES

5.1 Security

Security personnel will be responsible for the following:

- Asset security
- Patrolling the event site
- Ensuring the safety of event visitors, staff and property within their span of control area;
- stopping or preventing any person from committing an offence within their span of control area;
- keeping peace within their span of control area;
- crowd monitoring within their span of control area;
- Operating Radio Control during the event period;
- assisting with evacuation and emergency procedures as required; and
- reporting incidents and accidents on site to the Radio Control

5.2 Provision of First Aid and Emergency Departments

The first aid locations will be used as a walk by facility and treatment space for minor first aid incidents. Mobile first aid teams will also be roving within their “span of control”.

For times when contracted first aid providers are not on site, Events ACT employees are first aid accredited. Contractors are also required to provide the names of first aid accredited workers via the WHS Contractor Requirements Checklist form and are responsible for their own first aid requirements when the First Aid provider is not on site.

There are three hospitals with emergency departments in the Canberra/Queanbeyan area.

Woden	Belconnen	Queanbeyan
Canberra Hospital Yamba Dr Garran Ph: 5124 0000	Calvary Public Hospital 40 Mary Potter Cct Bruce Ph: 6201 6111	Queanbeyan District Hospital 107 Collett St Queanbeyan Ph: 61507122

5.3 Emergency Operations Centre (EOC)/Radio Control

The function of the EOC/radio control *from a WHS perspective* is to capture, communicate and document to resolution, incidents, safety issues, hazards etc. identified by key stakeholders at the event site.

In the event of an incident that requires a coordinated approach the designated Radio Control Officer will document communications and manage logistics of the incident in conjunction with the designated Chief Warden/Event Manager in consultation with relevant emergency services (as applicable).

5.4 Contractors/Suppliers/Vendors/Organisations

Each contractor/supplier/vendor/organisation must operate in accordance with obligations placed upon them by the Work Health and Safety Act 2011 and all the obligations as set out in this WHS Plan which include, but are not limited to:

- All staff to complete an Events ACT Site Induction prior to commencing any works on the event site;
- All staff are inducted to their local work area and operations;
- They communicate and consult with their workers;
- They monitor the health and safety of their workers on site;
- Any WHS incidents, hazards or near misses are reported to Events ACT using an Incident Report Form (Appendix 3);
- They follow all safety policies and procedures as directed by Events ACT;
- They are familiar with and comply with this WHS Plan; and
- They comply with any direction given to them by Events ACT.

Contractors:

Must complete the [Workplace Health & Safety: Contractor Requirements Checklist](#) and supply all required documentation & Insurances prior to bump-in.

Vendors/Organisations:

Must agree to the “*Events ACT Vendors WHS guidelines*” & supply all required documentation/ insurances prior to bump-in.

6. SITE PROCEDURES

Events ACT will provide hygiene facilities e.g., toilets, hand washing etc. where practicable

6.1 Access Points

Some events will be entirely or partially fenced. When entering or exiting the site during bump-in and bump-out it is all workers responsibility to ensure that any gates (if applicable) are closed and secured.

6.2 Site Induction

All contractors/suppliers/vendors/workers and volunteers must complete the Site Induction prior to commencing any work on site, including but not limited to:

- hazards and control measures relevant to the site;
- site specific safety documents, policies and plans (e.g., this plan, toolbox talk template);
- supervisory, consultation and reporting arrangements;
- site safety rules;
- workplace facilities, including their location, use and maintenance;
- first aid provisions and emergency procedures, including after-hours emergency contacts;
- health monitoring requirements and procedures;
- access, egress and security; and
- how safety issues are resolved.

The site induction is completed via an online form. If workers are unable to access the online form a paper-based induction form may be completed on first attendance at site. Records of completed inductions will be captured on the electronic induction register document saved on the Events ACT electronic drive associated with the electronic form.

A person may need to be inducted a second time if:

- there has been a significant change to the work environment since the last induction; or
- work practices indicate that the worker(s) does not fully understand the requirements outlined during induction and require a refresher as identified by Events ACT or management of a contracted organisation responsible for the task or site.

Induction records will be retained electronically on the Induction Register saved on the Events ACT electronic drive.

6.3 Construction and High-Risk Work Activities

Where an area/zone is designated as a construction zone signage will be in place (at a minimum “Construction Zone, authorised personnel only”) to identify this. Requirements for entering a construction identified zone are specified in the site induction.

As per the Work Health and Safety Regulations 2011ⁱ Chapter 6.1.a, construction work means:

- any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure, and includes:
 - o any work connected with an **excavation**; and
 - o any work connected with any preparatory work or site preparation (including **landscaping as part of site preparation**) carried out in connection with an activity referred to in subregulation (1).

As per the Work Health and Safety Regulations 2011 and the National Code of Practice for Induction for Construction Workⁱⁱ the meaning of a structure includes:

- foundations, **earth retention works and other earthworks**; and
- formwork, falsework, **scaffold** or any other structure designed or used to provide support, access or containment during construction work.

For activities that fit the definition of construction or high-risk work, or other activities as identified by Events ACT:

- An identified exclusion zone must be in place during erection, modification and dismantling of said structure.
- The exclusion zone is to be determined by the contractor completing the work, considering the size and shape of the structure/work being carried out and in accordance with the risk assessment provided by the contractor.

If working for a contracted organisation, workers must also complete an induction to that work area undertaken by their supervisor. Staff may also be required to complete an induction to a specific task or area if deemed necessary by Events ACT.

6.4 Accreditation and Site Access

All contractors/traders/vendors/volunteers etc. attending the site during bump-in, the event and bump-out must report to the site compound on their first attendance to the site. If the site compound has not been built you must report to the Event Manager or their delegate. Their Induction completion will be verified, and they may receive their site accreditation pass and 2-way radio (if applicable).

If the event is in a designated construction phase (signage will identify this) white cards must be held to enter specified construction zones.

Access during the bump-in phase is limited and security guards may be placed at any unlocked access gates (if applicable) to check that suitable accreditation has been obtained. During the event, access to key areas such as backstage, the site compound and waste compound will also require accreditation. Note: these areas may not be present at all events.

6.5 High-Visibility (Hi-Vis) Attire

Due to the high volume of people on site during bump in/out workers will be required to at a minimum wear a hi-vis vest in addition to their site accreditation pass for the purpose of identifying works from others on site. Hi-vis attire should also be worn at other times when conducting activities that could pose a risk (e.g., acting as a vehicle spotter, driving a buggy on site etc.).

Events ACT staff will always be required to wear high vis when on site so as to identify themselves to workers and public.

6.6 WHS Inspection and Verification Regime

WHS Inspections

WHS Inspections are systematic inspections of the workplace and work environment to identify hazards and risk across the site. WHS Inspections are a shared responsibility. Along with the responsible role identified in the WHS Inspection Regime, CMTEDD People and Capability Branch and Health and Safety Representatives, can assist with inspections. The *Daily Site Inspection Checklist* will be used for daily site inspections, whilst the *Periodic Site Inspection Report* should be used for the periodic site inspections. A tailored inspection form can also be used for each inspection, however, the WHS Coordinator will need to authorise its use.

Contractor Verifications

Contractor verifications aim to assess if contractors/suppliers/vendors (supervisors and workers) are taking the day-to-day actions required by WHS legislation. The *Contractor Verification Checklist* ([Appendix 5](#)) will be used to undertake verifications and must be retained on site. Contractors and suppliers must assist and participate in the verification if requested.

Contractors whose work requires specific third-party verifications (e.g., engineering certificates), must provide these to Events ACT as soon as verification has been complete and prior to event activation.

Some contractor work will require further verification including, but not limited to:

All Temporary Structure Requirements	All Scaffolding Requirements
Manufacturer's specifications and drawings complying with Australian standards for the specific structure	All scaffolding work to be accompanied with a relevant design drawing.
A competent person to provide a written document to substantiate that the structures have been installed/constructed with the instructions, to the extent that they relate to health and safety. The term 'competent person' is defined as per the Model WHS Regulations 15 January 2019 as one who has acquired through training, qualification or experience the knowledge and skills to carry out specific tasks.	All scaffolding to meet the relevant Australian Standard as well as the Guide for Scaffolding and Maintenance issued by SafeWork Australia: Scaffolding Safe Work Australia Scaffolding to be signed off and tagged by an Advanced Scaffolder.

The online program iAuditor is to be used for inspections/verifications and managing of corrective actions. This can be accessed via the following link:

<https://app.safetyculture.io/login.html>

Relevant workers will be added to the iAuditor tool and training will be provided on its use.

Inspection/verification reports/checklists must be completed in the iAuditor tool for formal recording of results and corrective actions added to the *Actions* section in iAuditor where required.

Although staff have been identified specifically to undertake regular inspections as per the WHS Inspection Regime staff should constantly check and report any safety issues, such as:

- Slips, trips and fall hazards;
- Missing or unserviceable fire or water safety equipment;
- Workers without appropriate PPE;
- Inappropriate storage of gas bottles and/or dangerous goods;
- Structural problems;
- Inappropriate vehicle conduct; and
- Unauthorised use of generators (petrol or otherwise).

Inspections may also be initiated as a result of hazard alerts, introduction of new equipment or work practices, refurbishments or relocation. The *General Work Safety Inspection Checklist* can be used to undertake inspections.

6.7 Corrective Actions Monitoring

WHS shortcomings identified in inspections and verifications must be recorded and reported using the *Actions* option in iAuditor. Responsibilities must be assigned to ensure that corrective actions are implemented and monitored.

The WHS Coordinator or Business Unit Manager (or trained delegate) must:

- Verify that corrective actions have been allocated correctly and update the actions in the iAuditor tool if required;
- monitor implementation of corrective actions; and
- keep records.

The register must classify corrective actions as open, closed, or outstanding (still open after agreed due date).

7. COMMUNICATION AND CONSULTATION

7.1 Radio Communication on Site

The primary method of communication on site during the event will be via two way radio using dedicated radio channels. All radio communication is monitored and managed by the EOC.

Radios will be issued to all management staff, first aid, the security supervisor and several other security staff, all roving staff and volunteers and relevant contractors. When the use of a radio is not possible, or inappropriate, mobile phones may be used.

The Radio Control officer in the EOC will be monitoring all channels.

7.2 Consultation

The *Work Health and Safety Act 2011* requires all Persons Conducting Business or Undertakings to establish a consultation strategy to ensure the safe management of the business and projects. As

part of that process Events ACT will work with our specialist contractors/suppliers/vendors and volunteers to present Toolbox Talks on matters of relevance to our safe working practices on site.

All workers onsite are encouraged to raise WHS issues with their Supervisor or Site Manager or any Events ACT employee at any stage of the event.

Consultation with relevant stakeholders occurs both in event planning and event delivery/activation. This is detailed in the table below

Item requiring consultation	Frequency	Who is consulted	Who is provided with final documentation	How consultation occurs
This WHS plan – draft version	Annually in the planning phase of the event	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team 	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team 	Email and/or meeting agenda item
This WHS plan – final version	Annually in the planning phase of the event	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team 	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team - Contractors - Volunteers - Vendors - Other external stakeholders 	Email/via online induction link
Event risk assessment – draft version	Annually in the planning phase of the event	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team 	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team 	Email and/or meeting agenda item
Event risk assessment – final version	Annually in the planning phase of the event	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team 	<ul style="list-style-type: none"> - Events ACT workforce - CMTEDD Safety team - Contractors - Volunteers - Vendors - Other external stakeholders. 	Email/via online induction link
Ad-hoc WHS issues/risks	Daily throughout event bump-in/out and activation	<ul style="list-style-type: none"> - Events ACT workforce - Relevant contractors - Relevant vendors - Relevant volunteers - CMTEDD Safety team (if applicable). 	<ul style="list-style-type: none"> - Events ACT workforce - Relevant contractors - Relevant vendors - Relevant volunteers - CMTEDD Safety team (if applicable). 	Toolbox talk/iAuditor Actions

The Finalised WHS Plan and Risk Register is made available at the information marquee and EOC for all relevant external stakeholders (including contractors, vendors and volunteers) for their review.

During the event the *Actions* option via iAuditor is used to capture issues and these are transferred to the CMTEDD reporting portal RiskMan (if applicable) within 2 business days.

7.3 Toolbox talks

Events ACT will Business unit manager (Event Manager) will be responsible for calling and holding toolbox talks Meetings Prior work commencing, on an ad-hoc/as needs requirement or when deemed necessary by the Event Manager to communicate new or emerging Hazards.

Toolbox talks will also provide contractors and other Event Stake holders to communicate any safety information to the wider Event team.

Tool box talks will be recorded in the laudtior Application.

Meeting	Frequency	Responsible	Required attendance	Purpose
Ad-hoc Toolbox Talk or meeting.	As deemed necessary based on unforeseen events and/or tasks requirements	Events ACT management or other duty holder as required.	All workers as required.	Communicate safety information, risk or hazards information as required.

7.4 WHS Dispute Resolution

Under the *Work Health and Safety Act 2011*, an issue resolution process applies where a work health and safety issue remains unresolved. The Business Unit Manager or WHS Coordinator will be the first port of call for any safety and incident management issues and will work with the affected parties to obtain a mutually beneficial outcome, which is recorded and advised to all staff. It is expected that all parties will work in consultation with workers and other relevant parties in a cooperative and collective manner.

Assistance from a Health and Safety Representative (HSR), or the Events ACT Director may be requested if consultation to resolve a WHS issue fails to find a solution to any issues that cannot be resolved at the site level. Assistance from WorkSafe ACT may be requested if, after the assistance of a HSR, or Director; an effective solution still cannot be reached. The resolution of an issue must be advised in writing to workers affected by the WHS issue.

7.5 WHS Information

Every action taken to comply with WHS legislation should, so far as possible, be recorded. This includes Toolbox talks and inspections. A record of these actions must be maintained, and a copy must be provided to the Business Unit Manager or WHS Coordinator. WHS records must be kept in a secure format and be readily available to WorkSafe ACT and CMTEDD auditors, on request. All relevant issues must also be recorded in the *Corrective Actions Register* and transferred to RiskMan within 48 hours. For multi day events (including bump-in/out periods), a daily summary of outstanding issues will be provided to the Event Manager.

8. COMPETANCY TO WORK SAFELY

8.1 Site induction

All workers on site must complete a Site Induction prior to beginning any work. See Site Procedures 7.2, Site Induction.

8.2 Qualifications and Certifications of Competency

As part of the *WHS Contractor Requirements Check List* (Section 2.2 Copies of White Cards, licences, qualifications and certifications of competency) all contractors are requested to supply evidence prior to works commencing that staff are:

- Trade qualified in their respective trade, or
- Competent by recognition of previous experience.

Where suppliers have been engaged through Procurement and Capital Works, they will be considered to have met the prequalification requirements, so do not need to provide the above qualifications before commencing work.

Competency is considered by Events ACT in the selection of contractors in the engaging process. If a contractor is not considered competent, they would not be considered for selection to undertake the work. Similarly, where a supplier or contractor engages a contractor or sub-contractor to undertake work on their behalf, it is the responsibility of that entity to pre-determine competency of that service provider.

8.3 High Risk Working Licensing

A high-risk work licence is required for working in a variety of hazardous environments and for operation of certain types of heavy or hazardous equipment. The high-risk work licensing system presently provides for 30 classes of high-risk work, divided into the following 5 categories:

- Scaffolding work;
- Dogging and rigging work;
- Crane and hoist operation;
- Forklift operation; and
- Pressure equipment operation.

All workers undertaking high risk work must have their related high risk work licence available for inspection at any time onsite, if required.

Workers should provide their high-risk work licences to Events ACT as part of completing the Contractor WHS Requirements Checklist. Events ACT will record these on the *Skills and Competency Register* (including a copy of the staff's certificates of competency/licenses), before commencing any high-risk work.

8.4 White Cards

It is a requirement that all persons working on site within a designated construction zone (if applicable) hold a current work health and safety white card. Workforce are required to carry their white card whilst on site. Any person without a white card must be directly supervised by a white card carrier.

White Cards must be provided to Events ACT as part of completing the *Contractor WHS Requirements Checklist*. Events ACT will record these on *Skills and Competency Register*.

9. BUMP-IN AND BUMP-OUT

A bump-in and bump-out schedule is prepared to ensure coordination of all contractors coming on site. It provides clarification of the type and placement of all temporary structures and the required

start and completion of works dates. If a contractor/supplier/vendor is not listed on the bump-in/out schedule Events ACT has the authority to deny access to the event site.

Once Events ACT have begun bump-in works, Events ACT will have control of the site and will control access to the site as far as practical. All requests for access will be approved through the Business Unit Manager, Event Manager, or their appointed delegate.

Contractors that require short-term only access to deliver items will be checked for correct PPE, briefed for any changes or risks and escorted on to site.

Any requests for access to the site outside of the opening hours need to be made in writing to the Business Unit Manager or their appointed delegate. Requests for Site Inductions are made to the Business Unit Manager or WHS Coordinator.

10. INCIDENT AND HAZARD REPORTING

10.1 Incidents, Accidents and Near Misses

All incidents, accidents and near misses must be reported immediately to the Business Unit Manager or WHS Coordinator via the EOC.

Accidents and incidents to be reported are:

- any workplace event that endangers the health or safety of a person; and
- Any workplace event that results in injury or disease, however minor, including dangerous occurrences.

Such events include, but are not limited to:

- Situations that affect, or have the potential to affect the psychological health of a person;
- Situations that result in acute physical injury or a physical injury that has developed over time; and
- A narrow escape (or 'near miss') which could cause future harm in a similar incident

All workers are required to:

- Report all hazards, incidents to the Business Unit Manager(Event manager) , regardless of if the hazard is rectified or not; and
- Complete the appropriate form to record the hazard, injury or incident, within two working days of occurrence, as follows:
 - Events ACT staff are responsible for entering incidents directly into CMTEDD's Work Injury Management System - RiskMan; and
 - Others onsite should be supplied with the Events ACT *Incident Reporting Form* for completion.

The *Incident Reporting Form* ([Appendix 3](#)) is available from the information marquee or the EOC. Once completed, all forms should be provided to the WHS Coordinator for inputting into [RiskMan](#) within 2 working days of occurrence.

The form will need to be scanned and attached to the incident report. The WHS Coordinator will investigate all incidents or injuries reported during the event process and apply suitable corrective actions as required.

Hazards that may be found or present on any given event site are:

- Working environment, e.g., uneven or slippery ground surfaces, high noise level, high; temperatures;
- Machinery and equipment, e.g., entrapment and projectiles;
- Fire;
- Electricity;
- Hazardous chemicals (SDS) (Safety Data Sheets to be available to all workers);
- Manual handling, e.g., pushing, pulling, carrying, lifting and restraining or repetitive tasks;
- Airborne contaminants, e.g., fumes, dusts, vapours, smoke;
- Working at heights; or
- Overexertion and physical stress.
- Psychology Stress & anxiety

10.2 Identified issues or hazards

Identified issues or hazards should be reported to the EOC. These will be recorded on the incident log and corrective actions register for follow up. During the event the following suppliers are able to respond quickly to any requests and are either on site or on call:

- Electricians;
- Plumbers;
- Cleaners and Waste Contractors;
- Marquee & Portable building suppliers;

10.3 Notifiable Incidents

The following types of WHS incidents must be notified to WorkSafe ACT:

- Fatality;
- serious injury or illness (e.g., serious injury- amputation, internal injuries, prolonged unconsciousness, loss of an eye);
- dangerous incident (e.g., uncontrolled fire, large explosion, release of lethal or explosive gasses); and
- major structural, equipment or plant failure; e.g., collapse of buildings, major damage to essential equipment.

For more information on what constitutes a notifiable incident, please see the [Access Canberra's Notifying an Incident or Dangerous Occurrence page](#).

Notifiable incidents must be reported immediately to WorkSafe ACT via the fastest possible means; telephone: WorkSafe ACT – Ph.: 6207 3000.

Notifiable incidents must also be notified to the Events ACT WHS Coordinator, Senior Director and Executive Branch Manager immediately and action taken to preserve the incident site.

The Business Unit Manager (event manager) and WHS Coordinator will then work with Senior Management and CMTEDD People Capability to initiate an investigation as per PeopleSafety Requirement 14. Where the incident involves a contracted organisation, an investigation may be performed by CMTEDD or by the contracted organisation on behalf of CMTEDD.

Failing to report a 'notifiable incident' is an offence and penalties apply.

10.4 Accident and Incident Investigation

Effective safety management includes the investigation of all accidents and incidents, either formally or informally depending on the nature of the accident or incident. The objective of an investigation is

to identify the root causes and immediate causes of the accident or incident, to implement corrective actions based on hazard and risk identification, assessment and control processes, and to prevent a recurrence of the event.

Not all incidents need a formal investigation. The informal process of investigating minor accidents or incidents (those with low risks) is affected through completion of the 'Supervisor/Manager' section of the ACT Government [RiskMan](#) reporting system. WorkSafe ACT must be notified **IMMEDIATELY** of any accident/incident deemed to be a '[notifiable incident](#)'.

As per PeopleSafety element 14 - Under the Health and Safety Legislation, Events ACT must notify WHS incidents to WorkSafe ACT, preserve WHS incident sites and investigate incidents. Under ACT Government WHS policy, CMTEDD must also report WHS incidents in RiskMan. RiskMan, the CMTEDD Incident Reporting System, is managed by the Work Injury Reporting Team.

Reporting and notification of incidents allows:

- ACT WorkSafe to initiate an investigation on potential breaches of the Work Health and Safety Legislation;
- incidents to be analysed in order to ascertain their causes and the actions necessary to prevent reoccurrence; and
- statistical analysis for the identification of systemic WHS issues and the development of corrective actions.
- Events ACT must:
 - report all WHS incidents in RiskMan;
 - notify WHS incidents to WorkSafe ACT, if necessary; and
 - where WHS incidents have been notified to WorkSafe ACT:
 - preserve sites; and
 - investigate the incidents.

10.5 Preservation of a site after an incident

In the case of incident, the site may require preservation. The Business Unit Manager and/or WHS Coordinator is to assess the accident/incident scene and preserve the site.

Notify:

- Notify WorkSafe ACT IMMEDIATELY if the accident/incident is a 'notifiable incident' as defined in the Work Health and Safety Act 2011; and
- discuss the accident/incident with involved parties and establish any initial support required, including first aid.
- Conduct initial site inspection:
 - using caution, ensure the area is safe to enter and that there is no further danger to other personnel, property or equipment;
 - familiarise yourself with the accident/incident scene and existing conditions;
 - consider taking photographs to accurately record the scene; and
 - advise the WHS Coordinator and/or Directorate WHS team immediately.

Preserve the site:

- Site preservation requirements may vary depending on the severity and nature of the incident.
- If the site is altered record details of the alterations.

If notifiable:

- Ensure that the site is not disturbed or entered for 72 hours; or
- until a WorkSafe ACT inspector directs otherwise, unless this is necessary to protect the safety of others, to help an injured person, to make the site safe or prevent further dangerous event; and
- Request investigation support from the WHS Coordinator or Directorate WHS team.

For all other accidents/incidents:

- Take actions required to make the accident/incident area safe;
- the area should not be altered prior to the investigation to ensure unchanged conditions;
- commence investigation as soon as possible after the incident is reported; and
- ensure RiskMan report is completed by involved workers within 48 hours, complete the 'Supervisor/Manager' section.

11. RISK

Supervisors and workers and all other duty holders must identify and control WHS risks arising from work activities and the workplace so far as is reasonably practicable (SFARP). Documentation, identification and control of risks is mandatory for extreme and high-risk work activities. Documentation is not necessary for medium and low risks work activities if:

- WHS legislation or guidance require specific controls to be implemented; or
- risks are well known and have well established and accepted control measures; and
- these controls are reasonable for the circumstances.

Documented risk assessment for medium and low risk work activities is only necessary if:

- there is uncertainty about how a risk may result in injury or illness; or
- the work activity involves other risks, and there is a lack of understanding about how risks may interact to produce new or greater risks.

Events ACT must assess levels of risk using the ACTPS WHSMS Risk Matrix (see Table 5 below). Specialist Contractors can use an alternative matrix; however, they need to detail how the risk profile has been declared and communicate it to other duty holders affected by the results of the risk assessment.

The Risk Assessment-Job Safety Analysis is available to assist and document risk assessments and controls if required.

Table 5. Risk Matrix

				Consequence of risk in the most normal form					
					Insignificant	Minor	Moderate	Major	Catastrophic
				Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M
<div><p>* Hint To help assess the consequence and likelihood of a risk: 1. Consequence- What will be the outcome/impact should the risk eventuate in the most normal form? Where there are many consequences, choose the one that has the highest outcome/impact. 2. Likelihood- What is the likelihood of that outcome/impact? 3.. When identifying, analysing and rating risk, consideration should be given but not necessarily limited to the above categories of risk and the suggested examples of frequency and consequences.</p><p>* Priority for Attention / Action Every care should be taken to act as soon as possible to implement risk control measures wherever possible or to take action to fix the problem. 'Extreme' and 'High' risks especially where the risk relates to people and personal injury require us to act immediately to take steps to fix the problem. The suggested timing of treatment does not mean that immediate action ought not be taken or that the timing can not be completed sooner than suggested.</p></div>	People			Injury or ailments not requiring First Aid treatment and/or psychological injury managed by staff support services.	Minor injury or requiring First Aid treatment or short term injury (less than four weeks incapacity for work) and/or psychological injury resulting in reduced ability to perform tasks requiring treatment from a health professional.	Serious injury causing hospitalisation or medium term reversible disability (four weeks or more incapacity for work) or multiple medical treatment cases and/or psychological injury resulting in reduced ability to perform tasks requiring ongoing support from GP/health professional.	Single life threatening injury (including loss of limbs) or multiple serious injuries causing hospitalisation and/or permanent disability and/or psychological injury resulting in reduced ability to perform tasks requiring significant additional psychological treatment.	Death or multiple life threatening injuries and/or multiple injuries causing major life altering impairment and/or psychological injury resulting in inability to perform tasks requiring ongoing significant psychological treatment.	
	Compliance/Regulation			Non-compliance with work policy and standard operating procedures which are not legislated or regulated.	Numerous instances of non-compliance with work policy and standard operating procedures which are not legislated or regulated.	Non-compliance with work policy and standard operating procedures which require self reporting to the appropriate regulator and immediate rectification.	Restriction of business operations by regulator due to non-compliance with relevant guidelines and /or significant non-compliance with policy and procedures which threaten business delivery.	Operations shut down by regulator for failing to comply with relevant guidelines / legislation and /or significant non-compliance with internal procedures which could result in failure to provide business outcomes and service delivery.	
	Reputation & Image			Internal review and/or minor dissatisfaction across a small number of demographic groups or stakeholders.	Scrutiny required by internal committees or internal audit to prevent escalation and/or moderate dissatisfaction across a small number of demographic groups or several stakeholders.	Local media scrutiny (1 week) and/or scrutiny required by external committees or ACT Auditor General's Office, or inquest, etc and/or dissatisfaction across a few demographic groups or multiple stakeholders.	Intense public, political and national media scrutiny (1 week) and/or Minister / Chief minister involvement and/or dissatisfaction across a large range of demographic groups and stakeholders.	Adverse finding from Assembly inquiry or Commission of inquiry or sustained adverse international media and/or loss of public confidence in Govt or Public Service forcing changes to the machinery of Govt.	
	Service Delivery			Loss of or interruption to non critical/no-core services up to 3 days.	Interruption of core services affecting critical infrastructure (eg law & order, public safety, health) or cessation of core/ critical service essential to business continuity for up to 3 days.	Cessation of core services affecting critical infrastructure (eg law & order, public safety, health) or cessation of core/ critical service essential to business continuity for up to 3 days and/or disruption for a week.	Cessation of core services affecting critical infrastructure (eg law & order, public safety, health) or cessation of core/ critical service essential to business continuity for up to 3 days and/or disruption over subsequent weeks.	Total cessation of core services affecting critical infrastructure (eg law & order, public safety, health) or cessation of core/ critical service essential to business continuity for more than 1 week and/or disruption over subsequent months.	
Frequency				Matrix	1	2	3	4	5
Likelihood of Consequence	Almost Certain	Is expected to occur in most circumstances	Once in a quarter or more	5	Medium	High	High	Extreme	Extreme
	Likely	Will probably occur	Once a year or more	4	Medium	Medium	High	High	Extreme
	Possible	Might occur at some time in the future	Once every 1-5 years	3	Low	Medium	Medium	High	Extreme
	Unlikely	Could occur but doubtful	Once every 5-20 years	2	Low	Medium	Medium	High	High *
	Rare	May occur but only in exceptional circumstances	Once every 20-100 years	1	Low	Low	Medium	Medium	High *
Priority for Attention/Action					Risk Control Effectiveness				
Priority	Indicative Escalation *	Indicative Action Plan *	Authority for Action	Optional Considerations	Control Effectiveness	Guide			
Extreme	Within 24 hours	1 month or sooner	DG & DDG (CEO or equivalent)	Chair ARMC Director WH&S	Adequate	Controls are well designed and operating effectively in treating the root cause of the risk. A additional controls exist to appropriately manage consequence. Nothing further to be done except review and monitor the existing controls. Controls are largely preventative and management believes that they are effective and reliable at all times.			
High	Within 7-14 days	2 months or sooner	Senior Executive or equivalent (DDG/ED/Head	Director WH&S	Room for Improvement	Some deficiencies in controls have been identified however most controls are designed and implemented effectively in treating some root causes of the risk. While some preventative controls exist, controls are largely reactive. There are opportunities to improve the design/implementation of some controls to improve operational effectiveness.			
Medium	Within 1-3 months	3 months or sooner	Executive/Business Unit Head/Manager	WH&S Team	Inadequate	Significant control deficiencies identified. Either controls do not treat root cause or they do not operate effectively. Controls, if they exist are just reactive. Management has little confidence on the effectiveness of the controls due to poor control design and/or very limited operational effectiveness.			
Low	1-3 months in course of normal business	3-6 months or sooner	Team Leader/Supervisor	WH&S Team					

11.1 Risk Controls

Where a risk is identified as extreme or high, additional steps are to be put into place such as the development of Safe Work Method Statements (SMWS), Standard Operating Procedures (SOPs) and/or a Job Safety Analysis (JSA) that include specific controls to be used to manage hazards. See Table 6.

Table 6. Risk Control Requirements	
Level of Risk Identified	Documentation Required
Low	Only required if: <ul style="list-style-type: none">there is uncertainty about how a risk may result in injury or illness; orthe work activity involves other risks, and there is a lack of understanding about how risks may interact to produce new or greater risks.
Medium	Only required if: <ul style="list-style-type: none">there is uncertainty about how a risk may result in injury or illness; orthe work activity involves other risks, and there is a lack of understanding about how risks may interact to produce new or greater risks.
High	<ul style="list-style-type: none">SWMS (if construction); and/orSOP; and/orJSA.
Extreme	<ul style="list-style-type: none">SWMS (if construction); and/orSOP; and/orJSA.

11.2 Safe Work Method Statements (SMWS)

A SWMS is a document that sets out the high-risk **construction** work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. A *SWMS Template* is available to help workers prepare SWMS. See [Appendix 8: High Risk Construction Work](#) for a summary of what constitutes high risk work activities as per Safe Work Australia.

The person responsible for carrying out the high-risk construction work must prepare the SWMS in consultation with workers who will be directly engaged in the work. Generally, this means a SWMS is prepared by the builder for their workers, or by the subcontractor for their workers and themselves.

The principal contractor, builder and subcontractors should consult with each other to determine who is in the best position to prepare the SWMS.

Managers, contractors, leading hands and workers should all be involved in developing a SWMS. Consulting workers is important, so they understand the detail of the SWMS and what they are required to do to implement and maintain risk controls. Sharing information and using the knowledge and experience of workers will help make sure the work is performed in accordance with the SWMS.

If there is a Health and Safety Representative at the workplace they should also be consulted when developing a SWMS.

The SWMS must be provided to Events ACT before work commences for review.

Events ACT will put in place arrangements to make sure the high-risk construction work is performed safely in accordance with the SWMS. This may be done by monitoring the implementation of the SWMS 'on the ground'.

11.3 Safe Work Procedures, including Standard Operating Procedures (SOP) and Job Safety Analysis (JSA) Documents

Safe work procedures document the risks associated with a work task that is not high risk and list the appropriate risk control measures into a sequence of steps for doing the task safely. Most effective when developed in consultation with your workers directly engaging in the task, safe work procedures are a useful tool when training and supervising your workers, and when responding to incident reports and changes in the workplace.

All safe work procedures developed by Events ACT, must be provided to the Business Unit Manager and WHS Coordinator before work commences and be kept at the workplace where work will be carried out.

Contractor safe work procedures are to be kept at the workplace where the task will be carried out and shared with other duty holders if required (e.g., working together, crossover activities or in close proximity)

11.4 Risk Register

The event Risk Register assesses risk as Extreme, High, Medium or Low using the ACTPS WHSMS Risk Matrix - i.e., consequence of risk if it occurs versus the likelihood of the risk occurring.

Where the risk is identified as extreme or high, additional steps are put into place such as the development of Safe Work Method Statements (SMWS) and/or Standard Operating Procedures (SOPs) that include specific controls to be used to manage hazards.

The event Risk Register will be circulated to all Events ACT staff and key contractors for consultation and comments incorporated. Once finalised the Risk Register will be kept in the Site Office and EOC and will be accessible (electronically or physical file) to workers affected by the risks.

The event Risk Register must be continually updated to reflect incident reports, hazard alerts, and introduction of new equipment or work practices, refurbishments or relocation. Where an update occurs, staff must be consulted.

12. EMERGENCY PROCEDURES AND EVACUATION

Events ACT has developed an Emergency Management Plan for the event. The key elements of this will be communicated to the workforce via the site induction process, as well as training and briefing for people who are occupying key roles. I.e. wardens, area wardens, chef warden.

13. SAFETY MEASURES

13.1 Work Procedures

Events ACT shares duties to workers that provide services at the event. These duties are shared with the organisations that supply contracted service providers to Events ACT (e.g., Transport Canberra and City Services, First Aid Providers). Events ACT must ensure these workers do not create health and safety risks to themselves and others. Events ACT personnel, so far as is reasonably practicable, must oversee the activities of these workers.

Events ACT and contracted organisations have a responsibility to document the control measures for any risks that cannot be eliminated. The steps of the task and the corresponding control measures make up your safe work procedure e.g., SWMS/SOP etc. Workers must be trained in the correct procedure, the documented safe work procedure must be accessed easily and reviewed regularly.

Where a contracted organisation has developed a safe work procedure relating to work being undertaken at the event, it must be provided to the Business Unit Manager or WHS Coordinator prior to commencing that work.

In some instances, contractors will conduct work on site without Events ACT present. In all instances contractors are responsible for their own work activities as per the Workplace Health and Safety Act 2011. If a workplace health and safety incident is to occur when Events ACT are not on site the incident must be reported to Events ACT at the earliest opportunity. If the incident is notifiable WorkSafe ACT must be notified immediately as per [10 Incident and Hazard Reporting](#).

13.2 First Aid Provider

First aid will be provided as per item [2.5 First Aid Location and Period of Operation](#), and If there is a medical emergency during event activation/delivery please contact the EOC and the onsite first aid providers in the first instance. Alternatively call 000.

All incidents involving the event workforce are to be reported to the Business Unit Manager or WHS Coordinator, details captured on an incident notification form and entered into RiskMan within two (2) working days.

13.3 Children and animals

Children (under 18 years of age) are not permitted in the designated construction zones within the event precinct. The event precinct may allow dogs if it is a non-fenced, public space, but they must be kept on leash in all areas including all paths and cycle ways for the safety of all visitors. All dog droppings in public places must be removed by the dog owner. It is an offence not to remove dog's droppings in a public place and not to carry appropriate equipment to pick up dog's droppings. An on-the-spot fine of \$50.00 can be issued by authorising officers if dog's droppings are not picked up and disposed of, or if dog owners are not carrying appropriate equipment to collect dog's droppings.

13.4 Bats

For events held in Commonwealth Park/Regatta Point:

A grey-headed flying-fox colony is currently present in Commonwealth Park. Grey-headed flying-foxes can carry the Australian Bat Lyssavirus (ABL). This virus is related to rabies and can be contracted by humans through bites or scratches which pass saliva from the infected bat. Alternatively, bat saliva entering or touching the eyes, nose or throat can potentially transmit the virus. Therefore, all contact with bats should be avoided. Sick or injured bats should not be handled.

Further, the Commonwealth Department of Health and Ageing recommends that contact with bat faeces or urine be avoided. Although ABL is not passed through urine or faeces, it may contain other micro-organisms that can cause disease in humans.

No one is to handle bats onsite in anyway. If a trapped, injured or sick bat is found, contact the RSCPA on 6287 8113 or the after-hours wildlife line on 0413 495 031 and advise Event Management.

If bitten or scratched, the wound should be washed thoroughly with soap and water, and antiseptic applied if available. Eyes, nose or mouths which have come into contact with bat saliva should be flushed thoroughly with water. In all cases of exposure, medical advice should be sought immediately.

This information has been provided to the First Aid provider and is included in the Site Induction process as required.

13.5 Personal Protective Equipment (PPE)

Where other methods of control are not practical, then Events ACT will require that all staff, specialist contractors and suppliers' issue or require the use of appropriate PPE to help control risk to all workers.

This involves working with specialist contractors in a process of assessment to ensure appropriate PPE is:

- selected for proper use;
- provided for 'at risk' work;
- used after proper training and that training records are kept; and
- maintained in proper working order and complies with manufacturer's instructions for use.

All staff on site MUST wear an approved high vis safety vest during bump-in and bump-out and event operation.

Events ACT will require that specialist contractors and suppliers ensure their employees are issued appropriate PPE that is maintained in good condition and used according to manufacturer's recommendations.

13.6 Flammable, Combustible and Dangerous goods

A notification must be made to the site management team if any combustible or flammable goods are to be brought on site and approval received from Events ACT. This should be done via the completion of the *WHS Contractor check list* which is to be provided prior to bump-in. It is also a requirement that the Safety Data Sheet (SDS) be supplied at this stage. Events ACT will keep a register of all flammable and combustible goods onsite with their SDS in the information of site office or applicable marquee.

The contractor must ensure that, if flammable or combustible substances are approved to be kept at the workplace, the substances are kept at the lowest practicable quantity for the workplace and appropriate fire protection equipment and spill/clean-up kits are onsite. The goods must also be secured away from public access locations.

Any chemicals brought to site must be accompanied by the relevant valid SDS.

Examples of hazardous substances include poisons, petrol, diesel, substances that cause burns or skin and eye irritation, and substances that may cause cancer. Dangerous goods are substances, mixtures or articles that, because of their physical, chemical (physicochemical) or acute toxicity properties, present an immediate hazard to people, property or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances.

A SDS, prepared by the manufacturer or importer and provided by the supplier, must be held by anyone using or storing a hazardous chemicals or dangerous goods on site at the Event.

The SDS provides information on the properties of hazardous chemicals or dangerous goods and how they affect health and safety in the workplace such as:

- the identity of the chemical or substance;
- health and physicochemical hazards;
- safe handling and storage procedures;
- emergency procedures; and
- disposal considerations.

All vendor/s and contractors will be required to declare any chemicals or dangerous goods to be held on site and be able to produce SDS on request.

Events ACT will maintain the *Flammable, Combustible, Dangerous Goods and Chemicals Register* on site.

The ACT [Work Health and Safety Regulation 2011](#) requires a notification to be made to WorkSafe ACT if hazardous chemicals are present at a workplace in quantities exceeding a manifest quantity threshold (a manifest quantity workplace notification). If a specialist contractor requires a placard and manifest quantity of a dangerous substance to be bought onsite, they should firstly seek permission from Events ACT.

The duty holder responsible for the dangerous substance will need to ensure that appropriate notifications are made, and placards are put up at the event in consultation with Events ACT. The placard quantity and manifest quantity thresholds for hazardous chemicals are set out in Table 11.1 of Schedule 11 of the ACT [Work Health and Safety Regulation 2011](#).

Any queries about providing a manifest quantity workplace notification or placards should be directed to the Dangerous Substances Licensing unit of Access Canberra on 13 22 81 or by email to DangerousSubstances@act.gov.au.

13.7 Working at Heights

All work at heights must be subject to a detailed risk assessment/SWMS, which includes a rescue plan. The Assessment **must** identify the hazards to which a person or persons may be exposed to. The risk of injury or harm from the hazards and consideration must be given to reducing the risks associated with the work by the use of the following controls in hierarchical order:

- Edge protection, guard and/or railing that complies AS 1657-2018 – Fixed platforms, walkways, stairways and ladders: design, construction and installation;
- Scaffolding erected by a licensed/competent person and to engineering/construction drawings – double ledgers applied to prevent falls from platforms;
- Scaffolding is to be regularly inspected (grater then 30 days) and maintained to ensure the continued structural integrity of the erected scaffold;
- An elevated work platform (EWP) operated by a person with suitable qualifications as per the requirements of the National Standard for Licensing Persons Performing High Risk Work 2006 (the Standard);
- A restraint arrest system and devices in accordance with the work health and safety Regulations 2011.
- An appropriate emergency and rescue procedure is in place in accordance with the work health and safety Regulations 2011; and
- Suitable training and supervision.

Where there is a potential for any person to fall from a work position of **more than 1.8 metres**, then adequate fall protection systems and harnesses **must be used**. Work positioning systems must have a secondary safety system – fall arrest.

Ladders to be inspected, fit for purpose, supported at no less than 45 degrees on flat level ground with second party supporting ladder stability at all times whilst in use.

All areas where working at heights is to be conducted must have a safe drop zone demarcated beneath any work, preventing anyone not involved in that task from entering the work area. This must be accompanied by appropriate signage or an on-ground spotter to warn people in the area.

13.8 Electrical Equipment Use, Inspection and Testing

Events ACT contracts a supplier to provide electrical services for the event. Depending on the type of event this may include the supply, installation and removal of electrical and connection services and the provision of splitter boxes, power boxes, leads and testing and tagging.

Contractors and Vendors are required to ensure all equipment brought on site is tagged and tested. This information is included in the WHS Contractor requirements checklist & vendor WHS guidelines

Electricians will be on call to resolve any power issues as soon as possible.

Site inspections and safety checks may include checking for:

- Any electrical equipment in an unsafe condition;
- Melted or damaged plugs;
- Damaged leads;
- Multiple leads terminating in a single plug arrangement;
- Piggyback plugs and double adapters; and
- Any electrical equipment whereby virtue of the conditions or location it is unsafe.

In accordance with the Work Health and Safety regulations 2011; a PCBU at a workplace must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is:

- a) supplied with electricity through an electrical socket outlet; and
- b) used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

All electrical equipment must be inspected, tested and tagged by a certified person in accordance with AS/NZS 3760:2022 - In-service safety inspection and testing of electrical equipment.

Any equipment that has not been tested and tagged will be removed from the site. It is the contractor's responsibility and expense to get electrical equipment tested and tagged.

Electrical equipment includes, but is not limited to, power tools, extension leads, cooking equipment, kettles, white goods, televisions, computers, audio equipment and lighting equipment.

Electrical extension leads, cables and flexible cords shall whenever possible, be secured and elevated sufficiently high overhead at a minimum height of 2.4 metres where any pedestrian or vehicle traffic may pass beneath or alternatively run through protective cable trays. Where it is necessary to place extension leads or flexible cords across roadways or access ways they must be protected from damage and creating trip hazards.

Domestic items are generally a thin white cord with a cable thickness of 1.5 mm and are generally limited to 10-amp. They should not be used to run appliances, or other electrical equipment with a high-power draw.

Commercially rated electrical items are generally coloured (red, orange, blue etc) with a cable thickness of 2.5 mm and can come with 10-, 15- or 20-amp adapters.

13.9 Electrical Installations

All event electrical installations shall be installed by a competent person in accordance with the Regulations and appropriate standard below:

- AS/NZS 3000:2007 - Electrical installations (known as the Australian/New Zealand Wiring Rules),
- AS/NZS 3760:2010 - In-service safety inspection and testing of electrical equipment, and
- AS/NZS 3002:2008 - Electrical Installations, shows and carnivals.

The event site schedule should also include a checklist point of testing the RCDs for the power supply daily before any members of the public can access the site.

Electrical cables should not be accessible to members of the public. Where this cannot be avoided, they must be either buried, suspended or otherwise contained so that they are out of reach to members of the public.

13.10 Generators

AS/NZS 3010.1:2005 Electrical installations - Generating sets requires neutral connections to be earthed at the generator frame. It is recommended that this connection be made via a removable link.

Outlets at generators that are specifically required for the use of tools etc. must have RCD protection.

Electrical generators should not be accessible to members of the public. Where this cannot be avoided, they must be fenced or barricaded off with hard barricade.

Fire extinguishers are to be co-located with all generators.

Generators are only to be supplied by the contracted electrical supplier to the event. Individual contractors/vendors/organisations are not to bring their own generators onto site unless this has been specifically approved in writing by Events ACT.

13.11 Waste

A contractor has been engaged to provide general rubbish bins, recycling bins including cardboard and glass recycling around the event precinct. It is the responsibility of all those working on site to dispose of all rubbish responsibly or to remove it from the event site and dispose appropriately.

Clinical or hazardous waste found on site, e.g., sharps, should be reported to the Business Unit Manager via the EOC immediately for the appropriate removal. No staff member is to handle any clinical or hazardous waste unless they are trained to do so.

13.12 Environmental Management

Special consideration is to be given to protecting trees and grassed areas during any event. Any fuel or oil spills must be reported to the EOC (spillage kit/absorb is available on site).

All waste products to be disposed of correctly, remove all rubbish, including clipped cable ties, pallets and wrapping.

Events ACT will obtain the most recent arborist report from the landowner to ensure at risk trees have been managed appropriately.

No staff member is to handle any identified fauna unless they are trained to do so.

13.13 Ground Penetration

Before any digging or spiking can occur permission from the Business Unit Manager must be obtained and a utilities (water, electricity) mark out completed. As the venue cannot supply information on underground services, a Dial Before You Dig call must be made to the local authorities.

Ground used for fill in commonwealth park and other NCA owned land has been known to contain asbestos, works needing to disturb the ground in there's locations should be notified to the Events ACT Business unit manager, (Events ACT SOP in place)

13.14 Vehicles Use

To ensure a safe environment for all event visitors, including members of the workforce and the public there is to be no movement of vehicles on the event site, unless explicitly authorised by the Business Unit Manager, via the EOC during event activation.

In exceptional circumstances if this cannot be avoided, approval is to be sought from the Business Unit Manager (event manager) via the EOC. The vehicle must utilise hazard lights, travel at a walking pace and be accompanied by a spotter.

Approved vehicles may enter the site during bump-in, bump-out and after hours during the event (once clearance and authorisation has been confirmed and approved by the EOC). All drivers must have agreed to the driver policy as part of their site induction before entering the site.

During bump-in/out all vehicles moving within the event precinct must be at walking pace and use hazard lights.

All powered mobile plant (e.g., forklifts) must be accompanied by a spotter when moving across areas that assessable to the public. Loaded forklift trucks will have right of way.

Vehicles should drive only on the sealed surfaces. Do not drive on the grass, gravel paths or wet areas unless otherwise permitted by Event Management.

The cost of repairs to any damage to the site will be the responsibility of the person or organisation responsible for causing the damage. Any incident must be reported immediately to the EOC and an incident form completed.

13.15 Infrastructure on site

No person is permitted to tamper with any power or water supply on site. Only trained competent person may touch electricity or water supply

13.16 Drugs and alcohol

It is prohibited for any worker to be under the **influence of alcohol or other drugs** while performing work activities including the operation of vehicles, equipment and or plant. Persons deemed to be in a state, which is hazardous to them or others, will be asked to cease work immediately and they will be escorted off site.

Events ACT requires all workers to report to their respective supervisor if they are required to take prescription drugs especially drugs that may affect focus/attention.

Events ACT reserves the right to ask any worker to produce evidence that the drugs he/she is taking are indeed prescribed by a medical practitioner.

No person is permitted to smoke within any building or within five metres of a door, window, air conditioning inlet or similar opening on an event site.

13.17 Gas bottles

The misuse, inappropriate storage and transportation of gas bottles can cause catastrophic injury and death. All participants have obligations under the *Work Health and Safety Act 2011* to ensure the safe use of gas cylinders and gas appliances.

The *Events ACT WHS Vendor guidelines* includes gas bottle and gas appliance Information and must be returned & agree to as part of the vendor agreement prior to bump-in. Events ACT and WorkSafe ACT will conduct routine inspections of gas bottle storage and location throughout an event.

An indication of an unsafe installation will need to be remedied as soon as possible and, if still unsafe, advice from a licenced gasfitter should be sought.

13.18 Fire equipment

All food vendors are required to provide all necessary fire and safety equipment including fire extinguishers and fire blankets, within each catering outlet as per the fire safety regulations.

Events ACT will supply fire extinguishers in proximity to all generators, light towers, large marquees, and portable buildings.

In accordance with the Emergency Management Plan, in the case of a fire on site, please contact the EOC via radio in this first instance to advise relevant information, e.g., location, severity, flammable materials in close proximity, people in close proximity. The EOC (radio control) will contact ACT Fire and Rescue. If you cannot contact the EOC please call 000.

13.19 Noise

Hazardous noise affects the functioning of the inner ear, which may cause temporary hearing loss. After a period of time hearing may be restored. With further exposure to hazardous noise, the ear will gradually lose its ability to recover, and the hearing loss will become permanent.

During event delivery/activation, noise from speakers will be controlled by the sound desk based on approved sound levels for the event, under control of the Business Unit Manager (event manager)

Events ACT will supply PPE (ear plugs) to workers that request hearing protection

13.20 Health and Hygiene including COVID Safety.

Workers must ensure they always abide by the current ACT Public Health Directions at all times.

Basic hygiene advice, using signage and the provision of appropriate hand washing liquid will be provided on for all events. ACT Health will be conducting routine inspections of catering and facilities. All businesses selling food are required to be registered.

The workforce is advised that if a member of the team is ill with COVID-19, Influenza, Gastroenteritis or feels unwell they should not report for duty. This is to protect other team members and the visitors to the event.

The event workforce will be briefed regarding the importance of not reporting to duty if unwell and communicating any health issues to the Business Unit Manager or WHS Coordinator.

13.21 Water Safety

For events that border Lake Burley Griffin, water safety throws installed by the National Capital Authority are installed at regular locations along the lake edge.

For fireworks displays held on Lake Burley Griffin ACT Water Police will be patrolling the lake.

Events ACT may also use A-frame signage to draw attention to the hazard of the body, and the need to supervise children.

13.22 Health Surveillance/health Monitoring

Depending on the circumstances, incidents or accidents, outcomes of risk assessments etc., medical examinations may be required for specific workers.

health monitoring, as defined by CMTEDD people safety *element 8.1 hazard or health monitoring has been assessed by Events ACT as not required for the business unit.*

Events ACT will continue to monitor the working environment, through risk assessment and consultation with its workers for the need for health monitoring.

13.23 Extreme Heat

Generally, event bump-in, activation/delivery and bump-out requires working outside which creates a risk of exposure to heat. Working in heat can cause heat-related illness including fainting, heat rash, heat cramps, heat exhaustion, and heat stroke. Working in heat can also cause dehydration, burns.

To stay safe workers should keep hydrated during the day and wear appropriate sun safety and protective clothing like hats and long sleeves to protect from heat and UV.

all contractors/suppliers/vendors Must implement controls to limit sustained heat exposure for themselves and their workers in extreme heat conditions.

Supervisors will put in place a range of measures to support workers in the heat such as using shaded areas for work, ensuring workers are taking regular breaks and staying hydrated, reorganising work for cooler times of the day if possible and rotating jobs so workers spend less time on heavy or strenuous tasks.

In the instance of an extreme heat event being declared by the ACT government further emergency procedures will be enacted as per the *Events ACT Adverse weather SOP*.

13.24 Weather Occurrences

Events ACT will monitor weather situations via the Bureau of Meteorology and will consult with the ACT Emergency services Agency (ESA) regarding actions required should other weather situations occur. These may include:

- Electrical storms & lightning;
- dust storms;
- bushfire;
- snow;
- hail; and
- complex low-pressure systems.

Should extreme weather be forecast the procedures detailed in the *Events ACT Adverse weather SOP* for this event will be enacted.

13.25 Air Quality

Events ACT will monitor air quality during all stages of the Event (bump in/event activation/bump out) Air quality will be monitored via the three air quality monitoring stations located at Monash, Civic and Florey which measure PM_{2.5}

[Air quality in the ACT | Health](#)

Events ACT has developed a SOP - Air quality, and SOP adverse weather for actions to take to deal with poor air quality. Outdoor work will be assessed daily on an evidence & risk-based approach by the business unit manager (event manager), who will consult with the workforce. Events ACT will consider people who are in the work force that maybe sensitive to the effects of poor air quality

People who are sensitive to smoke and air pollution can also be more vulnerable to heat-related illness. This includes:

- people with heart or lung conditions (including asthma)
- children aged less than 14 years
- pregnant women, and
- people over 65 years of age.

13.26 Working at Night

Many events will require bump-in/out and event delivery/activation to occur at night. Consideration needs to be made by workers and employers to ensure they operate safely in what may be a poorly lit environment.

Events ACT will ensure suitable lighting is provided on site for safe work activities during bump-in/out, however there may be areas of darkness outside of the main work areas. It is recommended that workers have a torch (preferable a head torch to ensure both hands are free) available to use if walking through poorly light areas. If possible, keep to well-lit areas and don't work alone after dark.

13.27 Women's Safety Audit

A *Women's Safety Audit* will be conducted for this event.

13.28 Managing Fatigue, Rostering and Meal Breaks

Events ACT will manage event rosters and meal breaks in accordance with the Administrative and Related Classifications Enterprise Agreement 2018-2021 to ensure that hours worked are within

required limits and appropriate rest time is provided. Events ACT will take into account individual circumstances when rostering to manage fatigue.

13.29 Plant and Equipment

Events ACT is responsible for all plant or equipment which is owned, borrowed or hired by Events ACT. Events ACT must install, operate, inspect, check, test and dismantle the plant or equipment as per the applicable legislation, manufacturer's instructions and operating procedures.

Under WHS legislation Events ACT must also manage the risks arising from use of plant at the workplace and provide instructions, training and supervision to workers using the plant or equipment. Events ACT workers using the equipment must advise the Business Unit Manager or WHS Coordinator at the earliest opportunity of any changes made or faults found with the plant or equipment.

Events ACT will ensure that the plant or equipment it is responsible for is registered, if necessary, and has safe operating procedures, e.g., SOP/SWMS, before it is bought onsite.

Events ACT will ensure operators of plant and equipment are provided with the information, training, instruction or supervision necessary to protect themselves, visitors and others.

Records relating to plant and equipment must be kept in a secure format by Events ACT and be readily available to WorkSafe ACT and CMTEDD auditors, on request.

13.30 External Plant and Equipment

The specialist contractor responsible for plant or equipment bought on site and must install, operate, inspect, check, test and dismantle the plant or equipment as per the applicable legislation, manufacturer's instructions and operating procedures. Under the Health and safety Legislation they must also manage the risks arising from use of plant at the workplace and provide instructions, training and supervision to workers using the plant or equipment. The specialist contractor responsible must advise Events ACT at the earliest opportunity of any changes made or faults found with the plant or equipment.

The specialist contractor responsible for the plant or equipment is responsible for its registration, if necessary, and must provide evidence of which, along with any SOP's and/or SWMS, before it is bought onsite. This information will be recorded on the *Event Plant and Equipment Register*.

Specialist contractors must also ensure operators of plant and equipment are provided with the information, training, instruction or supervision necessary to protect themselves, visitors and others.

Records relating to plant and equipment must be kept in a secure format by the specialist contractor responsible for it and be readily available to WorkSafe ACT and CMTEDD auditors, on request.

13.31 Amusement Devices

Specialist contractors who provide devices that people use for entertainment (like carnival rides and bouncy castles), must check that the design of the device and the device itself is registered with WorkSafe ACT and meets the specific requirements outlined in workplace health and Safety regulations 2011 legislation. This registration must be provided, along with any safe operating procedures, e.g., SWMS, before it is bought onsite.

The specialist contractor is responsible for ensuring that a competent person such as a chartered professional engineer or a person that is qualified to be on the [National Professional Engineers register](#) inspects the device.

For inflatable devices, such as jumping castles (that have a platform height less than nine metres), the specialist contractor is responsible for ensuring a 'competent person' can demonstrate that they have acquired through training, qualifications or experience the knowledge and skills to inspect inflatable devices.

Specialist contractors must also ensure operators of amusement devices are provided with the information, training, instruction or supervision necessary to protect themselves, visitors and others.

The specialist contractor responsible for the amusement device should refer to and utilise the Safe Work Australia [Amusement Devices – Information Sheet and Operator Checklist](#), unless they have a checklist as part of their safety management system that covers this information and contains additional items relating to their specific device. To safely operate an amusement device, the operator should be able to answer “Yes” to all questions in the checklist. If the answer to any question is “No” the device should not be operated until the issue has been resolved and the Business Unit Manager informed. This checklist does not replace other controls, such as daily pre-start inspections.

Records relating to amusement devices must be kept in a secure format by the specialist contractor responsible for it and be readily available to WorkSafe ACT and CMTEDD auditors, on request.

14. APPENDICES

14.1 Appendix 1: WHS Contractor Requirements Checklist

Contractors play an important part of the events that the ACT Government hosts each year. The safety of all staff involved in the event and the safety of the ACT community is paramount.

This form sets out the requirements that contractors (including suppliers) are required to meet as part of the formal induction of all staff involved in the event including volunteers.

Provide:

- Industrial Relations & Employment Certificate (or Secure Local Jobs Code Certificate post 15 January 2018) for construction works
- Public Liability Certificate \$20,000,000 (Public Liability Certificate of \$10,000,000 (may be an accepted limit if approved by Events ACT))
- Professional Indemnity (as required)
- Workers' Compensation
- Pre-qualified (if available for type of work)

White cards, licenses, qualifications and certificate of competency to be provided to Events ACT

- If you are undertaking construction work, please provide via email copies of all white cards (front and back) for workers on site?
- If workers will be operating plant/equipment (e.g. forklift, elevated work platform etc.) please provide via email copies of all applicable licenses (front and back)
- Please provide via email all other relevant certifications of competency for workers

Risk assessments

An event/site specific risk assessment of the work to be carried out is required to be provided by the contractor for review by Events ACT.

Any questions or clarification of the risk assessment required by Events ACT will be the responsibility of the contractor to duly consider and rectify. It should be noted that the risk assessment is a primary tool to ensure all works are carried out effectively and safely.

- Have you provided your risk assessment for the work activities to be carried out?

Safe work method statements

SWMS to be provided by the contractor for all medium and high risk work.

(SWMS should be completed on site with relevant workers prior to the start of the activity so as to ensure all site specific risks are captured).

Please provide your SWMS template to evidence that you have the correct documentation available to complete your SWMS on site, taking into account all local risks/hazards.

Working at heights

- Does the task require work at heights?
- If yes will there be controls to prevent a fall identified in the SWMS?

Note. If controls are not identified, work is not to commence until a SWMS that identifies the controls to prevent falls from heights is provided by the contractor.

Note. If work is to be conducted at 1.8 metres, or more, then physical fall protection controls must be included in the SWMS. Physical controls include perimeter guard rails, temporary / elevated work platforms, work positioning systems i.e. harnesses / fall restraint system etc.

Note. If a fall arrest system is to be used, the contractor must also supply a fall arrest rescue plan for workers.

Further information on fall protection measures is available from WorkSafe ACT.

Confined space entry

- Does the task require confined space entry?

A confined space is any space that is not designed to be a workplace and has limited access and egress including but not limited to: storage tanks, boilers, pressure vessels, pipes, sewers, shafts, ducts, silos, open-topped pits or trenches.

Risks posed by confined space may include entrapment, unsafe levels of oxygen or unsafe atmospheric contaminants or substances that may cause engulfment.

If confined space entry is to occur:

- the contractor will complete the application for approval by Events ACT
(A copy of the Permit is to be attached to this induction record)
- The contractor must provide evidence of their current training to enter and work in a confined space

Date Confined Space Entry Permit issued:

Date Confined space handed back to Event ACT:

Asbestos

- Will the task include the removal or disturbance of Asbestos?
- If yes, has the site Asbestos Register been provided and sighted by contractor?

Chemicals

- Please list chemicals that will be used on site (e.g. diesel, paint, solvents, cleaning products etc.)
- If chemicals are used, Safety Data Sheets are to be provided via email by the contractor and the risks of exposure to those chemicals explained to workers and included in SWMS.
- Have all relevant Safety Data Sheets been provided via email
- Are controls to eliminate or minimise exposure to workers or others to be included in the SWMS?

Note. If controls are not identified in the SWMS, work is not to commence until a SWMS provided by the contractor identifies the controls to eliminate or minimise exposure to workers and others.

Flammable/combustible materials, equipment and chemicals

- Will flammable or combustible material, equipment & chemicals be used on job (including gas bottles, diesel or other types of fuel)?
- If yes, explain the nature of this material and equipment:

- Are controls to eliminate risk to workers and the community to be including details within a SWMS?

Note. If controls are not identified in the SWMS, work is not to commence until a SWMS provided by the contractor identifies the controls to eliminate or minimise risk to workers and others.

Hot Work

- Does the task involve hot work?
- If the task includes hot work, then a Hot Work Permit is to be approved by Events ACT in consultation with the contractor and attached to this induction record.
- Date Hot Work Permit issued
- Date and time fire detection system is to be isolated

Note. Events ACT is responsible for issuing the Hot Work Permit to the contractor. Further information on Hot Work Permits is available from [WorkSafe ACT](#)

Noise

- What equipment is to be used on the work site?
 - Power tools
 - Hand tools
 - Explosive tools
 - Compressed air tools
 - Entertainment devices
 - other
- Are controls to eliminate or minimise noise exposure to workers or others to be included in SWMS?

Note. If not, work is not to commence until a SWMS provided by the contractor identifies those controls.

Electrical Equipment

- What electrical equipment is to be used on the work site?
 - Power tools
 - Explosive tools
 - Compressed air tools
 - Generators
 - Other

It is the responsibility of the contractor to ensure all electrical equipment is tested and tagged prior to being brought on site.

- Is all your electrical equipment, including leads tested and tagged

Note. If not, work is not to commence until all electrical items are tagged and tested.

Mobile and fixed plant

- What mobile and fixed plant is to be used on site?
 - Elevated work platform
 - Forklift

- Compressed air tools
- Generators (must include fire extinguisher)
- Construction plant
- Other

The following will be checked when plant is delivered to site. Can you provide all the following items for inspection:

- Maintenance log as recommended by the manufacturer
- Licenses and/or certificates of competency for each operator
- Flashing and reversing warning lights
- Completion of pre-start check lists for each item

Amusement Devices

- What amusement devices will be in use?
 - Side cars
 - Slides
 - Ferris wheel
 - Inflatable devices
 - Other

Provide for all amusement devices via email:

- Maintenance log as recommended by the manufacturer
- Licenses and/or certificates of competency for each operator
- Registration of device with WorkSafe ACT (evidence of an audit by WorkSafe in the past 12 months)
- Completion of daily check for each device (to be reviewed on site)
- Engineers certificate certifying the device is fit for purpose

Note: An information sheet and operator checklist can be found at:

<https://www.safeworkaustralia.gov.au/system/files/documents/1703/amusement-devices-information-sheet-operator-checklist.pdf>

First Aid

It is a requirement that you have a qualified first aid officer who will be on site at all times when Events ACT is not present (i.e. when you are working alone) and that you have a first aid kit available.

Have you identify who your accredited first aid officers are in *Section 1: Contractor Contact Details* above?

Site induction

No work is to be carried out until workers have completed the Events ACT Site Induction and signed the induction register.

- Please identify how many individual workers you will have on site over the duration of this event:

Contractor Verification

I, _____ (print name) the contractor have:

- Provided all the requirement specified in Sections 1-5
- Received a copy of this Checklist
- Will ensure all workers attend the site specific Events ACT Induction session prior to commencing any work on site. This will include the following:
 - Site safety/risk considerations
 - Emergency procedures
 - First aid
 - Other site specific information as required
- Will ensure I comply with Events ACT's requests so far as is reasonably practicable to ensure the safety of myself and others while on site

14.2 Appendix 2: WHS Vendor/Organisation Requirements Checklist

Events ACT workplace health and safety guidelines

Food/beverage vendors, market stall holders, artists and performers, sponsors, and other event activations play an important part of the events that the ACT Government hosts each year. The safety of all staff involved in the event and the safety of the ACT community is paramount.

All participating organisations have an obligation to comply with work health and safety legislation which has a primary requirement to ensure that all workers and volunteers work safely during their day-to-day operations. Similarly, it is the responsibility of Events ACT and the vendors to collectively establish and maintain safe working practices. We know that all participating vendors afford health and safety a high priority.

To assist in this process Events ACT has been proactive in helping all parties to work in a safe manner. This guideline document sets out the health and safety requirements that organisations are required to meet as part of the formal approach to developing a safe workplace including the importance of inducting all staff involved in the event including volunteers.

This guideline is separated into the following sections:

- **Food/beverage vendors** (section 1, page 5).
- **Market stall, sponsor and other event activations** (non-food/beverage), including, but not limited to sporting activations, craft demonstrations, children's workshops, other workshops etc. (section 2, page 21).
- **Artists and performers** including, but not limited to speakers, school performing groups, roving performers, stage performers etc. (section 3, page 29).

Please review the section relevant to your activity for this event. Contact the WHS team if you have any questions.

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1. FOOD/BEVERAGE VENDORS

1.1. Legislation and Australian standards

The information in this guide aligns with the following legislation and Australian standards. Vendors must also comply with these standards and legislation including, but not limited to:

- ✓ Workplace Health and Safety Act 2011
- ✓ Gas Safety Act 2000
- ✓ ACT Electrical Safety Act 1971
- ✓ AS/NZS 1596:2014 The storage and handling of LP Gas
- ✓ AS/NZS 5601:2013 & 2022 Gas installations – general installations
- ✓ AS/NZS 3000:2018 Wiring Rules
- ✓ AS/NZS 3760:2010 In-Service Safety inspection and Testing of Electrical Equipment
- ✓ AS/NZS 3002:2008 Electrical Installations – Shows and Carnivals
- ✓ AS 1851-2012 Routine Service of Fire Protection Systems and Equipment
- ✓ ACCC button/Coin battery safety and information mandatory standards

1.2. Electrical

All electrical items that are plugged into power must have a current test/tag sticker showing the item has been tested within the last 12 months by competent person to a standard defined by AS/NZS 3760:2010 Testing of Electrical Equipment.

This includes, but is not limited to:

- Electrical cooking appliances such as rice cookers and hot plates;
- Lights;
- Refrigerators and freezers;
- Cool rooms (note the cool room itself is an appliance and requires a test/tag, as does the lead from the cool room to the power source)
- Coffee machines;
- Point of sale terminals;
- Charger cables (e.g. for mobile phones);
- Computers/laptops/tablets.

1.2.1. Examples of what test/tag tags may look like

Front of tag



Back of tag



Figure 1. Examples of test tag

Electrical items that do not have a current test tag must be removed from site.

1.2.2. Electrical leads, power boards, adapters and appliances

To maintain electrical safety Events ACT does NOT allow the use of domestic rated leads, power-boards due to the specific hazards involved in their operation in a commercial setting at event sites. Events ACT will also allow double adaptors or other "piggy backing/ Daisy chaining" power boards or double adaptors.

Domestic items are generally a thin white cord with a cable thickness of 1.5 mm and are generally limited to 10 amp adaptors. Do not bring domestic items to this event site.

Examples of approved and prohibited electrical items are below.



Figure 1. Examples of domestic electrical items that are not allowed on site

If you require extensions leads or power boards these must be commercially rated. Commercially rated electrical items are generally coloured (red, orange, blue etc) with a cable thickness of 2.5 mm and can come with 10, 15 or 20 amp adapters.

Power boards should have a built in Residual Current Device (RCD).

Domestic Fridge or freezers are okay if they are operating on a Floor and out of the weather in a food truck, van, or Marquee.

Examples of suitable commercial grade leads and power boards are below.



Figure 3. Examples of suitable commercial grade leads and power boards

1.2.3. Generators

Events ACT will provide all electrical requirements for vendors. Vendors are NOT to use their own generators without the express written permission of Events ACT.

1.2.4. Button/Coin battery safety

The ACC has released mandatory button/coin battery standards that all businesses must comply with. If you are selling or have a product on site that contains button/coin batteries, please ensure it meets this new standard. For more information, please see the following link.

[Button and coin batteries | Product Safety Australia](#)

1.3. Gas cylinders and gas appliances

Liquefied Petroleum Gas (LP Gas) is a flammable gas stored in cylinders under pressure. Failure to apply strict precautions in the use of gas can result in major damage to property and injury to people. All gas appliances (e.g. BBQs, wok burners, stoves and other things that run off gas), regulators, connectors and hoses must be of an approved design.

Homemade gas appliances and equipment can be dangerous and is not acceptable.

Not all gas equipment can be used for commercial purposes at events. Leisure products such as camping gear and domestic BBQs are generally not designed for continuous use such as at an event and can be unsafe if used in this manner. However this type of equipment may be used if the appliance is approved by the manufacturer for commercial purposes.

When purchasing gas appliances for use at events, you should firstly check with the supplier and request evidence that the equipment is **Type A** or commercially rated and then look for the Australian Gas Association marking that certifies this.

The following are examples of labels show that the appliance has been approved by a certifying body. Gas appliances marked with "Camping & Leisure Product" are **NOT** suitable to be used at events.





Figure 4. Some examples of approved gas certification labels

Gas cylinders must NOT be damaged or rusty



Figure 5. Rusty, damaged gas bottle. This would not be allowed on site

Gas cylinders must show a test date within the last 10 years. The example below shows a test date of February 2016. This is less than 10 years ago. This cylinder is ok to use on site.



Figure 6. Example of compliant gas bottle that has been tested within the last 10 years.

Gas bottles must be stored on a level surface, in an upright and secure position (e.g. strapped down or in a stillage, not just on the ground) so they cannot tip over.

Gas bottles must not block walkways and exit routes and must be stored away from public access



Figure 7. Examples of suitable gas bottle storage



Figure 8. Examples of unsuitable gas bottle storage. This would not be allowed on site

1.3.1. Safety pressure valves

Safety valves of gas bottles are designed to relieve excess pressure that may result from overfilling or exposure to excessive heat or fire. The function of a pressure relief valve is to keep a cylinder from rupturing in the unlikely event of excessive pressure build-up.

The pressure relief valves are held in the closed position by the force of a powerful spring inside.

As long as the pressure is less than that of the spring, the valve will remain closed.

The pressure valves must face away from marquees/structures and ignition sources. If the valve does release and gas is released you do not want the gas directed at an ignition source (e.g. burning flame, hot plate etc) or at a marquee wall as it may ignite and cause a fire.



Figure 9. Gas bottle safety pressure valve

1.3.2. How to test for leaks

Gas bottles must be checked for leaks after they have been set up. The soapy water leak test allows for tell-tale gas leak soap bubbles that are indicative of a gas leak. You just coat all of the gas transmission gear (pipes, hoses & valves) with soapy water and then turn the gas on. If the soap bubbles or you smell rotten eggs, you know you have a leak. Leaks from these items are frequently the cause of gas fires. Go to <https://www.elgas.com.au> for more information or watch this [1 minute video](#)



Figure 10. Image shows soapy water test with bubbles = gas leak present, this must be fixed before this gas bottle can be used.

1.3.3. Gas bottles over 45kg

These must be installed by a licensed gas fitter and a certification/compliance plate must be present

Gas Supply (Consumer Safety) Regulation 2012		
Non-network connected gas installation for use with		
LPG PROPANE <input type="checkbox"/>	BUTANE <input type="checkbox"/>	NG-METHANE <input type="checkbox"/>
Certificate of inspection No. _____		
Date of Test: _____		
Tested By: _____ (Qual. Supervisors Cert.)		
Contractor: _____ (License No.)		
Appliance Code/s: _____		

Figure 11. Example of gas certification plat that should be present when 45 kg or larger gas bottles are installed by a licensed gas fitter

1.3.4. Examples of gas hoses, regulators and appliances not suitable for use by stall holders

The below image is NOT compliant.



Figure 12. Example of non-compliant gas set up

- ⊗ Poor ventilation around the appliances
- ⊗ Uncertified appliances using a high pressure/incorrect regulator.
- ⊗ Unsecured appliances on bench top
- ⊗ These gas bottles are not secure
- ⊗ They are too close to the gas flames (i.e. they are directly under the ignition source)
- ⊗ The gas burners are too close to other combustible surfaces (e.g. marquee walls)
- ⊗ The hoses are at the front causing a trip hazard

The below images are NOT compliant:



Figure 13. Examples of non-compliant gas appliances.

- ⊗ Poor ventilation around the gas appliance
- ⊗ Appliance is homemade and uncertified
- ⊗ The appliance is not secure
- ⊗ The use of a high-pressure regulator is not allowed
- ⊗ Combustible materials (i.e. cardboard boxes) close to the burners

Ring burners and portable wok burners are not suitable for use at events unless the burners are certified, suitable for low pressure use and has an integral pan support. Appliances on benches need to be secured to prevent movement and should be on a non-combustible surface (e.g. a cement board or stainless-steel worktop). Portable gas cookers that use gas cartridges are not allowed:



Figure 14. Portable butane style gas cookers are not allowed.

The following examples are of non-certified gas appliances and certified gas appliances.



Figure 25. These gas rings do not have a certification label (as per figure 3.), they are not able to be secured to the bench and pots can easily tip when sitting on these burners. These are not suitable for use at events.



Figure 36. This wok is too full of oil, the burner is not certified, and the burner is not secured, the wok is unstable. This is not suitable at an event.



Figure 47. This is a high-pressure regulator; this is not suitable for use at an event.



Figure 18. These are examples of appliances that have appropriate certification labels and are ok for use at events

For gas cylinders over 45kg that are installed by a gas fitter the following clearance requirements apply

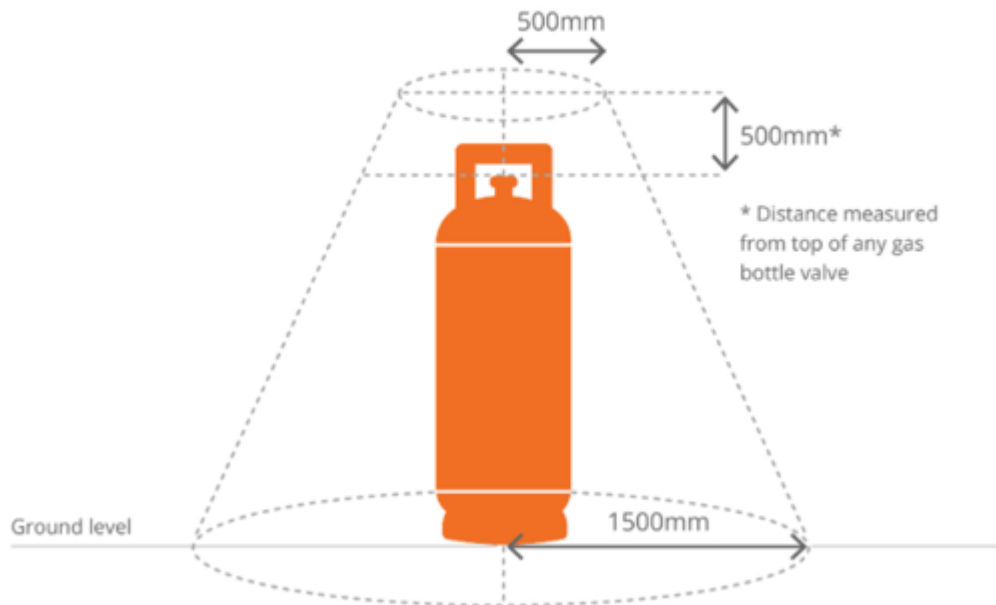


Figure 19. Clearance requirements for 45kg gas cylinders

1.3.5. Clearance from combustible material and surfaces (e.g. marquee walls)

Gas appliances must be installed and used so that they avoid damage to nearby combustible surfaces. For marquees with plastic walls, fibre cement sheets with air gap spacings of no less than 25 mm can be used in addition to the side measurements listed below to provide enhanced safety. The following clearances to combustible surfaces will ensure that ignition of combustibles does not occur. Nearby surfaces should still be periodically monitored to ensure that no hazards occur.

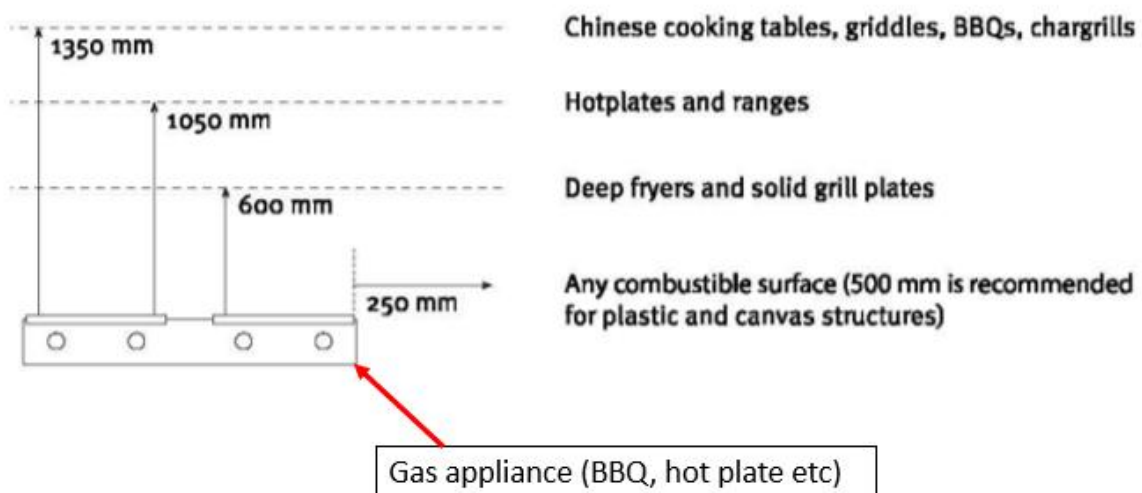


Figure 20. Clearance requirements to marquee walls and overhead rangehoods/marquee ceilings etc



Figure 21. example of fibre cement sheet

1.3.6. Ventilation when using gas

Outdoor areas must be well ventilated when using gas. Having 2 sides of the marquee are open provides good cross breeze and ventilation.

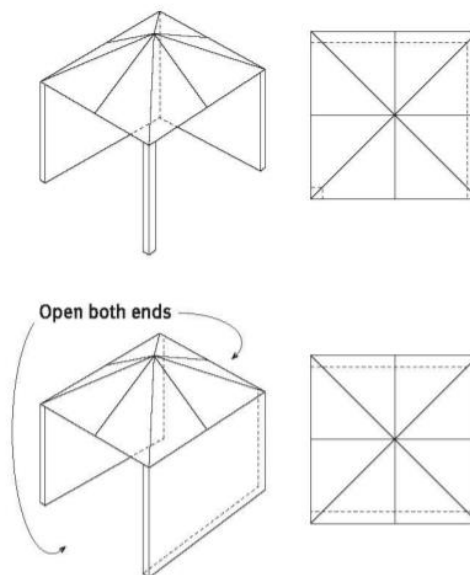


Figure 22. Examples of open sides of marquees to promote cross ventilation

1.4. Cool rooms

Cool rooms must be fitted with either a working alarm bell that can be rung from the inside if someone has become trapped or a working failsafe emergency release function where the cool room can be opened from the inside even if locked.

Note if a cool room can be padlocked closed, rendering the emergency release function inoperable then an alarm bell must also be present



Figure 23. Cool room with bell

1.5. Knife safety

While cooking or prepping food you may need to use a knife, being a public open space this object could also be used as a weapon. Knives must be kept out of reach from the public at all times.

1.6. Chemicals

Vendors must keep copies of Safety Data Sheets (SDS) for chemicals on site and they must be readily accessible for all workers involved in using, handling or storing the chemical at the workplace and anyone else who may be exposed to the chemical including emergency service workers that may be called to attend to an emergency.

However, in these circumstances the vendor must still make sure that sufficient information and instruction is provided to workers, and this may involve having accessible Safety Data Sheets.

Safety data sheets include information regarding how to store and transport the chemical, what first aid measures to apply if the chemical is eaten or gets into eyes or people are otherwise exposed etc, Events ACT recommends you print out the Safety Data Sheets for all chemicals you will be bringing to site. You can do this by searching for the name of the *chemical + safety data sheet* on the internet. For example search “LPG safety data sheet” to obtain the SDS for gas, or “Dettol hand sanitiser safety data sheet” to obtain the SDS for your hand sanitiser.

1.7. Fire extinguishers

Note you may require more than one type of extinguisher: For e.g. If you have electrical appliances you require a class E extinguisher. If you are using cooking oil you require a class F extinguisher.

If you are operating a deep fryer you should also have a fire blanket.

Firefighting equipment must be mounted in an accessible location and clearly visible. **They must show a test date within the last 6 months.** If the fire extinguisher has been newly purchased proof of sale (e.g. the receipt) should be available to view as newly purchased extinguishers do not come with a compliance tag.



Figure 24. Fire extinguisher test tag circled.











ID sign	Typical appearance	Extinguisher Type cylinder contains	Class A Wood, paper, textiles etc, normal combustibles	Class B Flammable liquids, petrol, paints	Class E Electrical fires	Class F Cooking oil, animal fats & vegetable oils
		Dry Chemical Powder	YES	YES	YES	NO
		Co2 Carbon Dioxide	NO	YES	YES	NO
		Water	YES	NO	NO	NO
		Foam	YES	YES	NO	NO
		Wet Chemical	YES	NO	NO	YES

Figure 25. Types of fire extinguishers



Figure 26. Fire blanket.

1.8. Temporary structures

Events ACT does not allow the installation of any pop up gazabos or marquees, including in back of house areas except in very limited circumstances where **express written permission prior to the Event has been obtained**.

All requirements for marquees, gazabos etc must be provided by our marquee contractor and pre-arranged with Events ACT.

The use of market type umbrellas must be pre-approved in writing from Events ACT and these will be inspected on site to ensure they are appropriately secured/weighted. Umbrellas must be closed at the direction of Events ACT (weather/wind dependant) to prevent injury in windy situations.

1.9. First aid

All food vendors must have a first aid kit appropriately sized for the number of workers and easily accessible. It is important that the contents of the first aid kit are not expired. Please check your first aid kit prior to the event and replace any expired items.



Figure 28. Examples of first aid kits.

1.10. Housekeeping

It's very important to ensure that your workspace is tidy. You should ensure that items are well organised so as to not to cause a trip hazard. Things to consider:

- ✓ Cables tidy and not crossing walkways
- ✓ Food items in appropriate storage containers and stacked neatly
- ✓ Gas bottles stored securely, not in walkways
- ✓ Rubbish (including cardboard and excess packaging) in appropriate bins

The images below highlight some housekeeping issues that would need to be rectified.



Figure 27. Examples of poor housekeeping

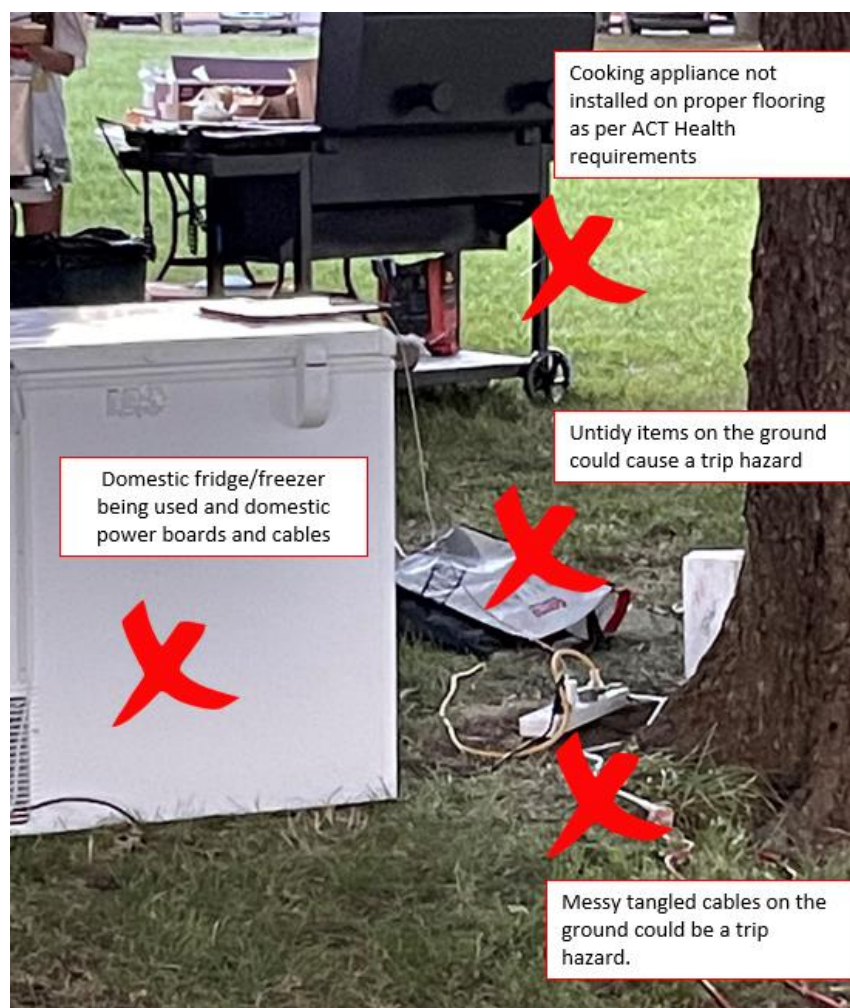


Figure 29. Examples of poor housekeeping

1.11. Site induction, daily sign in/out

Please ensure that:

Events ACT | 2023 | Work, Health & Safety Plan

- all workers on site at any time have completed the site induction.
- all workers sign in and out of site every day, so we know who is on site at any given time in case of an emergency.

You will be advised prior to the event the procedure for site induction and signing in and out as this may differ for each event.

1.12. Summary

By ensuring you are implementing the requirements outlined in this guideline document you will be on your way to operating a safe and successful food stall. Our goal is to ensure the safety of all involved in this event, including you, your workers/volunteers and the members of the public. We do this by ensuring all involved in our events are operating as per the legislation and Australian Standards that are in place in the ACT.

WorkSafe ACT are the regulating body who are responsible for inspecting operations and enforcing the legislation as it applies to this event.

We are here to help you meet your legislative obligations and want to take every opportunity to assist you with any questions you may have and provide guidance and support to ensure a safe event for all involved.

Please reach out to us at any time if you have any questions or concerns about the information in this guideline or any other safety questions or concerns.

14.3 Appendix 3: Incident Report

ACCIDENT/INCIDENT REPORTING FORM

This form should be used to record details of all incidents. Please contact WHS Coordination Manager, Event Manager or contact CMTEDDPeopleSafety@act.gov.au, if you require any assistance. If item is not applicable to your incident please mark N/A

Person Completing this Form	
First Name:	Surname:
Preferred contact number:	Position Title/Level:
Company:	Address:
Signature:	Date: ____ / ____ / ____

Person Affected			
Client	Volunteer	Worker Third Party	Other
First Name:		Surname:	
Organisation:		Contact Number:	
Email Address:		Gender:	DOB:

When did it occur?	
Date and Time of Event:	____:____am/pm ____ / ____ / ____
Duty Officer/Supervisor Name:	
Date and Time Duty Officer Notified:	____:____am/pm ____ / ____ / ____

Where did it occur?	
Where did the Incident/Accident Occur? (inc. Map reference, street address etc.)	
Exact Location of the Incident/Accident? (Shed, Vehicle, Stage, Roof, Road etc.)	

What happened?			
Summary of Incident/Accident: (inc. details on the outcome of the Incident/Accident)			
Incident/accident category	<input type="checkbox"/> Missing person <input type="checkbox"/> Fire <input type="checkbox"/> Emergency evacuation	<input type="checkbox"/> First Aid <input type="checkbox"/> Suspicious person/item <input type="checkbox"/> Intoxication	<input type="checkbox"/> Noise complaint <input type="checkbox"/> Crowd incident <input type="checkbox"/> Theft/robbery

	<input type="checkbox"/> Unauthorised activity <input type="checkbox"/> WHS incident	<input type="checkbox"/> Damage – accidental <input type="checkbox"/> Other (please detail below)	<input type="checkbox"/> Damage – malicious/criminal
What led up to this incident/accident?			
Impact of Incident/Accident if WHS related: <i>(at time of reporting)</i>	<input type="checkbox"/> Was this a near miss? <input type="checkbox"/> No injury or illness, it was a hazardous situation? <input type="checkbox"/> Minor injury or illness, no time was lost as a result? <input type="checkbox"/> Less than one day of lost work? <input type="checkbox"/> One day or more of lost work? <input type="checkbox"/> Workplace fatality? <input type="checkbox"/> Other (please detail below):		
Description of injury			
Treatment given (if any)			
Was first aid required? If yes by whom? (Name of treating officer)			
Was an ambulance requested?			
Was the patient transported to hospital? If yes which hospital?			
Details of Theft/Damage/Other (if applicable)			
Were police called and did they attend?			
Name of officer			

Contact number	
Details of theft/damage or other relevant information	

Notifiable Incident Details (if applicable)

Confirm that this Incident/Accident a WorkSafe Notifiable Event?

Only the following types of WHS incidents must be notified to WorkSafe ACT:

- **fatality**
- **serious injury or illness** (e.g. serious injury-amputation, internal injuries, prolonged unconsciousness)
- **dangerous incident** (e.g. uncontrolled fire, large explosion, release of lethal or explosive gases), major structural, equipment or plant failure; e.g. collapse of buildings, major damage to essential equipment

These incidents must be reported immediately to WorkSafe ACT via the fastest possible means; telephone: WorkSafe ACT – Ph: 6207 3000 or Email:

worksafe@act.gov.au.

Y / N If 'Yes', please provide detail of who notified and how:

If the incident is notifiable, who will conduct an investigation? (If unsure, please discuss with WHS Manager)

Violence/Bullying/Harassment/Discrimination

Was Violence/Abuse Involved?

Y / N

Was Bullying/ Harassment Involved?

Y / N

Was Discrimination Involved?

Y / N

If 'Yes' to any of the above, please provide detail:

Background to Task (If related to an injury from a work related task)

Task being performed at the time?

Was Incident/Accident related to task?

Y / N

Experience in performing task?

Yrs: _____

Mths: _____

Was appropriate Personal Protective Equipment required/worn?

Y / N

Trained in task?

☐ Induction

☐ Eye protection

Y / N	<input type="checkbox"/> Task Specific <input type="checkbox"/> Vocational/ Job specific <input type="checkbox"/> Other	<input type="checkbox"/> Ear protection <input type="checkbox"/> Footwear <input type="checkbox"/> Hand protection <input type="checkbox"/> Harness or restraint <input type="checkbox"/> Helmet/head protection <input type="checkbox"/> Respiratory <input type="checkbox"/> other
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Corrective Actions	
Were any short term corrective or preventative actions taken?	Y / N <i>If 'Yes', please provide detail:</i>
Are any long term preventative actions required? <i>(inc. Training)</i>	Y / N <i>If 'Yes', please provide detail:</i>

Witness	
First Name:	Surname:
Position Title:	Preferred Contact Number:
Witness	
First Name:	Surname:
Position Title:	Preferred Contact Number:

Person Supervising at Time of Incident	
First Name:	Surname:
Position Title:	Preferred Contact Number:

Form entered into RISKMAN by (official use only) <i>Form must be scanned and attached to RiskMan Report</i>	
First Name:	Surname:
Contact number:	Position Title/Level:
Confirm that this Incident/Accident a WorkSafe Notifiable Event? <i>(please circle)</i> Y / N	
Signature:	Date: ____ / ____ / ____
<p>Privacy Notice: The information in this form is collected to comply with the ACT Government's responsibilities for recording workplace accidents/incidents and in accordance with <i>Work Health and Safety Act 2011</i> as well as:</p> <ul style="list-style-type: none"> The <i>Privacy Act 1988 (Cwth)</i>. The Privacy Act entitles you to check the record processed from the information you have provided and to correct any inaccuracies. The <i>ACT Health Records (Privacy and Access) Act 1997</i> which outlines the rights of access to records and how they are kept. <p>The information in this form will only be disclosed to those who have authorisation to receive the information unless written permission is obtained from the person involved.</p>	

14.4 Appendix 5: Contractor Safety Verification Checklist (example subject to change)

Business unit:		Date:	
Worksite location:		Contractor:	
Supervisor/manager:		Person(s) completing checklist:	

	Y/N	Corrective actions
Does the contractor hold a relevant, valid licence for works being performed?		
Has the contractor completed a site induction?		
Has the contractor provided relevant SWMS to Events ACT?		
Was consultation around the SWMS undertaken with Events ACT if required?		
Are the controls stated within the SWMS being implemented for works currently being undertaken?		
Do the controls that have been implemented appear to be effective?		
Are the contractor's tools & equipment (PPC, RCD, PPE, extinguishers, meters, etc.) tested and tagged?		
Are the contractor's powered tools with leads connected to a portable RDC unit?		
Does the contractor have a first aid kit available?		
Is the required PPE available as per the SWMS and is it being worn for the task at hand?		
Is the contractor undertaking high risk work?		
If so, has the contractor completed an appropriate permit as per Events ACT requirements?		
Are SDS's available for all substances being used (including fuel)?		
Are the substances handled and labelled appropriately?		
Are spill kits available and is there a person trained on how to use them?		

Is the work area being maintained with good housekeeping practices?		
Are barriers used/traffic managed/ signage erected?		
Is the area being worked on free of slip, trip and fall hazards?		
Is mobile plant (e.g. forklift) being used?		
If so, is the plant licences/registered and fit for purpose (check logbooks, record last service date)?		
Is the plant operator qualified to operate the plant? List licence number		

14.5 Appendix 8: High Risk Construction Work

Meaning of high risk construction work – Model Work Health and Safety Regulations

Part 6.1.291

High risk construction work means construction work that:

- (a) involves a risk of a person falling more than 2 metres; or
- (b) is carried out on a telecommunication tower; or
- (c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- (d) involves, or is likely to involve, the disturbance of asbestos; or
- (e) involves structural alterations or repairs that require temporary support to prevent collapse; or
- (f) is carried out in or near a confined space; or
- (g) is carried out in or near:
 - (i) a shaft or trench with an excavated depth greater than 1.5 metres; or
 - (ii) a tunnel; or
- (h) involves the use of explosives; or
- (i) is carried out on or near pressurised gas distribution mains or piping; or
- (j) is carried out on or near chemical, fuel or refrigerant lines; or
- (k) is carried out on or near energised electrical installations or services; or
- (l) is carried out in an area that may have a contaminated or flammable atmosphere; or
- (m) involves tilt-up or precast concrete; or
- (n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- (o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- (p) is carried out in an area in which there are artificial extremes of temperature; or
- (q) is carried out in or near water or other liquid that involves a risk of drowning; or
- (r) involves diving work.

<https://www.safeworkaustralia.gov.au/system/files/documents/1902/model-whs-regulations-15-january-2019.pdf>

ⁱ <https://www.safeworkaustralia.gov.au/system/files/documents/1902/model-whs-regulations-15-january-2019.pdf>

ⁱⁱ https://www.safeworkaustralia.gov.au/system/files/documents/1702/inductionforconstructionwork_2007_pdf.pdf