

# Events ACT

## Workplace Health & Safety Guidelines

ARTISTS, PERFORMERS & COLLABORATORS

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# Events ACT workplace health and safety guidelines

Artists, performers and other programming collaborators 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.

Contact the WHS team if you have any questions.

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## 1. Legislation and Australian standards

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

- ✓ 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

## 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:

- Amps;
- Musical instruments such as keyboards and electric guitars;
- Lights;
- Charger cables (e.g. for mobile phones);
- Computers/laptops/tablets.

### 2.1. Examples of what test/tag tags may look like



*Figure 1. Examples of test tag*

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

## 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.

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

Examples of approved and prohibited electrical items are below.



***Figure 2. 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).

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



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

### 2.3. Generators

Events ACT will provide all electrical requirements for artists and performers. Artists and performers are NOT to use their own generators without the express written permission of Events ACT.

### 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](#)

## 3. Chemicals

Artists and performers 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 artist/performer 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.

## 4. 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 include, but are not limited to:

- ✓ Cables tidy and not crossing walkways/stages without being taped down or otherwise secured so as to not present a trip hazard
- ✓ Electrical items well organised

- ✓ Performance costumes, musical instruments, performance props etc. in appropriate storage containers and stacked neatly
- ✓ Rubbish (including cardboard and excess packaging) in appropriate bins

## 5. Site induction, daily sign in

Please ensure that:

- all workers on site at any time have completed the site induction.
- all workers sign in 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.

## 6. Risk management

Events ACT may request a risk assessment for your performance/activity.

The following information is adapted from the Model Code of Practice – [How to manage work, health and safety risks from Safe Work Australia](#) to assist you in this process:

Duty holders who have a role in managing work health and safety risks include:

- persons conducting a business or undertaking (PCBUs);
- designers, manufacturers, importers, suppliers and installers of plant, substances or structures; and
- officers.

Workers and other persons at the workplace also have duties under the WHS Act, such as the duty to take reasonable care for their own health and safety at the workplace. A person can have more than one duty and more than one person can have the same duty at the same time.

A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can (in other words, whatever is 'reasonably practicable') to eliminate or minimise health and safety risks arising from your business or undertaking. This process is known as risk management and involves four steps:

1. Identify hazards.
  - o Find out what could cause harm.
2. Assess risks
  - Understand the nature of the harm that could be caused by the hazard;
  - How serious the harm could be and the likelihood of it happening.
  - This step should involve consultation with relevant stakeholders including workers, co-workers, volunteers and others that may be affected by your activity.
  - In assessing risks you should also consider other matters such as security requirements for your activity and the likelihood of occupational violence towards workers and the public in both venues as well as outdoor locations.
3. Control risks.
  - Implement the most effective control measure that is reasonably practicable in the circumstances and ensure it remains effective over time.
4. Review hazards and control measures to ensure they are working as planned.
  - This process will be implemented in different ways depending on the size and nature of your business or undertaking.
  - Larger businesses and those in sectors where workers are exposed to more or higher risks are likely to need more complex, sophisticated risk management processes.

Please see the appendices to this document at point 4 below for useful resources and links to assist you with your risk management.

## 5. Summary

By ensuring you are implementing the requirements outlined in this guideline document you will be on your way to a safe and successful performance. 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.

## 6. Resources

- [Work Health and Safety Act 2011](#)
- [WorkSafe ACT](#)
- Safe Work Australia's Model Code of Practice for managing WHS Risks: [Model Code of Practice: How to manage work health and safety risks: Safe Work Australia](#)
- WorkSafe ACT's risk management page: [Risk Management: WorkSafe ACT](#)
- A summary of how to assess, identify and control risks from Safe Work Australia: [Managing Risks: Safe Work Australia](#)