# Events ACT

## Workplace Health & Safety Guidelines

### PARTNERS, SPONSORS AND OTHER EVENT ACTIVATIONS

# Contents

# Events ACT workplace health and safety guidelines

Event  partners, 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.

Contact the WHS team if you have any questions.

**Saskia White, Assistant Director WHS Coordinator**

Saskia.white@act.gov.au

0466 528 802

(02) 620 53812

**Eli Lincoln, WHS Officer**

Eli.lincoln@act.gov.au

(02) 6205 1297

# 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 & 2022Gas installations – general installations
- ✓ AS/NZS3000.2018 Wiring Rules
- ✓ AS/NZS3760.2010 In-Service Safety inspection and Testing of Electrical Equipment
- ✓ AS/NZS3002.2008 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:

- 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.

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

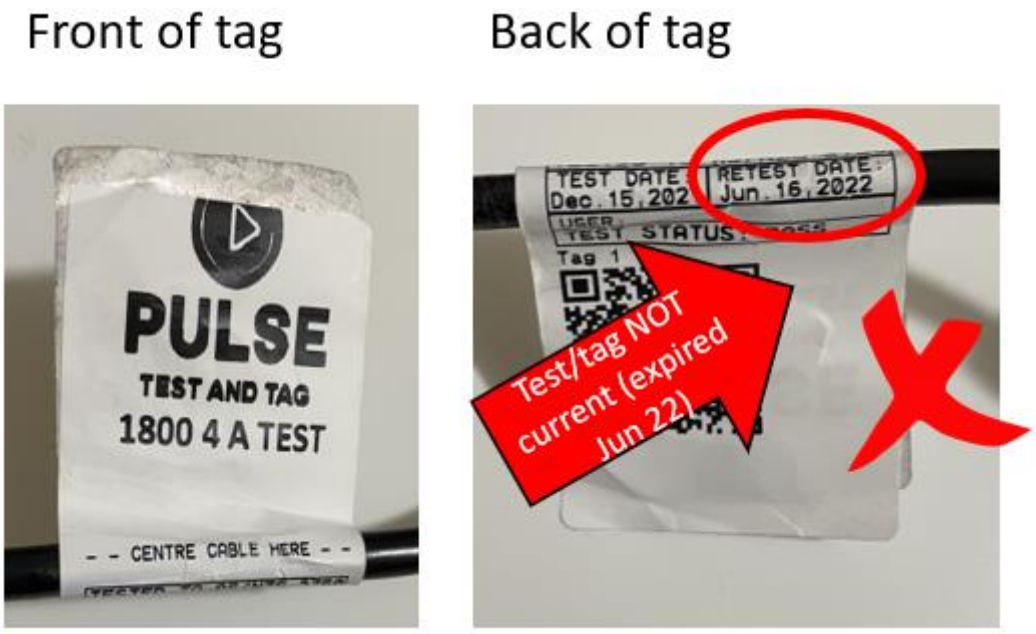


*Figure 1. Examples of test tag*

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. 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 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).

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*

### 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.

### 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

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 brining 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. 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 |
|---|---|---|---|---|---|---|
| A:B(E) POWDER |  | **Dry Chemical Powder** | YES | YES | YES | NO |
| CO2 |  | **Co2 Carbon Dioxide** | NO | YES | YES | NO |
| WATER |  | **Water** | YES | NO | NO | NO |
| FOAM NOT FOR ELECTRICAL FIRES |  | **Foam** | YES | YES | NO | NO |
| WET CHEMICAL NOT FOR ELECTRICAL FIRES |  | **Wet Chemical** | YES | NO | NO | YES |

*Figure 25. Types of fire extinguishers*


*Figure 26. Fire blanket.*

## 5. 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.

## 6. 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.*

## 7. 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*

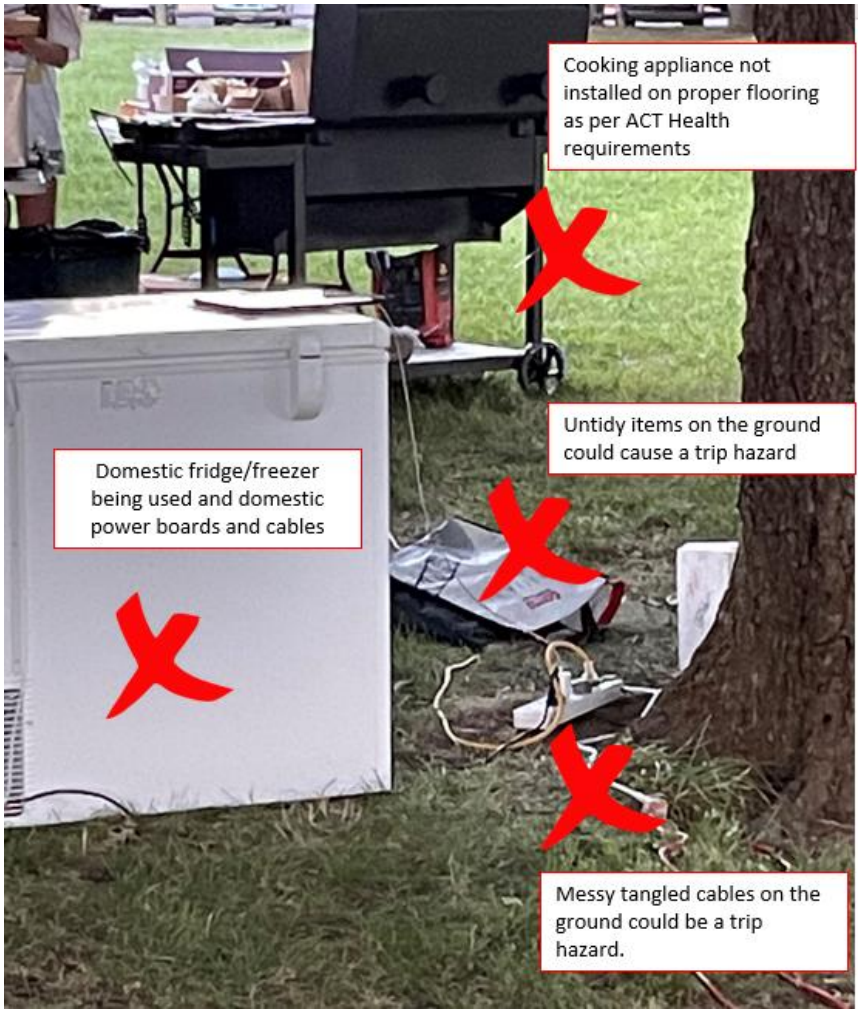


*Figure 29. Examples of poor housekeeping*

# 8. Site induction, daily sign in/out

Please ensure that:

- 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.

# 9. Information for food/beverage service

## 9.1. 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 this was tested in 2016 and is ok until 2026.*

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*

### 9.1.1. 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.

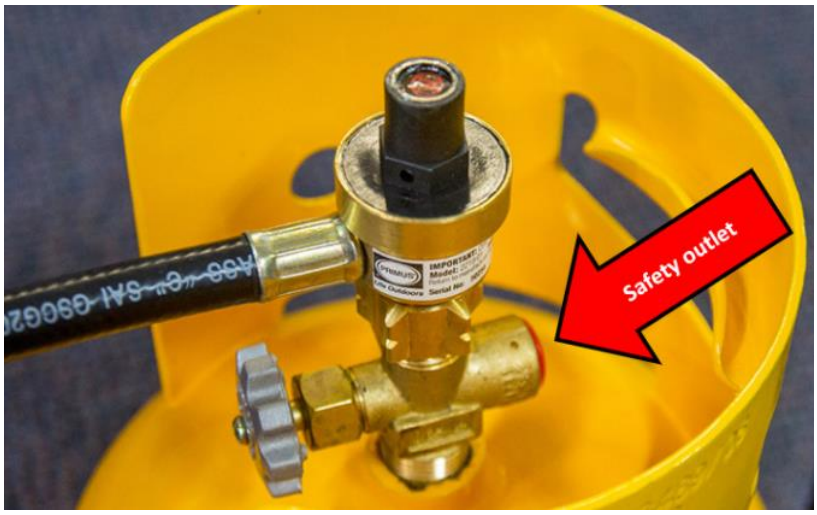


*Figure 9. Gas bottle safety pressure valve*

### 9.1.2. 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.*

### 9.1.3. Gas bottles over 45kg

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

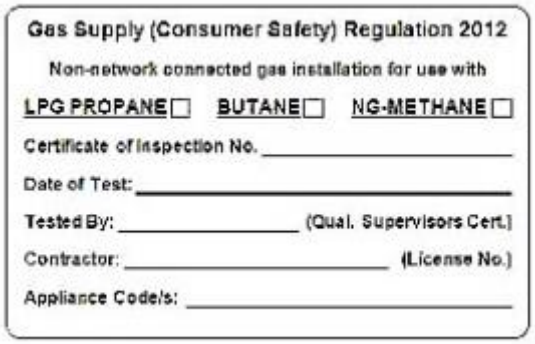


*Figure 11. Example of gas certification plat that should be present when 45 kg or larger gas bottles are installed by a licensed gas fitter*

### 9.1.4. 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 is 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 15. These gas rings don 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 26. 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 37. 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

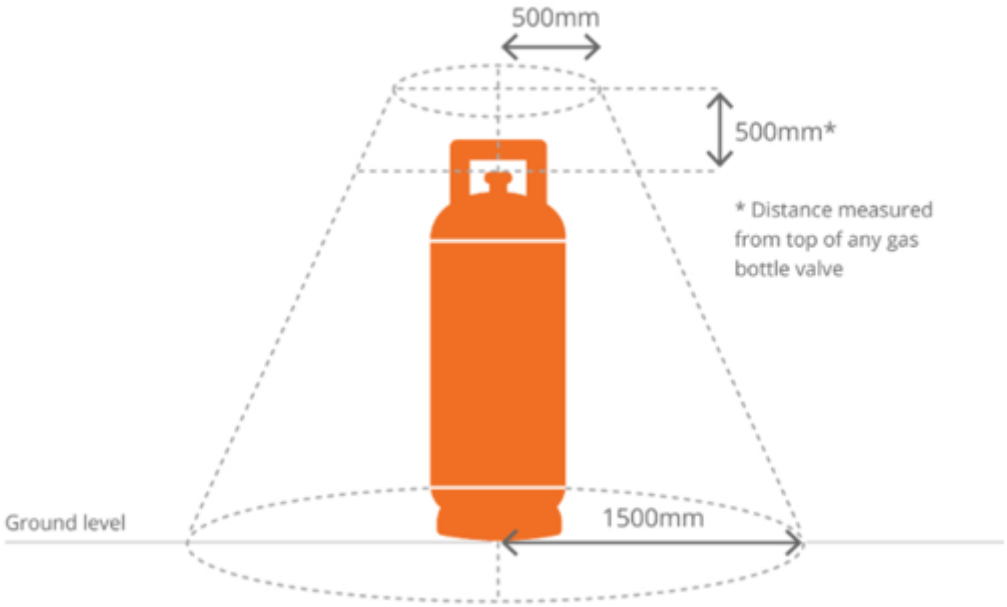


*Figure 19. Clearance requirements for 45kg gas cylinders*

### 9.1.5. 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.

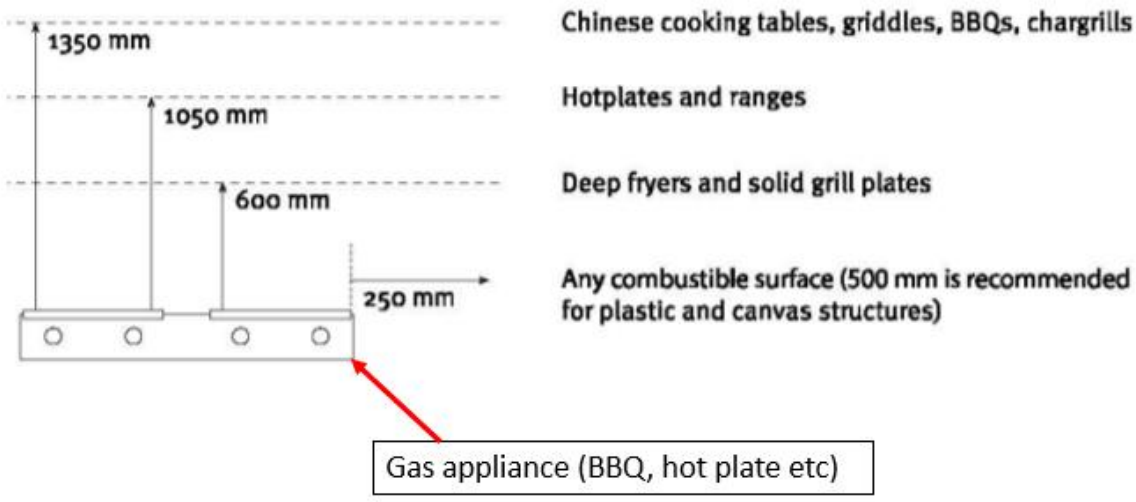


*Figure 20. Clearance requirements to marquee walls and overhead rangehoods/marquee ceilings etc*

*Figure 21. example of fibre cement sheet*

### 9.1.6. 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.

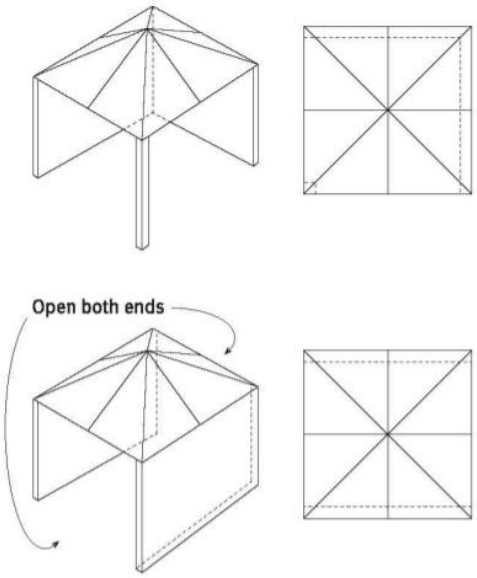


*Figure 22. Examples of open sides of marquees to promote cross ventilation*

## 9.2. 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*

### 9.3. 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. Knifes must be kept out of reach from the public at all times.

## 10. 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.

## 11. 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.

## 12. Resources

- Work Health and Safety Act 2011
- WorkSafe ACT
- Safe Work Australia
- ACT Health: Selling food at events
- 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
-