

# SYDNEY TOWN HALL

## HIRER & CONTRACTOR SAFETY FACT SHEET

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City of Sydney - Venue Management will provide and maintain a safe working environment for the health, safety and welfare of all stakeholders who may be affected by our work. Employment of proper safety systems such as risk management, hazard identification, adequate supervision, safety education and personal responsibility by all in the workplace will minimise the risk of accidents and injuries in the workplace.

### The Basics

Under the current Work Health and Safety Act, people and workers entering the venues while high risk works are being carried out and during the bump-in and bump-out times need to comply with current regulations. The following must be observed as a minimum:

- Anyone entering the site during bump-in / bump-out must wear suitable, fully enclosed footwear. Sandals and thongs are not permitted, high heels are discouraged. If you are working with steel (scaffold, structures, truss, etc.) you must wear steel capped shoes.
- You must NOT touch any equipment unless you are authorised to work on or with that equipment and you have followed correct safety procedures.
- All incidents and near-miss accidents must be reported to the City of Sydney - Venue Management Facilities Coordinator and an incident form must be completed.
- Be constantly aware of forklifts, trucks, boom lifts and other plant within your area. Don't assume drivers can always see you, when in doubt – move out of the way!
- Practical jokes and horseplay are not permitted.
- If you feel that the weather, the work or other circumstances start to have a negative effect on you, immediately notify your crew chief or the Facilities Coordinator. Do not carry on if it could put you or people near you in any danger.
- Notify your crew chief, Facilities Coordinator or the site Safety Officer if you notice unsafe work practises.

- Before leaving your worksite, even for a meal break, make sure you leave everything in a safe situation. Turn-off power supplies to equipment, fence off dangerous areas, check for things that could fall over or be blown over by wind.
- Before leaving at the end of the working day, make sure the whole work area is safe or fully fenced-off to prevent unauthorised access. Make sure all power tools are locked away and all power is turned off, except for safety lights / illumination.

## The Specifics

### Work Areas

- All work areas should be organised so not to create a risk to people or the environment. Good house keeping should be constantly implemented and monitored.
- The public and workers should be effectively warned and excluded from hazardous areas.
- All enclosed areas at the City of Sydney – Venue Management and all areas within four metres of any entrances to Sydney Town Hall are smoke free environments. Please observe the NO Smoking rules of site.

### Manual Handling

When lifting a load over your personal comfortable lifting weight, assistance should be sort either by mechanical assistance or team lifting. If you are lifting a load, be sure to get your technique correct and the load as close to your body as possible. A load can cause a manual handling injury through use of incorrect lifting techniques. By lifting incorrectly, you can make a relatively manageable light load become an awkward heavier load.

- Establish your personal comfortable lifting weight
- Look at the load – is it too big, too awkward or too heavy?
- Don't carry a load you can't see over or around
- Loads should be carried between waist and shoulder height
- Get help if necessary
- Use handling aids – hand trolleys, rollers, hoists and forklifts will all make the job easier (It is the Hirers responsibility to supply work aids if required)
- Get a firm grip and bend your knees, not your back; let your leg muscles do the work
- Lift smoothly without jerking or twisting.

### Forklifts

- The onsite Forklift may only be operated by people with a current forklift licence.
- Forklifts must never be left unattended with the key in the ignition. When leaving a forklift unattended, make sure it is in a safe location, tyres on the floor and the key removed. If you are finished with the forklift, please return the key to its location.

## Boomlifts

- Boomlifts may only be operated by people with the correct Certificate of Competency. Please contact the Lighting Technician and the Facilities Coordinator for key access to the boomlift.
- The logbook must be signed before the boomlift is to be used and on the completion of use.
- When in the boomlift a full-body harness must be worn and attached to the boomlift with a restrictive lanyard. NOTE: Fall arrest lanyards are NOT suitable for use in a boomlift.
- A spotter is to be in contact with the boom lift operator at all times.
- Total weight in basket must never exceed the SWL specified by the manufacturer.

## Working at Height

- Working at height refers to any work activities being undertaken at an elevated position. There are risks associated with working from any elevated position. Controls must be put in place to ensure workers working at heights are prevented from falling.
- Fall Arrest Systems must comply with AS/NZS 1892 series, scaffolding standards, industrial fall arrest systems and devices, safety belts and harnesses. Whenever Fall Arrest Systems are used, a comprehensive rescue procedure must be in place.
- Tools used at heights must be secured to lanyards.
- Anyone requiring access to the parapet or ceiling void must complete a site specific City of Sydney working at heights information session.

## Portable Ladders

Portable ladders used as temporary access must comply with the relevant standard of the AS 1892.

When using portable ladders:

- Use the correct ladder for the job
- Use only industrial rated ladders
- Examine ladders for defects and damage before use
- Be adequately supported at the base
- Extend at least one metre above the access level
- One person on a ladder at a time with three body limbs on the ladder at all times
- Metal ladders or wire reinforced ladders must not be used where electrical hazards exist
- Single and extension ladders must be placed at a slope of 4:1 (i.e. 4 vertical to 1 horizontal).

## Electrical

- All non fixed electrical equipment must comply with Australian Standards and be tagged with the appropriately dated or coloured tag for that particular appliance.
- All electrical leads must be tagged and tested in accordance with Australian Standards prior to use on site.

## Never

- Use damaged electrical leads, tools and equipment.
- Use electrical leads, tools and equipment in damp or wet conditions unless they are specially designed for use in those conditions.
- Place electrical leads in areas where they may be damaged (e.g. on the ground, through doorways and over sharp edges).
- Overload electrical circuits.
- Use modified electrical tools and equipment.

## Power Tools

- All power tools must comply with Australian Standards and be tagged with the appropriately dated or coloured tag for that particular appliance.
- All power tools brought on site must have all the required safe guards fitted and be fully operational.
- You may only use power tools if you have been trained in the safe use of these specific tools.
- Please note a Hot Works permit is required before commencement of any work involving open flames or producing heat and / or sparks. Hot Works can only be undertaken with the permission of the City of Sydney. This must be arranged in the Production Meeting.

## Noise

- Excessive noise is measured at 85 dB(A) (which is an average level measured over an 8 hour period) and at a peak of 140 dB(A). If you work in an area which is a likely source of excessive noise (e.g. near the PA) you can reduce the risk of injury by wearing ear protection supplied by your employer.
- All equipment and operations that produce 85 dbA or more of noise to the operators or others in close proximity require ear protection to be worn.
- Anyone who is working close to loudspeakers should wear hearing protection whenever the equipment is operational.

## Chemical Spillage

- Any spillage of chemicals or other materials must be cleaned up immediately.
- Refer to the Safety Data Sheet for clean up instructions.
- Any spillage must be reported to the Facilities Coordinator or Safety Officer immediately.
- Temporary barriers and signage should be put in place to warn others of the hazard.

## Alcohol and Drugs

- It is prohibited for any Hirer or contractor to be under the influence of alcohol or drugs while working for City of Sydney - Venue Management, including operating vehicles or equipment. Where a Hirer or contractor is taking prescription or pharmacy medications, they must comply with any warnings or cautions with respect to those medications.
- The distribution, possession, use or sale of any illegal drug or alcohol at City of Sydney venues is strictly prohibited and will be dealt with promptly.

## Children on Site

- Persons under the age of 15 years are to be accompanied by an adult on site during the bump-in or bump-out.
- Persons under the age of 15 are not permitted to remain in any vehicle unattended by an adult whilst the vehicle is being loaded / unloaded on site.

## Emergencies and First Aid

- If you need First Aid or see somebody who needs First Aid, follow these simple steps:
- For all injuries contact the Facilities Coordinator on 0419 696 534.
- Make sure you have the following details:
  - Where?
  - What?
  - How many people if more than one?
  - If the incident is serious make the area and person safe, if safe to do so
  - If a person is unwell, call the Facilities Coordinator on duty who will provide appropriate first aid.

## Fire Fighting

- When you notice a fire or suspect the smell of fire, notify the Facilities Coordinator, or Town Hall Officer.
- Shut off any power going to the affected area if safe to do so and you are qualified to do this safely.
- Only attempt to use a Fire Extinguisher if it is safe to do so and you are trained in their operation.
- Make sure you use the correct Fire Extinguisher for the type of fire; the wrong one could make matters worse.
- If you are not experienced in Fire Fighting, assist by clearing the area and keeping people at a distance.
- Follow the instructions of the Facilities Coordinator and the fire brigade.

## Evacuation

Although unlikely, it is always possible that the site may need to be evacuated. If an evacuation is called, please follow these instructions:

- Follow the instructions from the Facilities Coordinator
- If safe to do so, shut down any power within your work area
- Make your way to the assembly area located in Sydney Square
- Report to your crew chief or site supervisor to assist in the roll call
- Stay within the assembly area in close proximity of your workmates, this will help with further instructions from the Head Warden.