

Everyone plays a part; the community has high expectations of SYDNEY SHOWGROUND when it comes to managing risks to **protect** employees, visitors/guests, volunteers, contractors, Licensees & the general public from harm. It also makes good business sense to take all reasonable care to protect the health, safety & welfare of workers & visitors, and **IT'S THE LAW.**

Roles and Responsibilities for safety are covered by the Work Health & Safety Act and Regulations, and regulated by [SafeWork NSW](#). Responsibility cannot be delegated and severe penalties apply to those who break the law.

Due diligence & 'duty of care' requires **EVERYONE** involved being committed to carry out their legal duties, assess the risks of hazards in the workplace on an on-going basis and take all reasonable precautions with respect to those risks to prevent harm. We must all **CONSULT, COOPERATE AND COORDINATE** during pre-event discussions and meetings to work together in finding the best way to operate the activities. **TAKE SPECIAL CARE** always to protect yourself & others against any loss or injury.

Hazards are anything with the potential to harm you, property or the environment. Hazards arise from the work environment, use of equipment & substances, poor work design, systems or procedures & behaviour. Controlling the **RISK** from hazards reduces injuries.

Hazard management steps in order of priority are:

1. **IDENTIFY HAZARDS** check/inspect your workplace. Be alert!
2. **ASSESS THE RISK** by asking yourself *"What could go wrong."*
3. **CONTROL THE RISK.** Speak to your Manager about safety training & ways to:
 - i. **Eliminate (remove) Hazards** from the workplace;
 - ii. **Substitute Hazards** for something less hazardous;
 - iii. **Isolate Hazards** by putting a barrier in place;
 - iv. **Safe Work Systems/Methods** to get the job done
 - v. **PPE** – the last and least effective risk control.
4. **EVALUATE THE CONTROL** – Is it effective?

Induction & consultation - Your manager must consult with you, train you in safe work systems/methods, provide a site-specific safety induction before you start work & supervise you.

Conditions of Entry to SYDNEY SHOWGROUND - All persons entering SYDNEY SHOWGROUND are subject to the Conditions of Entry to SYDNEY SHOWGROUND on display at information and entry points around the Showground.

Approvals/ Certification/ Authorities/ Standards - All work, equipment & events shall comply with the relevant requirements of any Statutory Authority having jurisdiction over the work including approvals, licences, tests, certification or competency requirements, legislation, Australian Standards, the Building Code of

Australia, Environmental Codes, SafeWork Codes of Practice, & SYDNEY SHOWGROUND WHS/Environmental Policies.

Safe systems/ methods of work apply to all tasks and must meet or exceed SafeWork requirements. Your Manager is obliged to consult with you, supervise you and to provide training in safe work practices. The following is an abridged version of the SYDNEY SHOWGROUND Safe Systems of Work (SSW) as a guide. Seek detailed instructions on SSW and work specific tasks from YOUR MANAGER.

Access to any area or use of any plant & equipment without authorisation is prohibited.

Alcohol use or consumption is not permitted where safety may be affected. Alcohol consumption is only permitted in licensed areas.

Animals are not permitted on site without authorisation. Keep well clear of animals & animal waste. Wash your hands after coming in contact with either animals or animal waste. Keep away and keep people away. Be aware of any disease and injuries associated with animals on site and ensure that workers and visitors are adequately educated and SYDNEY SHOWGROUND are notified of any incident immediately.

Asbestos or Lead in any form is prohibited.

Barricades & Safety Warning Signs must be used where there may be a risk to other workers or visitors entering hazardous areas and/or where machines are in use. Keep away and keep people away.

Biological Hazards may be swallowed, inhaled, absorbed or penetrate through the skin & may include human bodily fluids, waste, sharps or first aid dressings. Keep away and keep people away. Report syringes to Security or Cleaning.

Changes to Workplace Layout, Equipment or Procedures may present workplace or environmental hazards, particularly the layout of event areas which may change from day-to-day. Keep alert and know the location of the nearest fire exit and fire appliances.

Cleanliness & Hygiene is essential. Wash your hands before eating, handling food or smoking.

Children are not permitted in work areas.

Compressed Air & High-Pressure Cleaning is not permitted on site without notifying SYDNEY SHOWGROUND and receiving approval first.

Cooking and Heating Appliances are not permitted without SYDNEY SHOWGROUND approval.

Confined Space work is not permitted without SYDNEY SHOWGROUND approval.

Damp or Wet Areas may present risk of electric shock, slips & falls. Do not use electrical appliances in damp or wet areas where this hazard is present. Clean up spills immediately. Keep away and keep people away.

Danger or Safety Lock-Out Tags warn others away. Danger-Tag, isolate & report any unsafe plant or equipment including ladders. Do not remove existing Danger-Tags (except by the signatory).

Dangerous, Restricted & Prohibited Items or other items that may cause injury or public nuisance are not permitted in the workplace

Dust & Fumes may present a respiratory, explosive or environmental hazard. Wear PPE. Keep away and keep people away.

Electricity: No “live” electrical work is permitted. Do not use damaged electrical items & equipment. Check the electrical ‘test-tag’ date on tools and equipment. Do not use tools or equipment without a current ‘test-tag.’ “Safety Switches” or RCD’s must be used for all portable tools & equipment, & event/temporary 240v power. Test “Safety Switches” or RCD’s each time before use. Do not overload power points or use double adaptors.

Environment needs your protection. Do not discharge or wash substances into the storm water system or drains. Use recycling facilities.

Ergonomics: Ensure correct posture, no overreaching/ twisting & take regular breaks from repetitive tasks.

Explosive Powered Tools are not permitted without SYDNEY SHOWGROUND approval.

Fatigue is tiredness that results from physical or mental exertion arising from work that requires anyone to maintain a high level of concentration or intense interpersonal interactions. Fatigue may be generated by excessive shifts, shift work or stress & will be avoided by limiting shifts to less than 14 hours & no more than 7 continuous days.

First Aid is available via SYDNEY SHOWGROUND Security. Contractors & Licensees are required to provide first aid coverage for their staff and event. Report injuries or sickness immediately to your Manager and Security

Fire Safety: Do not lock or block fire exits, aisles or access to fire appliances including fire extinguishers, fire hydrants or hose reels. Familiarise yourself with the nearest fire appliances, fire exits & emergency procedures. No naked flames or “hot work” eg, electric or oxyacetylene cutting or welding, or abrasive grinding without SYDNEY SHOWGROUND approval. No gas bottles or flammable liquids stored indoors overnight.

Do not use cooking or heating appliances except in areas approved by SYDNEY SHOWGROUND. Overhead banners, signs, stage/display sets, scenery or themes must be non-flammable. Highly flammable items must be treated with a fire retardant. Refuelling is not permitted indoors.

Hazardous Substances, Chemicals & Dangerous Goods are not permitted on site without SYDNEY SHOWGROUND approval. You must be trained in the safe use of chemicals & hazardous substances by your manager. Report spills immediately. Use PPE. Keep away and keep people away. See *SDS for details*.

High Visibility Clothing must be worn if working on roads, dock areas, near plant & machinery (especially at night) in work areas or if people are working above.

Hot Surfaces & Liquids may cause burns. Wear PPE. Keep away and keep people away.

Information on safety & SSW is available from your manager, manufacturers & SafeWork NSW including Codes of Practice for certain activities. If in doubt – ASK YOUR MANAGER.

Keep Clear of work areas, machines & moving parts, rigging, forklifts, cranes, vehicles, traffic, loading dock areas, overhead work, scaffolds, stages, service pits or excavations. Keep away and keep people away.

Ladders must be inspected before use. Do not substitute other things for ladders. Do not use or repair faulty or damaged ladders. Ensure the ground is a firm & level surface. Do not attempt to carry heavy loads or equipment & ensure both hands are free while climbing. Aluminium ladders shall not be used where there is a chance of electric shock.

Lighting Levels must be adequate for the task.

LPG installations must comply with Australian Standards & SafeWork requirements, have a current certificate of compliance & test date, & secured against tipping. Check the valves, gas lines & fittings for cracks or damage. No LPG storage indoors overnight. Keep away and keep people away.

Manual Tasks include lifting, lowering, pushing, pulling, carrying, holding or restraining objects. Use mechanical aids if possible. Never move anything that is too heavy or awkward for you. Use correct lifting techniques. Your manager must train you in correct lifting techniques for your task. Use PPE.

Media Enquiries must be directed to your Manager. Only designated SYDNEY SHOWGROUND spokespersons should speak to the media.

Noise levels must comply with SafeWork workplace noise exposure guidelines. Use PPE. Noise levels must not disturb events or the surrounding community.

Outdoors keep watch for changes in weather & move indoors during high winds, storms or lightning. Protect yourself from the sun. Wear long sleeves, trousers, a hat, 30+ sun-block, UV sunglasses and take breaks in the shade (Slip Slop Slap Slide Seek). Drink plenty of water and eat regularly.

Prescription Drug use or consumption is not permitted under any circumstances where safety may be affected. Illegal drug use will be reported to the Police.

Personal Protective Equipment (PPE) may be required to protect you from falling (safety harness), or to protect your body including face, eyes, ears, lungs, feet, head & hands for specific tasks or the use of hazardous chemicals. PPE is the least effective way to control risk. Your manager must provide you with the correct PPE & appropriate training in its use. Do not use PPE unless you are fully trained in its safe use, storage & maintenance. PPE must be checked before use for correct fit, correct type & that there is no damage. Do not reuse disposable, contaminated or damaged PPE.

Plant, Equipment & Tools shall be suitable for its task and to SafeWork NSW and Australian standards. Do not use any equipment if you have not been trained, are not fully competent in its use, do not hold a current certificate of competency or licence, or you are not authorised in its use (be ready to present your certificate/licence on demand). Do not use faulty or damaged plant, equipment or tools, or leave it unattended. Conduct the manufacturer's safety checks before use. Do not tamper with or remove safeguards. Do not hitch or tow, carry passengers, or allow unauthorised use. Ensure plant, equipment & tools you use are regularly maintained to the manufacturer's recommendations & Codes. Do not wear jewellery or loose clothing while operating any machine. Check the path of travel first. Look carefully for open service pits, temporary overhead obstructions or ground level services installed for events. Keep away and keep people away.

Rigging, Scaffolding, Roof or Overhead work is not permitted without SYDNEY SHOWGROUND approval. Keep away and keep people away.

Safety Data Sheets (SDS) for hazardous substances & chemicals provide instructions, health warnings & first aid advice. The SDS must be made available on-site for you by your manager. Read the SDS & consult with your manager before using, handling, transporting or storing chemicals. Use PPE.

Safety Signage must be clearly displayed in hazardous locations. Obey all safety signs. Do not remove or damage safety signs. Determine if multi-lingual signs are needed.

Service Pits, Excavations & Drains are not to be left open. Secure them by closing, erecting barriers &

installing hazard signage. Keep away and keep people away.

Skylarking or Unsafe Behaviour is not permitted and will not be tolerated.

Slips, Trips & Falls hazards should be eliminated in public and work areas. Keep all areas free of rubbish or loose items including cables and leads. Watch out for greasy, uneven or wet surfaces. Clean up spills immediately. Use non-slip footwear. Keep people away from the hazard if it cannot be eliminated immediately.

Smoking is prohibited indoors, within 4m of a pedestrian access point to a building or outdoor catering outlet, within work vehicles or plant, in any public seating area or where specific hazards exist.

Stages, Scaffolds or Seating must be erected by licensed riggers & structurally certified before use. Keep away & keep people away.

Temporary Services must be installed according to the appropriate Australian Standards or statutory requirements & in a manner to ensure there is no risk of slips, trips or falls, or unauthorised access. Keep away and keep people away.

Training must be completed prior to the use of any equipment or performing any task. You must be fully inducted & trained by your manager before work begins.

Trench Work, Excavations or Stakes driven into the ground are not permitted without SYDNEY SHOWGROUND approval. Keep away and keep people away.

Vehicles, Traffic & Parking introduce additional hazards. Keep alert for pedestrians, plant, animals & children. Keep away from loading dock/operations unless authorised. Pedestrians always have right of way. Site speed limit is 10 kph. Vehicle registration, licensing & traffic laws apply on site at all times (even during events & for golf buggies). Do not drive vehicles through crowds. Park only in allocated areas or in marked parking bays.

Violence & Aggression includes verbal or emotional abuse, threats or a physical attack on or to an individual or property. Non-violent acts include unwelcome behaviour, harassment & discrimination. Alert Security if safe to do so. Withdraw from the situation immediately if possible. Do not put yourself or others at risk or make the situation worse. Take refuge in a safe place. Summon help if possible.

SPECIAL NOTE: These requirements may be in addition to but not in substitution for any other safety requirements of any legislation, Codes of Practice or condition of contract.

If in doubt – ASK YOUR MANAGER

SECURITY IS EVERYONE’S RESPONSIBILITY

No access to any area without induction & authorisation. Always wear your ID. No Pass = No Entry. All persons staying overnight must wear a Security Wristband. Be security conscious. Don’t leave your valuables exposed or unattended. Report lost access cards/identification/keys to Security immediately. CCTV surveillance cameras and recording is in use 24 hours per day site-wide. SYDNEY SHOWGROUND electronic communication traffic will be recorded for safety and security reasons. SYDNEY SHOWGROUND Security may conduct vehicle & baggage searches.

REPORT

ACCIDENTS	INCIDENTS	INJURIES
HAZARDS	NEAR MISS	UNSAFE CONDITIONS
EMERGENCIES	SUSPICIOUS BEHAVIOUR OR OBJECTS	MISSING PERSONS

CALL 9704 1020

EMERGENCY EVACUATION PROCEDURES

EVACUATION ALARM **WOOP! WOOP!** Evacuate as directed

When an evacuation is declared, evacuate the building immediately via the nearest fire exit.

R	Rescue any persons in immediate danger
A	Raise the Alarm OR call ‘000’
C	Contain the fire by closing doors
E	Extinguish the fire if it is safe to do so

- Evacuate the immediate area
- Assemble as directed by Fire Wardens
- Ensure all staff & public are accounted for & report missing persons to the Wardens at the assembly point
- Keep clear & do not enter emergency areas.

BE ALERT in your area for articles that are unusual, suspicious or unable to be accounted for. Do not touch suspicious articles. Is the article:

H	Hidden?
O	Obviously suspicious?
T	Typical of the items in your area?

BOMB THREAT

If you receive a bomb threat obtain as much information as you possibly can.

- When is the bomb going to explode?
- Where did you put the bomb?
- What does the bomb look like?
- Why did you place the bomb?
- Under no circumstances should you hang up.