

EMERGENCY & OCCUPATIONAL HEALTH AND SAFETY INDUCTION

Yelgun, New South Wales, 2016/2017

SAFETY AND EMERGENCY PROCEDURES

This guide contains all the important emergency and safety information that is relevant to representing Falls Festival Byron as a volunteer, staff member or contractor.

Operating Times

Falls Festival Byron event area opens at 11am on December 30th and closes at 1am on January 3rd 2017.

Emergency Evacuation Procedure

In the event of an emergency, trained personnel, plans and resources are in place to safely manage the situation. If such a circumstance should arise, we rely on all event personnel to remain calm and follow the instructions given by Festival Management.

In case of an emergency, remember:

1. Always remain calm and walk rather than run.
2. There are 2 emergency assembly points during the festival.
3. Stay at the Festival site. You will be directed to leave once it is safe to do so. If it is deemed unsafe to leave the site, a No Evacuation status will be announced.
4. Keep all roads and tracks clear throughout the festival for emergency vehicles.
5. You will be kept fully informed via the main stage speakers, loud hailer (megaphones etc.), the main stage big screen and trained personnel.
6. Always follow instructions from trained personnel and assist them by guiding patrons.
7. Look out for yourself, your friends and others at all times.

So that everyone can enjoy a safe and healthy workplace, all employees, suppliers and contractors must comply with Workplace Health & Safety (WHS) standards.

The Festival has designed a WHS Policy and Reporting Procedure that all personnel should follow.

Any employee with a safety concern that is not resolved to the personnel's satisfaction, then both parties should discuss the problem with the Health and Safety Representative (HSR).

A copy of the Event Safety Manual is available upon request at the Volunteer Sign On Area, Site Safety Shed and Event Management Centre (EMC).

Employer responsibilities

To ensure that all staff, contractors, workers and volunteers working onsite for the Festival complete an online induction.

Complete safety checklists for all work areas and if necessary engage in prompt remedial action.

Employee, contractors and supplier responsibilities

Take reasonable care for your own health and safety, and for others affected by your actions.

Respect and comply with the Festivals WHS policies and practices.

Notify your Area Coordinator, Crew Boss or Team Leader of actual or potential hazards that you may identify within your area, and throughout the Festival site.

The festival has designed a WHS and Policy and Reporting Procedure that all personnel should follow. Any employee with an issue relating to workplace health and safety should discuss it with their Coordinator/Supervisor. If the matter is not resolved to the personnel's satisfaction, then both parties should discuss the problem with the HSR.

Bring a reusable water bottle and refill regularly from any of the designated locations around the site. Ask your supervisor, crew boss or manager for the closest location to your work site. There will be no bottled water provided on site during the construction phase.

Contractor Safety Controls

Festival Management reserves the right to terminate the contract of any contractor engaged to work on The Site and/or conduct work on behalf of Falls Festival. Contractors and employees representing the contractor must conduct themselves in accordance with Festival WHS policies.

Bullying Procedure

Workplace bullying is behaviour that intimidates, offends, degrades, insults or humiliates someone. It can be physical or psychological.

Bullying is inappropriate, unreasonable and will not be tolerated.

Any event personnel who feel bullied are encouraged to report the matter to the Staff Manager or HSR.

Drug & Alcohol Policy

Event Personnel are not permitted to drink alcohol when working

Random breath testing may take place throughout the event and whilst working, Management reserves the right to terminate your employment and eject you from the Festival site.

All staff must maintain a Blood Alcohol Concentration of 0.00 whilst on shift.

Electrical Safety

Only qualified electrical contractors are permitted to repair and test electrical equipment. No persons other than the appointed Festival electricians may connect cords to generators.

Any employee who identifies or suspects equipment is live, unsafe or faulty is to cease using the equipment. If safe to do so, switch it off and disconnect it from the power supply. Immediately alert your Area Coordinator, who will then contact EMC.

Hazard Identification and Reporting

A hazard is anything that has the potential to cause injury or illness, or damage to equipment or property.

Hazard identification is the process of identifying such situations or events. Regular visual checks are essential in identifying potential hazards. Immediately report any hazard and potential hazards to your Area Manager or HSR, who will then contact the EMC.

Internal Vehicle Rules

Only approved vehicles are permitted to drive within the Festival Site.

Traffic signs are to be observed at all times.

While driving within the Festival Site the following rules must be followed:

- Drive at a safe, slow speed of 10km/h within the Event Precinct and 15km/h in the campgrounds
- Give right of way to Ambulance, Fire and Police vehicles
- A seatbelt must be worn at all times if available.
- Never ride in the back of utility vehicle.
- Give way to pedestrian traffic.

Manual Handling Procedure

Be aware that inappropriate manual handling techniques may lead to injury. Ensure you use correct manual handling techniques when lifting and carrying; bend your knees, keep your back straight and use your leg muscles to lift the weight. Always ask for help if the item is too heavy, or if you need guidance.

Personal Safety and Security

Remember to keep valuables including cash and floats where your Manager stipulates. Do not leave valuables unattended.

Promptly report any security concerns to your Area Manager and/or Security Officers. If you feel personally threatened by anyone please put your personal safety first.

Register of Injuries

ALL INJURIES MUST BE REPORTED. Anyone at the Festival who sustains an injury as a result of work activities is responsible for notifying their Area Manager or HSR.

Ensure you are aware of the location of First Aid, EMC or Area Manager in case an injury is sustained onsite.

Sexual Harassment

Sexual harassment is unwelcome sexual advances, unwelcome requests for sexual favours, unwelcome conduct or activity, language or printed material of a sexual nature.

If you feel you are being sexually harassed please speak to the Staff Manager or HSR to make a report.

Sun Protection Procedure

Over-exposure to the sun can cause sunburn, headaches, dehydration, fatigue and skin cancer. Make sure you wear a wide brimmed hat (or legionnaires styled cap), long sleeves and long pants at all times and drink water frequently. The Event has tried to provide as much shade as possible, but it's not practically possible for all work areas. Take regular breaks from the sun and rest in the shade.

Personal Protective Equipment

Personal Protective Equipment (or PPE) is available throughout the site. This includes high visibility vests, gloves and ear-plugs. Earplugs should be worn when near any amplified music.

Patron Issues and Injuries

If a patron approaches you with an issue that you are unable to, or feel uncomfortable resolving, immediately notify your Area Manager. In the event of medical assistance being required, remain calm, and assist with transferring the patron to First Aid.

Media

You are not authorised to speak on behalf of the Festival, including, but not limited to any instances of patron injury or property damage.

Should a patron approach you with a complaint of this nature, immediately seek out your Area Manager, who will refer them to Festival Management.

Mobile Phones

The use of personal mobile phones is not permitted whilst on shift. If you are provided with a mobile phone by the Festival for your role, it is strictly prohibited to use it while operating any machinery, including motor vehicles.

Always ensure you are standing over 10 metres from a road when using your mobile phone.

Climbing on Structures

Climbing trees, fences and other structures is strictly prohibited. Please stay alert and notify your Area Manager should you see a patron attempting to climb any structure.

The Event Management Centre is the command centre of the Festival. It is located next to EMC Services through Gate 1. The EMC operates 24 hours a day and can be contacted via Radio Channel 1. The EMC handles any safety related enquiries.

Trained Fire Personnel

Located near Gate 1 or Main Festival Entry

First Aid / Medical

First Aid is operated by Emergency First Aid and is located next to Entry 1. First Aid and medical assistance is available 24 hours.

Security

Infront [Camping and External Event] and ISEC [Internal Event] will operate throughout the Festival. Please assist all guards by showing your accreditation each time you pass through a check point. If you need security assistance in your area, contact your Area Coordinator.

Prohibited behaviour and items:

- No BYO alcohol.
- No drugs
- No glass.
- No recording.
- No animals.
- No antisocial behaviour

The law is the law. If it's illegal offsite then its illegal onsite.

Environmental

Falls Festival Byron is committed to positive change for the environment. As the North Byron Parklands develops as a venue so to does the ecological value of the area through numerous regeneration projects. It is therefore paramount that all contractors get on board with our commitment to the local environment and adhere to the following conditions. Thank you in advance.

- If at any time native wildlife appears to be distressed or injured, please immediately

contact the North Byron Parklands (NBP) office or your area manager. Please note, if you are an Area Manager to ensure that you have NBP contact details on hand.

- All staff, contractors and volunteers shall only operate within the approved event area as defined in the attached event area map
- Strictly no dogs (or cats) allowed on site
- No activities to occur within the 30m buffer around the southern car parking areas surrounding the Billinudgel Nature Reserve.
- All vehicular traffic to use existing formed roads, or designated vehicle use areas.
- Always ensure there is a suitable buffer between edge of forest blocks and any event lighting wherever possible.
- No fires to be lit onsite unless in approved and supervised bonfire locations.
- Use appropriate bins or skips provided for waste disposal.
- Always utilise the festival recycling facilities when applicable.
- Use the toilets provided: no urinating or defecating in or near the forest.
- Do not collect firewood from forested areas.
- No interfering, harming or killing of native wildlife: if your work is disturbing native wildlife, cease work and contact the Environmental Manager immediately.
- Direct all events lighting downwards, where possible.
- Any installations that rely on artificial lighting should be located in open areas away from forest or trees where possible.
- Minimise or avoid lighting throughout the entire night ie. once performances cease, lighting should be reduced or eliminated to allow a dark period for fauna to use or traverse the site.
- Where lighting is required for safety purposes provide the minimum necessary and avoid illuminating forest habitats.
- No use of fireworks.
- Overhead lighting should be shielded and directed downwards to minimize lights spill.
- All internal traffic not to exceed 25km/h.
- Minimise the time that temporary fencing is erected to reduce barriers to fauna and conduct fauna search prior to securing a fenced area.
- Report any breaches of the above environmental standards to the Environmental Manager immediately.
- Please notify the Environmental Manager of any potentially unwell or injured wildlife.

Any other concerns or queries relating to environmental matters should be directed to the onsite Environmental Manager.