

# EMERGENCY & OCCUPATIONAL HEALTH & SAFETY INDUCTION THE DROP FESTIVAL, MANLY 2020

## SAFETY AND EMERGENCY PROCEDURES

This guide contains all the important emergency and safety information that is relevant to representing **The Drop Festival, Manly 2020** (the "Festival"), promoted by **The Drop Music Festival Pty Ltd** ("the Promoter") to be held at **Keirle Park, Manly** ("the Venue") as a volunteer, staff member or contractor.

## EMERGENCY EVACUATION PROCEDURE

In the event of an emergency, trained personnel, plans and resources are in place to safely manage a situation that may arise. We rely on all event personnel to remain calm and follow the instructions and directions 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 external to the Festival.
3. Stay at the Venue. You will be directed to leave once it is safe to do so. If it is deemed unsafe to leave the Venue, 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.) and trained personnel.
6. Always follow instructions of trained personnel and assist them by guiding patrons
7. Look out for yourself, your friends and others at all times.

## YOUR RESPONSIBILITIES

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 WH&S Policy and Reporting Procedure for all personnel to follow. Any employee, supplier or contractor with a safety concern that is not resolved to the person's satisfaction, then the Festival and the person should discuss the problem with the Health and Safety Representative (HSR).

A copy of The Event Safety Manual is available upon request at the Event Command Centre (ECC).

## FESTIVAL RESPONSIBILITIES

To provide a safe workplace for all staff, volunteers, suppliers and contractors working on the Festival.

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

Complete safety checklists for all work areas of the Festival 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 Festival's WHS policies and practices.

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

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

## **CONTRACTOR SAFETY CONTROLS**

Festival Management reserves the right to terminate an agreement with any contractor engaged to work at the Venue and/or to conduct work on behalf of the Festival. Contractors, suppliers and employees representing the contractor must conduct themselves in accordance with the Festival's WHS policies.

## **BULLYING PROCEDURE**

Workplace bullying is behavior that intimidates, offends degrades, insults or humiliates someone. It can be physical or psychological. Bullying is inappropriate and will not be tolerated. Any person who feels bullied is encouraged to report the matter to their Manager/Coordinator/Supervisor or HSR.

## **DRUG & ALCOHOL POLICY**

Event personnel are not permitted to work whilst under the influence of drugs or alcohol. Festival Management reserves the right to terminate your employment, contractor agreement and remove from the Venue any person suspected of being impaired due to drugs or alcohol whilst working.

## **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, contractor or supplier 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 Manager/Area Coordinator/Supervisor, who will contact the ECC.

## **HAZARD IDENTIFICATION AND REPORTING**

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

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 Manager/Area Coordinator/Supervisor or HSR, who will contact the ECC.

## **PATRON ISSUES AND INJURIES**

If a patron approaches you with an issue that you are unable to, or feel uncomfortable resolving, immediately notify your Manager/Area Coordinator/Supervisor. 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 or the Venue, including, but not limited to any instances of patron injury, property damage or any incidents that may have occurred at the Festival or Venue.

Should a patron approach you with a complaint involving any of the above immediately seek out your Manager/Area Coordinator/Supervisor, who will refer them to Festival Management.

## **MOBILE PHONES**

It is strictly prohibited to use it while operating any machinery, including motor vehicles. Always ensure you are standing over 10 metres away from a road or vehicle path when using your mobile phone.

## **CLIMBING ON STRUCTURES**

Climbing trees, fences and other structures is strictly prohibited. Please stay alert and notify your Manager/Area Coordinator/Supervisor should you see any patron or person attempting to climb any structure. The Event Command Centre (ECC) is the command centre for the Festival. It is located in the Admin Compound - Site Map Grid Ref: E12.

The ECC operates 24 hours a day and can be contacted via Radio Channel 1 - ECC. The ECC handles any safety related enquiries.

## **FIRST AID/ MEDICAL**

First Aid / Medical is operated by Paramedical Services and is located next to The Main Entrance. Alternatively you can contact your Manager/Area Coordinator/Supervisor if medical assistance is required who will contact the ECC.

## **SECURITY**

Security will operate throughout the Festival. Please assist guards by showing your accreditation each time you pass through a checkpoint. If you need security assistance in your area, contact your Manager/Area Coordinator/Supervisor.

Prohibited behavior and items:

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

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

## INTERNAL VEHICLE RULES

Only approved vehicles are permitted to drive within the Venue and Festival site. Traffic signs are to be observed and adhered to at all times.

While driving within the Venue and/or Festival site the following rules must be followed:

- Drive with hazard lights off, using indicators where appropriate
- Drive at a safe, slow speed of 10km/h
- Give right of way to Ambulance, Fire and Police vehicles at all times
- A seat belt 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 in a safe place. Do not leave valuables unattended. Promptly report any security concerns to your Manager/Area Coordinator/Supervisor and/or Security Personnel. 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 Manager/Area Coordinator/Supervisor or HSR immediately. Ensure you are aware of the location of First Aid, the ECC or your Manager/Area Coordinator/Supervisor's office in the event of an injury being 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 report this immediately to your Manager/Area Coordinator/Supervisor or HSR.

## SUN PROTECTION PROCEDURE

Overexposure to the sun can cause sunburn, headaches, dehydration, fatigue and skin cancer. Make sure you wear a wide brimmed hat, long sleeves, suncream and covered shoes at all times. The Festival endeavours to provide as much shade as practically possible for work areas. Take regular breaks from the sun and rest in the shade, and drink water frequently.

## PERSONAL PROTECTIVE EQUIPMENT

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

## ENVIRONMENTAL

The Drop Festival is committed to positive change for the environment. It is therefore paramount that all staff, volunteers, suppliers and contractors get on board with our commitment to the local environment and adhere to the following conditions. Thank you in advance.

- All staff, volunteers, suppliers and contractor shall only operate within the approved areas as defined in the Event Area map
- Strictly no animals allowed on site, with the exception of visual impairment assistance animals (Guide Dogs).
- 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 or anywhere else at the Venue.
- 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 or flares.
- Overhead lighting should be shielded and directed downwards to minimise light spill.
- All internal traffic not to exceed 10km/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 Festival Environmental Manager immediately.
- Please notify the Site Manager of any potentially unwell or injured wildlife. Any other concerns or queries relating to environmental matters should be directed to the onsite Event Manager