



gold coast | convention and exhibition centre

Events Health and Safety Manual

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Version 1



the ultimate event venue...



Please note: All information listed is current at time of printing but may be subject to change at the discretion of the Gold Coast Convention and Exhibition Centre Management.

www.gccec.com.au

Events Health and Safety Manual

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Legend:



Hard hat required



High visibility vest required



Safety boots required



Hearing protection required



Eye protection required



Dust mask required



Gloves required

1. Introduction

The Gold Coast Convention and Exhibition Centre (GCCEC) is committed to ensuring the health, safety and welfare of employees, contractors and visitors.

This document outlines the general health and safety requirements to be followed during events, including bump in and bump out, held at the GCCEC. There may be additional requirements depending on the activities planned for the event.

1.1 Duty of care of Event Organisers

Event organisers have a legal responsibility to ensure the health, safety and welfare of the public participants attending the event and also any employee, volunteer, helper or contractor involved in organising the event. When planning an event, Event organisers need to consider legal requirements such as the WH&S Act, the Electricity Act, the Gas Act and the Food Act.

All events must comply with recognised safety standards, and event organisers must take all reasonable precautions to ensure the event takes place safely.

Proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks. In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders.

The event organiser is responsible for all structures, displays, vehicles and demonstrations associated with their event. They must also ensure contractors hold all the correct licences, insurances, qualifications and WH&S Policies prior to commencing work at the GCCEC.

1.2 Mandatory GCCEC requirements for all events

It is a standard prerequisite for all persons working at the GCCEC to complete the WH&S contractor induction. The induction should be completed in advance, off site and online through <http://contractors.gccec.com.au>.

High visibility vests **must** be worn during the construction, bump in and bump out of events.

RISK ASSESSMENT – IT'S A MUST

The management of risks associated to participants and the public for your event is one area of your event's planning and preparation that is critical in not only gaining approval for your event to proceed, but also in ensuring your event occurs safely, without incident.

As the event organiser, it is your responsibility to manage this process prior to your event, during and post event.

The development of control actions within your event's Risk Assessment ensures that all activities associated to your event are as safe as possible for employees, contractors, volunteers and the public. The GCCEC will only approve events that have reasonably assessed the event's risks and have developed appropriate control actions to either remove or minimise these risks.

Event organisers may choose to use a template of their own design, which is acceptable, as long as the data captured is equivalent to that in the GCCEC Event Risk Assessment Template (See attached)

The success of your event is measured in many ways and safety is one of them. It will become an invaluable tool that you can use to assess event safety.

2. General Health and Safety requirements

2.1 Security – identification

All people working on an event must enter and leave via the GCCEC Security control room each day. Contractor passes will be issued by the lobby guard system after verification that they have submitted the required documentation and completed the induction. The pass must be clearly visible at all times when on GCCEC Property, unless otherwise authorised by the GCCEC.

2.2 Incident / Hazard Reporting

All incidents, including injuries, illnesses, hazards, property damage and environmental issues must be reported through to the GCCEC Event Manager/ and or Security and a GCCEC Incident Report form completed. This is in addition to any other incident reporting required by the Event Organiser or contractors.

2.3 First Aid

A fully equipped first aid room is located at the Security control room and all Safety and Security Officers are first aid trained. For any events with specific hazards and where the risk assessment identified the need for further First Aid services, the GCCEC requires that these events are provided with medical and first aid facilities appropriate to the nature and throughout the duration of an event at the Event Organisers cost. Please discuss further with the Event Manager.

2.4 Emergency procedures

If you need to raise the alarm in the event of an emergency call security on

Ext. 999 or 4050 (internal phones) or 5504 4050 (from a mobile phone)

or break the glass at a manual call point or call Emergency services on **000**.

In the event of an emergency there are two tones:

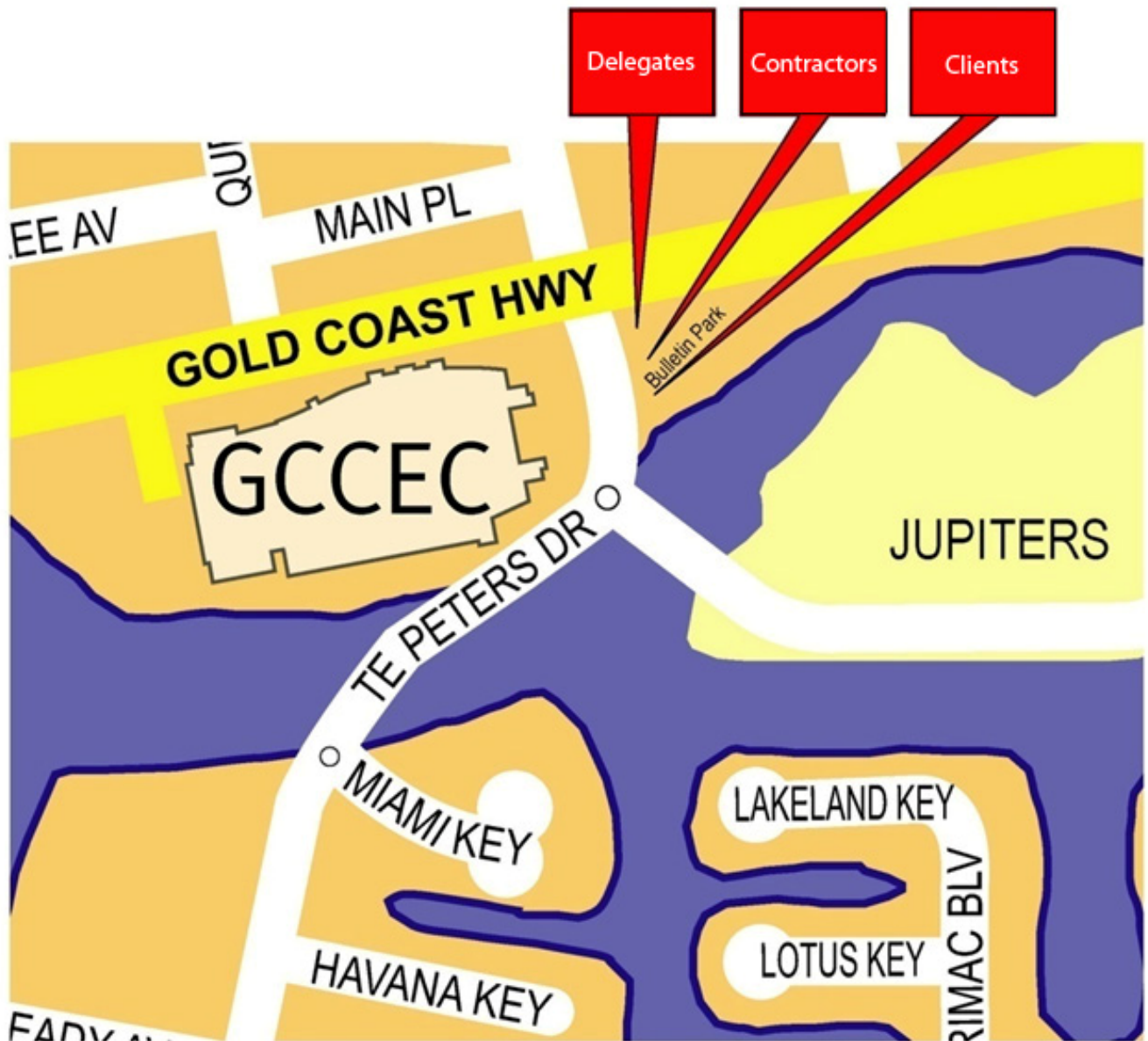
ALERT TONE: beep, beep, beep – this means, stop what you are doing and await further instructions as to whether an evacuation will be required. Observe your surroundings and advise if there is any visible cause of the alert in your area.

EVACUATION TONE: whoop, whoop, whoop – remain calm and evacuate to emergency assembly area through emergency exits as directed by the Emergency Wardens. The GCCEC assembly area is Bulletin Park (see Evacuation diagram)

In case of a fire only use equipment and fight a fire if you have been trained to do so.

GCCEC Management has the authority to make emergency announcements over any sound system and internal video monitor system at any time.

Event organisers must allow free access and not hinder or obstruct any member of the medical, police, fire, ambulance, first aid or other emergency services or any authorised safety and security officer while performing their duties.



2.5 Vehicle Schedule – bump in and bump out

The Event Organiser is required to provide the GCCEC Event Manager with a list of vehicles coming on site including the type (truck, car, van, 5 tonne etc) and the time when the vehicle is expected for both the bump in and bump out. Parking space in the loading dock area is limited. The maximum loading on the sandstone area is 20 tonne per square metre.

2.6 Alcohol / drugs/ smoking

All persons working on the Event must ensure that they are not, by the consumption of alcohol, a drug or fatigued, in such a state as to endanger their own health and safety at work or the health and safety of any other person at work. The GCCEC is Government owned and therefore a total non smoking venue. Smoking is only permitted in the designated smoking areas.

2.7 Waste management

If there is rubbish generated as part of the event, removal needs to be organised through discussion with the GCCEC Event Manager.

2.8 Plant and equipment – maintenance, testing and tagging, out of service

All plant and equipment brought onto the GCCEC site must be maintained in line with manufacturer's instructions. All portable electrical equipment shall be tested and tagged and in test date. **Double adaptors are not permitted to be used.** When faulty equipment is identified it must be tagged –'out of service'. Users of the facilities may not bring anything of an explosive, poisonous, corrosive or radioactive nature into the GCCEC.

2.9 Emergency exit lights / doors

The illuminated emergency exit signs cannot be removed, tampered with or turned off. Emergency exit doors are not to be blocked by any exhibition booth, food stations or any other equipment, as clear access is required to these doors in case of an emergency. No equipment can be left in the stairwells or corridors of an emergency exit route at any time.

2.10 Work permits

Where work on site involves hot work e.g. welding, entry into a confined space or work at height (over 2m) a work permit must be completed. Work cannot commence on any of the above activities without the appropriate permit. The permit can be obtained from the website and approval sought from the Events Manager or Safety and security officer.

2.11 Contact numbers

The Event Organiser shall provide the GCCEC Event Manager with a list of contractors, subcontractors and exhibitors and their contact details prior to bump in of the event.

Contact details for GCCEC personnel will be available from the Event Manager.

2.12 Children

In the interest of safety, children under the age of 15 years are not permitted in the centre during bump in and bump out of events.

2.13 Naked flames

In the interest of compliance to the Building fire regulations, GCCEC recommends using battery operated flameless tea light candles for display. (Please see page 25 for further information).

2.14 Noise in venue

Consideration must be given to limit the noise levels of machinery and vehicles used at the centre to ensure others are not adversely affected. The loading dock is overlooked by residential tenancies that may be impacted by activities in the dock area and within the centre. Please inform the Event Manager prior to the event if you envisage high level noise associated with your event. Further information can be found on page 26.

2.15 High Visibility Vests

All Organisers, contractors and exhibitors and their staff must wear a high visibility vest during the construction, bump in and bump out of events.

2.16 Fire protection

The GCCEC is equipped with a state of the art fire protection system. These systems consist of the following:

- Fire detection and alarm system
- Fire sprinklers, fire hose reels, fire extinguishers
- Wall wetting sprinklers
- Emergency warning and intercommunication system such as break glass alarm
- Computer graphic system
- Fire indicator panels
- Qualified Fire wardens

2.17 Loading Dock

The access ramp and driveway is one way directional system accessible via the signed entrance. The GCCEC has manned vehicle checkpoints to monitor access, assisting in the orderly flow of traffic in accordance with Bump in/Bump out schedules.

Marked thoroughfares must be kept clear at all times. The GCCEC accepts no responsibility for the safety of vehicles and their contents with the Centre premises.

3. Specific Health and Safety requirements

3.1 Acrobatic / performers

Potential Hazards

- Injury to patrons
- Injury to performers
- Structural failure

ALWAYS

- Ensure performers are experienced
- Include any act or performance in the risk assessment addressing issues of entanglement, falls and means of rescue and seek approval from the Event Manager
- Provide detailed engineering calculations for potential shock and point loads on structures.
- Provide plan of location of performers in relation to the public
- Determine public “No go zones”. Clearly mark the zones and supervise the areas during performances.

NEVER

- ✘ Allow for last minute changes to agreed plans



3.2 Amusement devices or structures (including inflatable structures)

Potential Hazards

- Electric shocks
- Overloading power source
- Fire hazard
- Trip hazards



✓ ALWAYS

- Submit a risk assessment or safe work method statement to the events manager for approval
- Ensure design meets Australian Standards; the design registration certificate number for the amusement device is permanently marked on the plant.
- Ensure the operator holds a current certificate as “Registered Plant”
- Ensure all testing or maintenance records can be viewed if requested
- Ensure there is appropriate soft-fall area for inflatable structures (if applicable)
- Conduct a thorough check of inflatable structures and accessories is carried out prior to use (if applicable)
- Ensure suitable fire extinguishers are provided adjacent to the engine
- Ensure operators are able to clearly communicate and instruct patrons to follow safety instructions during the period of ride operation
- Ensure protective padding is placed over sharp edges or protruding structures
- Signage for the control of passengers (e.g. height restrictions, age or weight, loading charts) are prominently displayed

✗ NEVER

- ✗ Never use damaged or faulty equipment
- ✗ Never use frayed electrical cables and leads
- ✗ Never leave the devices and structures unattended while in use

3.3 Animals on site

Potential Hazards

- Losing control of frightened animal
- Animals biting or kicking
- Large animals knocking or crushing people
- Injury to animals (example – slipping or falling)
- Food hygiene / contamination
- Animal faeces in public areas

ALWAYS

- Provide a professional handler to escort and supervise animals at all times
- Ensure animals are docile natured and are familiar with crowds of people.
- Keep animals restrained or confined.
- Move animals at a walking pace or slower.
- Plan entry and exit routes and consider food hygiene locations.
- Provide injury protection (padding) for large animals, particularly if using loading lifts.
- Give large animals an enema prior to events
- Document controls in the risk assessment

NEVER

- × Use live goldfish on tables in function rooms or public areas



3.4 Atmospheric Effects

(Including snow machines, hazers/ smoke machines/ foggers)

Potential Hazards

- Inhalation of mist
- Throat irritation in susceptible people
- Reduced visibility
- Slippery residue
- Burns



ALWAYS

- Use non-hazardous liquid only
- Obtain and keep with machine a Material Safety Data Sheet from the supplier of the chemicals
- Be aware of and follow any safety instructions indicated on the MSDS
- Nominate a trained responsible person to control machine operation
- Minimise the use of atmospheric effects to obtain theatrical effects
- Place non-slip covering on walkways that may be effected by machine residue
- Direct machine to minimise contact with the public
- Guard the machine outlet to prevent burns
- Ensure machines are tested and tagged and in date.
- Consult Event Manager regarding the use of candles
- Consult with Executive Manager Property Operations and or Security Control Room Operator regarding isolation of fire warning systems – in the event that smoke detectors require isolation, a GCCEC Safety and Security Officer must act as a 'spotter' for the duration of the event (at the Event Organisers expense).

NEVER

- ✘ Never use chemicals that are unidentified or not in a clearly marked container.

3.5 Biological hazards

Potential Hazards

- Blood borne diseases from needle sticks and bodily fluids
- Skin infections



✓ ALWAYS

- Consider substituting reusable equipment with single use, disposable equipment
- Make sure all used sharps are placed in a clearly labeled, rigid-walled, puncture resistant container that meets Australian Standards immediately after use.
- Make sure all waste that is contaminated with blood or body substances is placed in a leak proof bag or container and sealed
- Ensure appropriate personal protective equipment is available and worn e.g. gloves, face masks, safety glasses etc
- Ensure all biological waste is removed from the site at the completion of the event



✗ NEVER

- Allow untrained people to handle biological waste

3.6 Chemicals

Potential Hazards

- Inhalation of fumes or vapours
- Skin contact
- Eye contact
- Incompatible mixtures
- Spills
- Incompatible storage
- Explosion



ALWAYS

- Ensure chemicals are included in the risk assessment
- Ensure that chemicals, including those decanted are clearly labelled
- Have a copy of the Material Safety Data Sheet (MSDS) on site
- Be familiar with potential hazards of the chemical (listed in the MSDS).
- Follow the safety instructions in the MSDS.
- Wear the personal protective equipment (PPE) listed in the MSDS.
- Have spill kits and fire fighting equipment made available (if required)
- Eliminate ignition sources where chemicals are used and stored



NEVER

- ✗ Mix incompatible chemicals
- ✗ Store incompatible classes of chemicals in the same area
- ✗ Use chemicals you are not familiar with
- ✗ Dispose of through the centres draining system

3.7 Civil Disturbance

Potential Hazards

- Crowd rioting
- Assaults
- Throwing flares (burns) or other projectiles
- Fire
- Smoke
- Blocking access and egress
- Property damage



ALWAYS

- Consider if an event may attract protestors or crowd rioting.
- Consult with the GCCEC Security Management and inform of any known threats.
- Develop a crowd control plan.
- Consider protective equipment for employees.
- Determine if additional fire control is required (example: flare quenching sand)
- Identify items that may become projectiles. Secure or remove these items.



NEVER

- ✘ Leave planning to the last minute

3.8 Construction

Potential Hazards

- Damage to property
- Unacceptable quality workmanship
- Hot work / fires
- Structural collapse or failure
- Slip, trip and fall hazards



ALWAYS

- Document controls in the risk assessment for all construction work
- Complete construction work off-site where possible
- Use qualified tradespeople for construction work
- Construct items to meet relevant codes and Australian Standards
- Obtain permission from the Executive Manager Property Operations before attaching temporary construction to property
- Follow permit system for hot work, confined space and work from heights (Page 6)
- Follow Safety Information instructions for housekeeping, electrical safety and dusts
- Consider clean up e.g. need to have vacuum cleaner and disposal of any residue
- Have Material Safety Data Sheet (MSDS) for any chemicals used on site
- Follow the GCCEC site safety rules on Personal Protective Equipment and Clothing requirements
- Ensure that any construction meets fire retardant standards e.g. non combustible, non flammable



NEVER

- Modify GCCEC property without permission

3.9 Dusts

Hazards

- Nuisance or harmful inhalation hazards
 - Material to be cut may be harmful
 - Material to be cut may contain chemical treatments or coatings.
- Eye injury
- Allergic response (susceptible people)
- Slips and trips
- Dust fire or explosion



ALWAYS

- Obtain and have on site a Material Safety Data Sheet for materials to be cut or sanded and follow recommended controls
- Use dust containment or extraction on tools where available
- Vacuum rather than sweep dusts
- Remove dust as soon as practical to remove slip hazards and dust transfer
- Eliminate ignition sources where combustible dust is generated
- Place slip warning signs if creating dust on smooth floors
- Contact Security Control to have Smoke Detectors isolated in the area work is being undertaken



NEVER

- × Never use compressed air to blow down dust

3.10 Electrical Equipment

Potential Hazards

- Electric shocks
- Overloading power source
- Fire hazard
- Trip hazards



ALWAYS

- Ensure electrical equipment and leads have a current test and tag attached in accordance with Australian Standards.
- Ensure all electrical equipment are connected to a tested and tagged Type II RCD (Residual Current Device)
- All electrical installations must be performed by a licensed electrical contractor and the necessary equipment for operation must be supplied.
- Ensure all electrical accidents or incidents are reported to the GCCEC Security immediately
- Regularly inspect and maintain electrical equipment to ensure cables and cords do not create trip hazards, if this is unavoidable, they should be covered by a strong cable tray or secured down with gaffer tape, if they are used in a high pedestrian traffic area, yellow and black hazard tape is recommended to increase visibility.
- Ensure faulty or damaged electrical equipment are tagged 'out of service' and removed from use.

NEVER

- × Use damaged faulty equipment
- × Use frayed electrical cables and leads
- × Use double adaptors



Note 1: When setting up a coffee station at an exhibitor stand, please ensure electrical leads are not exposed to water.

Note 2: GCCEC Management reserves the right to demand removal from site any electrical equipment it deems to be non-compliant or suspect.

3.11 Fire Performers

Potential Hazards

- Flammable liquid spills
- Ignition of combustible materials
- Burns
- Activation of fire alarms

ALWAYS

- Use qualified, experienced performers only
- Complete a safe work method statement
- Obtain permission from Events Manager
- Have relevant MSDS's on site
- Follow requirements in MSDS.
- Use minimum volume of liquid required for the act
- Keep liquid in a spill containment tray
- Keep unintentional ignition sources clear of flammable liquid storage
- Determine a "No Go" zone. Barricade the area to keep the public clear.
- Ensure a spotter is on stand-by
- Provide additional fire extinguishers
- Ensure a trained first aider and first aid supplies are on stand-by
- Contact Security Control to Isolate Smoke Detectors in the area of performance



NEVER

- × Never use water to extinguish a flammable liquid fire.

3.12 Forklifts

Potential Hazards

- Ignition of combustible materials
- Overturning of forklift
- Collision with vehicles or pedestrians
- Cargo collapse



ALWAYS

- Use qualified, licensed and experienced forklift drivers only

If hiring GCCEC forklift:

- Complete f7.0 Lifting equipment hire order form
- Report any fault to Security immediately
- Conduct prestart check of the machine as per vehicle prestart checklist and log book checklist, including full range of movement of machine tested, e.g. lift, tilt, side shift
- Understand the limitations of the machine as per the Load Chart
- Fasten seat belt before travelling
- Operate controls from within cabin
- Travel with load at correct height
- Ensure load is stable
- Travel correctly up/ down inclines
- Use horn when approaching blind corner or entry
- Leave fork with tines flat on ground when parking
- Park without affecting fire exits, etc
- Leave in a clean state
- Return key to Security Control
- Operator Inform security of change of gas bottles?

3.13 Gas cylinders

Potential Hazards

- Compressed gas release
- Incompatible storage
- Fire or explosion – can be projectile

ALWAYS

- Ensure all operators using LPG can demonstrate a basic understanding of its safe use, its characteristics and emergency procedures.
- Provide a Material Safety Data Sheet (MSDS) for compressed gases.
- Follow the safe handling and storage in accordance with the current regulations and codes of practice
- Secure gas cylinders with chain or in a cage to prevent damage and interference by guests
- Secure gas cylinders on trolley during transport
- Protect cylinders from damage by vehicles or other equipment
- Close cylinder valves when they are not in use.
- Store cylinders in a secure, well ventilated area.
- Store different class gases in different areas.
- Protect cylinders from direct sunlight.
- Limit the quantity of cylinder to what would be required for one day



NEVER

- × Never use oil or lubricants on cylinder fittings.
- × Never modify cylinder fittings
- × Never use cylinder with damaged fitting

3.14 Generators / Compressors

Potential Hazards

- Noise
- Exhaust fumes
- Oil or fuel leaks
- Obstructing access or egress
- Fire when re-fuelling
- Tripping hazards



ALWAYS

- Obtain permission from the Events Manager for equipment to be used
- Position the unit clear of people to minimise noise and exhaust fume impacts.
- Do not obstruct public access or roadways. A permit or traffic management plan may be required.
- Schedule re-fuelling for quiet times.
- Place drip trays under units.
- Protect leads and hoses from damage and place in trays or overhead where they may become a trip hazard.
- If operating internally, contact Security Control to Isolate Smoke Detectors in the area and have exhaust fans operational.



NEVER

- × Never place a generator or compressor in a poorly ventilated area.

3.15 Housekeeping

Potential Hazards

- Blocked access or egress
- Obstructed emergency equipment
- Uneven work surfaces, trip hazards
- Wet or slippery floors
- Dim lighting
- Protruding obstructions, impact points
- Rubbish



ALWAYS

- Keep access and egress points clear at all times
- Keep emergency equipment unobstructed at all times
- Remove, barricade, clearly identify or report potential impact points and trip hazards
- Identify a suitable unloading and storage point for cases boxes
- Regularly clear areas of rubbish
- Maintain suitable work lighting during bump-in and bump-out.
- Report any housekeeping issues



NEVER

- ✗ Never obstruct Emergency Exit signs and equipment (keep 2 metre radius clear)
- ✗ Never store equipment or materials inside stairwells or corridors of emergency exit routes

3.16 Lasers

Potential Hazards

- Eye damage
- Skin burns
- Electrical hazards

ALWAYS

- Use a qualified operator to install and supervise the operation of laser equipment
- Follow national standards for laser power and audience scanning limits
- Set-up laser equipment to avoid prolonged direct eye contact.
- Establish “No Go” zones during laser operation.
- Nominate a trained Laser Safety Officer to supervise laser operation.
- Obtain permission / permits to operate lasers if outside
- Follow electrical safety precautions.

NEVER

- × Never operate where it would allow a person to look directly into a laser beam.



3.17 Manual Handling

Potential Hazards

- Muscle sprains or strains
- Back or spine injury
- Abdominal hernia
- Injury to nerves ligaments or tendons Caused by:
 - Lifting heavy or awkward loads
 - Pushing or pulling loads
 - Moving unstable loads
 - Holding an awkward posture
 - Prolonged, repetitive movements



ALWAYS

- Identify tasks that may involve hazardous manual handling when planning events and include the manual handling controls in the risk assessment
- Plan the layout and loading of items to minimise manual handling
- Use mechanical lifting equipment to move loads where-ever possible
- Break-down loads to manageable weights
- Consult with workgroups to control manual handling

NEVER

- × Rely on back braces to control manual handling risks
- × Use faulty or damaged equipment

Note: When setting up a coffee station at an exhibitor stand the table it is stationed on must be 70cm wide, 90cm high and 180cm long.

3.18 Naked Flames

(For the purpose of the following guidelines a candle is deemed any lit solid fuel item such as: wax candle, incense stick, sparkles)

Potential Hazards

- Fire hazard
- Property damage

ALWAYS

- Submit a safe work method statement to the Events Manager for approval
- Obtain permission from the Executive Manager of Property Operations and Security
- Follow fire protection requirements; candles will be limited, adequately controlled, smoke detectors isolated and security officer must be present during display with fire equipment
- Any tea light candles used must be kept in a candle holder large enough to ensure that wax fallout to furniture or linen does not occur. Additional cost may be incurred if damages as a result of melted wax occur
- Position a flame display so that it cannot be knocked over or come into contact with any person or flammable item.



NEVER

- × Never leave a burning flame unattended
- × Never have candles on tables when using confetti

Note: Liquid fuel burners are not permitted

3.19 Noise levels

Hazards

- Temporary or permanent hearing loss
- Difficult communication
- Missed warning signals
- Fright or panic



ALWAYS

- Assess potential high noise levels when planning events as GCCEC will place sound pressure limits on operations.
- Select lowest noise level equipment when options are available
- Locate loud equipment away from people where possible
- Rotate staff to reduce time exposed to high noise levels
- Notify patrons if an event is to involve sudden load noises
- Provide hearing protection devices (and instructions on use) for employees who may be over-exposed to noise
- Provide head-set communication for people who require verbal contact during high noise events
- Provide a detailed risk assessment and identify required controls if noise is to exceed 85dBA.



NEVER

- ✘ Never allow peak noise levels to exceed 140dB

3.20 Outdoor events

Hazards

- Slip, trip and fall hazards due to wet surfaces
- Broken glass
- Dim lighting
- Fire
- Electrical hazards
- Collapse of marquee or items within arising from unsuitable inclement weather.



ALWAYS

- Use appliances etc suitable for outdoor environment and ensure any electrical equipment which is to be used near wet areas is RCD protected
- Use a competent company to erect and dismantle marquee ensuring necessary documentation in place, e.g. own risk assessment, insurance cover
- Position barbecues away from any structures or items that would facilitate rapid spread of fire
- Supervise barbecues and ensure fire fighting equipment is adjacent.
- Ensuring food handling, preparation and cooking is carried out by competent personnel.
- Where alcohol is sold ensure necessary licensing requirements are adhered to.
- Dependent on audience profile, employing registered door staff maybe appropriate.

NEVER

- × Allow oil to drip onto floorings. Use drip trays and non slip mats.

3.21 Pyrotechnics

Potential Hazards

- Projectile striking a person
- Fire
- Falling objects
- Noise
- Public fear or panic
- Electrical
- Smoke or fume inhalation
- Loss of visibility (smoke)
- Activation of alarms
- Property damage



ALWAYS

- **Request approval from the Event Manager prior to using pyrotechnics. Fireworks application form (F5.0) is required to be completed and submitted to the Event Manager no later than 45 days prior to the event.**
- Use licensed pyrotechnical operators only.
- Obtain approval from the Fire and Rescue Department, Gold Coast City Council, the General Manager and the Executive Manager of Property Operations. If approvals are not obtained fireworks will not occur. (Note: The approval process may take a minimum of 30 days)
- Consult with GCCEC Safety and Security to determine whether smoke detectors need to be isolated
- Identify “No Go” zones. Nominate a person to keep people clear of No Go Zones (GCCEC recommends a trained fire warden)
- Identify and clear combustible materials to a safe area.
- Have a copy on site and be familiar with the requirements of the Material Safety Data Sheet (MSDS)
- Provide additional fire extinguishers or quenchers (example: water) where necessary.
- Notify patrons if pyrotechnics are to be used during an outdoor event.
- Determine if hearing protection is required for employees working close to pyrotechnics.

NEVER

- × Handle pyrotechnics (especially misfired items) unless licensed.
- × Disable fire protection systems e.g. sprinklers
- × Use pyrotechnics in conjunction with confetti use
- × Use pyrocanons (use air based confetti cannons only)

Note: Firework displays must be completed by 21:00pm

3.22 Raised floors, steps and ramps

Potential Hazards

- Slip, trip and fall hazards



ALWAYS

- Ensure raised floor sections are clearly distinguishable from areas of the surrounding floor space as per the AS 1428.1
- Ensure floor sections or ramp edges don't contain sharp edges or cause trip hazards
- Ensure raised areas are constructed non-slip or coated with a non-slip finish
- Ensure carpet, vinyl, matting, wood or the like floor coverings have taped edges or firmly secured
- Ensure bark, pebbles, dirt, and other loose materials are steady under foot
- Ensure that steps are constructed for all raised floors where the height exceeds 190mm as per BCA requirements; and
- Ensure handrails are provided where 6 or more steps are provided or height exceeds 1m. The handrail must be 865mm minimum in height.
- Ensure that the gap/opening from the nosing line of a step to a rail does not exceed 125mm.



3.23 Temporary Seating

Potential Hazards

- Seating collapse
- Overloaded seating platform
- Unguarded edges, fall from height
- Blocked access or egress



ALWAYS

- Use a licensed rigger to construct temporary seating platforms
- Have completed seating platforms inspected and signed-off by the installer before use by other employees or the public
- Ensure side-rails are meshed to prevent children falling through
- Clearly mark walkways and exit routes.
- Keep walkways clear at all times during events.
- Plan for lighting for events outside daylight hours.
- Contact the GCCEC Events Manager for detailed planning and locating seating.



NEVER

- ✘ Never modify seating platforms. Modification by licensed rigger only.
- ✘ Never erect signage, flags or marquees on temporary seating platforms unless included in the engineers wind load calculations
- ✘ Never store anything under the seating

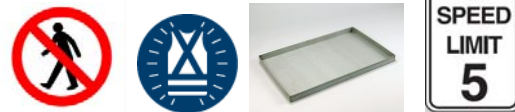
3.24 Vehicles displays

Potential Hazards

- Moving vehicle striking a person or object
- Blocking access or egress
- Overloading venue floor
- Fuel or oil leak
- Fire hazard
- Damage to vehicle
- Exhaust fumes



ALWAYS



- Obtain permission from Event Manager for vehicle displays and provide vehicle insurance details
- Obtain load limits for the floor area over which vehicle will be moved and sit
- Ensure only licensed drivers move vehicles
- Drive at a speed less than 5 kph
- Escort moving vehicles with a spotter
- Keep pedestrians clear of moving vehicles
- Ensure fuel tanks are full (vapours are explosive)
- Use oil drip trays under vehicles
- Provide two spare sets of keys to the Event Manager so the vehicle can be moved in an emergency
- Minimise engine running times. Consider if additional ventilation is required to reduce exhaust fumes.
- If operating internally, contact Security Control to Isolate Smoke Detectors in the area and have exhaust fans operational.
-

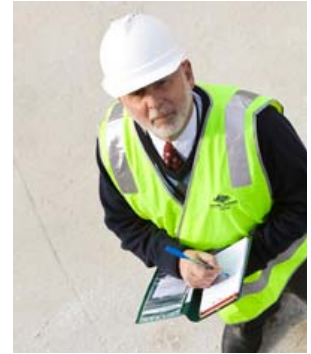
NEVER

- × Never turn a vehicle tightly on floor coverings
- × Open fuel tanks while vehicle is on site

WH&S QLD Inspectors

All inspectors may enter a workplace and exercise their powers while they are in the workplace. Inspectors also have the right to enter any place where:

- Demolition work or asbestos removal work (prescribed activities) is being done by a person who holds a certificate for that work, and
- There is specified high risk plant, for example lifts, amusement devices, cooling towers, air conditioning units, escalators, LP gas cylinders



While conducting the investigation the inspector may:

- Observe or search any part of a place (e.g. observe the use of a machine; observe the work processes);
- Take measurements
- Take photographs or video footage of anything at the place
- Take samples of things (e.g. samples of substances used at the workplace)
- Conduct tests (for example, test for the presence of lead in paint)
- Obtain copies of documents (e.g. training records, employee records, manufacturer's instructions etc.)
- Talk to managers, supervisors, workers and other people (e.g. take a statement from a worker who has witnessed an incident)
- Cancel or suspend work, licenses, approvals, certifications and authorisations

An inspector may seize:

- Evidence of an offence against the Act (e.g. seize a defective power tool involved in an incident)
- A thing that has been used to commit an offence against the Act
- A dangerous place or thing

Most of the time inspectors carry out their role without the need to formally exercise their powers. However, their authority to use these powers is necessary, particularly when they are investigating incidents and intervening where there are dangerous work practices.

It is an offence to obstruct, threaten or interfere with an inspector who is exercising their powers under the Act.



- × Obstruct an inspector

Work at height

Boom lifts

Potential Hazards

- Tipping boom
 - Unstable ground
 - Working beyond reach limits
 - Overloaded basket
 - Work in high wind
- Fall from basket
- Contact with electrical wires
- Falling objects striking person below



ALWAYS

- Use qualified and licensed operators only
- Follow the GCCEC and manufacturer's instructions
- Inspect equipment before use and complete the log book
- Use on firm, even ground only
- Extend out-riggers/stabilisers
- Supply and wear a harness attached to an anchor point in the EWP before moving boom (Harness must be inspected and in date)
- Keep clear of electrical hazards
- Prepare a traffic management plan (if applicable)
- Keep area clear within 2 meters of the base
- Work with a second qualified operator spotting from ground to ensure that the space under the working area is kept clear.
- Check load rating of area to be used or area to be transverse
- Ensure control key is in switch before use

NEVER

- × Use outside where the operator considers the weather conditions to be unsafe e.g. high winds, wet slippery conditions
- × Climb from basket when raised
- × Use boom for lifting materials

Emergency Retrieval – Spotter to lower boom using ground level controls

Elevated work platforms (EWP)

Potential Hazards

- Tipping EWP
 - Unstable ground
 - Overloaded platform
 - Work in high wind
- Fall from platform
- Contact with electrical wires
- Falling objects striking person below



ALWAYS

- Use qualified operators only
- Follow the GCCEC and manufacturer's instructions
- Check equipment log-book and sign
- Inspect equipment before use
- Supply and wear a harness attached to an anchor point in the EWP (Harness must be inspected and in date)
- Use on firm ground only
- Extend outriggers/stabilisers (if required)
- Keep clear of electrical hazards
- Keep area clear within 2 meters of the base
- Work with a second qualified operator spotting from ground
- Ensure control key is in switch before use
- Check floor loads for area to be used and transverse



NEVER

- × Use outside when the weather conditions are unsafe e.g. high winds, slippery conditions
- × Climb out from platform when raised
- × Use EWP for lifting heavy materials

Emergency Retrieval – Spotter to lower EWP using ground level controls

Potential Fall Hazards

- Ladder slipping or tipping over
- Fall from ladder
- Ladder overloaded, collapsing
- Falling objects striking person below

ALWAYS

- Consider an EWP, scaffold or platform ladder as alternative
- Use industrial ladders.
- Inspect ladders before use
- Ensure ladder rating is minimum 120kg and meets Australian Standards
- Have 3 points of contact
- Use on firm, level ground only
- Set-up the ladder to prevent slipping
- Lock the ladder fully open
- Work facing towards the ladder
- Keep clear of electrical hazards
- Ensure area out to a distance at least equal to height reached is kept clear



NEVER

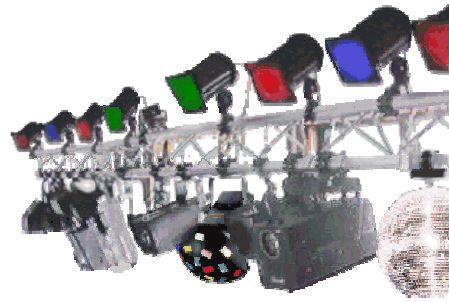
- × Use outside where the weather conditions are considered unsafe
- × Use equipment designed to be operated with 2 hands when working on a ladder.
- × Stand higher than the 3rd tread from the top of the ladder.
- × Conduct hot work from ladders
- × Use a metal ladder when working with electricity
- × Use 3 step ladders
- × Have more than 1 person on a ladder

Note: GCCEC will not loan or hire out ladders for use in the centre

Rigging

Potential Hazards

- Fall from truss
- Rigging failure
- Contact with electrical wires
- Unstable work platform
- Trip hazards



ALWAYS

- Use GCCEC preferred rigging contractor; or
- Use qualified and licensed operators approved by the GCCEC and supervised by the GCCEC Technician on Duty (TOD)
- Supply rigging plot drawings specifying scale drawings, weights etc. from each rigging point must be submitted for approval before any work can commence
- Lower trusses and complete work at ground level
- Work from a scissor or boom lift where practical
- Work from a static cableway where practical
- Inspect equipment before use. Check inspection date labels.
- Barricade area below works to prevent pedestrian access
- Keep clear of electrical hazards
- Maintain housekeeping to minimise trip hazards



NEVER

- × Use load rigging equipment for height safety purposes
- × Conduct rigging at height when working alone

Emergency Retrieval – Pulley system if access above or scissor lift from below