



WELCOME TO SUNPAC

WHS Induction



SunPAC believes in safeguarding the health, safety and welfare of staff, contractors and visitors. As far as is reasonably practicable, **SunPAC** will take a preventative approach to WHS, ensuring that all foreseeable hazards are eliminated or controlled.

Under the Work Health and Safety Act 2011, **SunPAC** has a "Duty of Care" to ensure, so far as is reasonably practicable, the health and safety of all staff, visitors and contractors.

To ensure your health and safety, **SunPAC** will:

- Provide a person as the nominated Responsible Officer. Visitors must be accompanied by a Responsible Officer at all times when in the work area.
- Provide all visitors with a site specific induction by the Responsible Officer
- Monitor the activities of visitors



WORKPLACE HEALTH AND SAFETY

The WHS ACT states:

1. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - workers engaged, or caused to be engaged by the person
 - workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking
2. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking

While **SunPAC** has the primary duty of care, all persons at **SunPAC** sites are ultimately responsible for their own personal safety and the safety of other staff, contractors, visitors and customers as well as minimising the impact on the environment.

All visitors must complete this induction training before entering **SunPAC** sites.

IMPORTANT: Visitors must follow all reasonable Instructions given by the Responsible Officer.

NOTE: **SunPAC** is not responsible for damage, theft or loss of property whilst onsite. Any personal property should be kept locked or in a secure area when not in use.

The WHS Act requires all persons at a workplace to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health or safety at the workplace that has been notified to workers
- Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the Responsible Officer to allow the person to comply with the WHS Act





ARRIVAL

Visitors must provide the Responsible Officer with prior warning of when they will be on site and must notify the Responsible Officer upon arrival. All visitors must sign a visitor book or register your arrival at the Box Office.

Upon first arrival at **SunPAC** sites visitors will be given a site specific induction concerning site specific hazards and controls, evacuation plans and site facilities (first aid, toilets, dining areas, etc.).

You must not enter any plant, storage or other areas without first seeking the appropriate management authority

Visitors requiring entry to non-public areas must be escorted and taken through the appropriate security requirements and induction

TRAFFIC MANAGEMENT

In order to ensure the safety of everyone on **SunPAC** sites, vehicles must comply with the **SunPAC** Traffic and Parking Rules, and all State/Territory Road Rules. Where possible, pedestrians should use indicated pedestrian zones. However, in shared zones motor vehicles must give way to pedestrians and cyclists. Vehicles must be immobilised prior to loading or unloading.

When working or moving equipment in pedestrian zones the use of barricades should be considered.

NOTE: Driving vehicles in restricted areas, on paths or paving is NOT permitted, unless prior permission has been obtained from the Responsible Officer. This requirement is due to the high risk of injury, the hazards of blocking crucial access ways and the costly damage that can occur. All repairs to damaged landscape will be charged to the driver.

PARKING

Parking is only permitted in the designated parking areas. Parking in other areas is not allowed without prior exemption.

While on site all drivers are required to obey State/territory road rules as well as all **SunPAC** requirements.





CODE OF CONDUCT

SunPAC has a Code of Conduct to ensure a safe and healthy workplace for everyone. Visitors are expected to conduct themselves in a respectable manner at all times.

The following behaviour is unacceptable:

- Horseplay or skylarking
- Wilfully causing damage
- Possession of offensive weapons
- Lighting of fires
- Showing signs of being under the influence of drugs or alcohol
- Causing unnecessary disruption (e.g. playing loud music)

NOTE: Photography is not permitted on **SunPAC** sites without approval.

NOTE: **SunPAC** is a smoke-free workplace. Smoking is only permitted at designated smoking areas. Anyone found smoking in non-smoking areas will be asked to leave the area.

NOTE: **SunPAC** recognises the right of all workers, visitors and contractors to work in an environment where all members of the community are treated with fairness, equity, dignity, courtesy and respect. **SunPAC** is committed to providing a workplace free from all forms of bullying, discrimination and harassment. All persons on **SunPAC** sites have a responsibility to behave in a manner that treats others with respect and dignity.

Bullying, discrimination and harassment are against the law and will not be tolerated under any circumstances.

Bullying and harassment includes, but is not limited to:

- Sexual harassment;
- Physical assault;
- Verbal abuse or threats;
- Foul language;
- Intimidation;
- Offensive gestures





CAUTION: SunPAC treats instances of safety negligence very seriously, safety breaches will be advised to the relevant supervisor and recorded. Visitors may be asked to leave the site.

All **SunPAC** policies can be made available from the Responsible Officer.

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Discrimination and sexual harassment in employment is unlawful under anti-discrimination, equal employment opportunity, workplace relations and human rights laws.

Types of hazards that may be encountered on **SunPAC** sites may include:

- Slips, trips and falls
- Manual handling
- Working outdoors
- Hot work
- Working at heights
- Confined spaces
- Excavation
- Hazardous chemicals
- Electricity



Visitors must follow all safety instructions given by the Responsible Officer. Visitors will be informed of all site specific hazards and the related controls. Visitors must be aware of their surroundings at all times.

Hazardous chemicals are used on **SunPAC** sites. Signs clearly indicate chemical storage areas. Visitors must not enter chemical storage areas without permission.

IMPORTANT: Visitors must not handle any chemicals while on site unless they have been made aware of the hazards and suitable controls are in place. Visitors must be supervised at all times while near hazardous chemicals.

CHEMICAL SPILLS

If a spill occurs, you must follow these steps:

- If you notice or suspect a chemical spill you must immediately report it to the Responsible Officer or any available **SunPAC** worker
- Visitors must avoid contact with spilt materials.
- Follow all reasonable directions given by the Responsible Officer, Emergency Wardens or Emergency Workers.



LOCK OUT / TAG OUT

Electrical work must only be performed by appropriately licenced and qualified electricians. All electrical work must comply with the relevant Australian Standards.

SunPAC uses a system of locking or tagging out dangerous electrical equipment. Out of Service tags are placed on damaged leads, points or tools. Danger tags are placed on the isolator/control switch or device to ensure that inadvertent start-up of the equipment is avoided.

NOTE: Visitors must not handle equipment marked with 'Danger' or 'Out of Service' tags. Tags must only be removed by authorised workers.

CAUTION: In the event of an electric shock or electrocution you must alert the Responsible Officer or other **SunPAC** workers.

TIP: Never assume that because the equipment has been locked out, there is no power running through the equipment.

The WHS Regulations state that:

A person conducting a business or undertaking at a workplace must ensure that any unsafe electrical equipment at the workplace:
Is disconnected (or isolated) from its electricity supply

Once disconnected (or isolated):

1. Is not reconnected until it is repaired or tested and found to be safe
2. Is replaced or permanently removed from use

The person conducting a business or undertaking must ensure that:

1. Each exposed part is treated as energised until it is isolated and determined not to be energised
2. Each high-voltage exposed part is earthed after being de-energised

Visitors must not handle any tools or equipment unless they are aware of the hazards and appropriate controls are in place. Where damage or defects are present the tool must not be used and must be repaired or replaced immediately.

Visitors must not operate mobile equipment unless they are appropriately qualified and have been granted special permission. PPE required when using compressed air.

NOTE: Visitors handling or operating tools and equipment must be carefully supervised at all times by SunPAC.

NOTE: If you are using tools when working at heights, an appropriate wrist stop or lanyard must be used to secure the tool to prevent it from falling and injuring people below.





PERSONAL PROTECTIVE EQUIPMENT

Where necessary, SunPAC will provide Personal Protective Equipment (PPE) for visitors. Visitors must wear all required PPE, as directed by the Responsible Officer and relevant safety signs.

As a minimum, all visitors must wear enclosed footwear, long trousers and a collared shirt. In work areas you may be required to wear high visibility clothing, safety glasses, gloves and head protection.

NOTE: Some areas or activities may require additional PPE, in which case you will be instructed in the correct use of the equipment.

NOTE: Any visitor not observing the dress and footwear standards, or failing to wear the correct PPE will be asked to leave the site.

The WHS Regulations state that:

The person conducting a business or undertaking who directs the carrying out of work must ensure, so far as is reasonably practicable, that:

1. Personal protective equipment to be used or worn by any person other than a worker at the workplace is capable of minimising risk to the person's health and safety
2. The person uses or wears the equipment

A person other than a worker must wear personal protective equipment at a workplace in accordance with any information, training or reasonable instruction provided by the person conducting the business or undertaking at the workplace.

FIRE EXTINGUISHERS

Fire extinguishers and hose reels can also be found in most buildings. Use fire extinguishers suitable for the type material on fire.





EVACUATION

Each **SunPAC** site has specific emergency plans and procedures that will be explained in the local site induction, including assembly points and evacuation routes. In the event of an emergency, immediately report to the Responsible Officer.

Each site has nominated emergency wardens trained in the site specific procedures. Wardens will be identified by coloured hats or Hi-vis vests. In an emergency you must follow all reasonable directions given by the emergency wardens.

In the event of an emergency, you may hear an emergency tone. Follow instructions and do not panic. If required to evacuate, it is important that all people on **SunPAC** sites follow the evacuation procedures and instructions from Emergency Wardens.

In the event of a fire: Raise the local alarm; Leave the area, closing doors behind you to confine the fire, if possible; Do not return to the area until advised by wardens; Do not use lifts.

NOTE: For large capital works projects, the principal contractor will nominate a suitable muster area where workers are to congregate. For other works, the area will be nominated by **SunPAC**.

The WHS Regulations state that:

A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace, that provides for the following:

1. Emergency procedures, including:
 - An effective response to an emergency; and
 - Evacuation procedures; and
 - Notifying emergency service organisations at the earliest opportunity; and
 - Medical treatment and assistance; and
 - Effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the Workplace;
2. Testing of the emergency procedures, including the frequency of testing;
3. Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

Each **SunPAC** site has specific emergency evacuation procedures that you will need to become familiar with. Evacuation routes and emergency assembly areas are clearly designated. Evacuation diagrams and site maps are displayed throughout **SunPAC** sites. In the event of an emergency nominated wardens will be available to assist in the evacuation.

NOTE: During an evacuation you must comply with all reasonable instructions.

While on **SunPAC** sites, it is important you familiarise yourself with the location of alarms, fire extinguishers and emergency exits. The locations of fire safety equipment can be found on the Emergency Maps. In case of a fire visitors should sound the alarm and seek direction from relevant SunPAC workers.



www.firetrainingprofessionals.com

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close door behind you.
- Report to your designated assembly area.
- Do not leave the assembly area until the Chief Warden gives the "all clear".
- If any injuries are sustained, notify a Warden.
- Advise a Warden immediately if you are aware of people trapped in the building.

EMERGENCY PROCEDURES

IN AN EMERGENCY TELEPHONE:

FIRE BRIGADE	000	WHEN YOU DIAL THE EMERGENCY NUMBER:
POLICE	000	1. Advise Location.
AMBULANCE	000	2. Provide your name and phone number and any other information requested by the operator.

IF YOU HEAR THE FOLLOWING ALARMS

Alert Alarm
Beep Beep

Action: All wardens to respond. Staff to check immediate area for signs of danger and stand by. (outside normal working hours immediately evacuate on sounding of the Alert Alarm).

Evacuation Alarm
Whoop Whoop

Action: All staff evacuate via the nearest exit and proceed to the assembly area.

EXIT FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF THE NEAREST EMERGENCY EXIT

FIRE EXTINGUISHERS & HOSE REELS

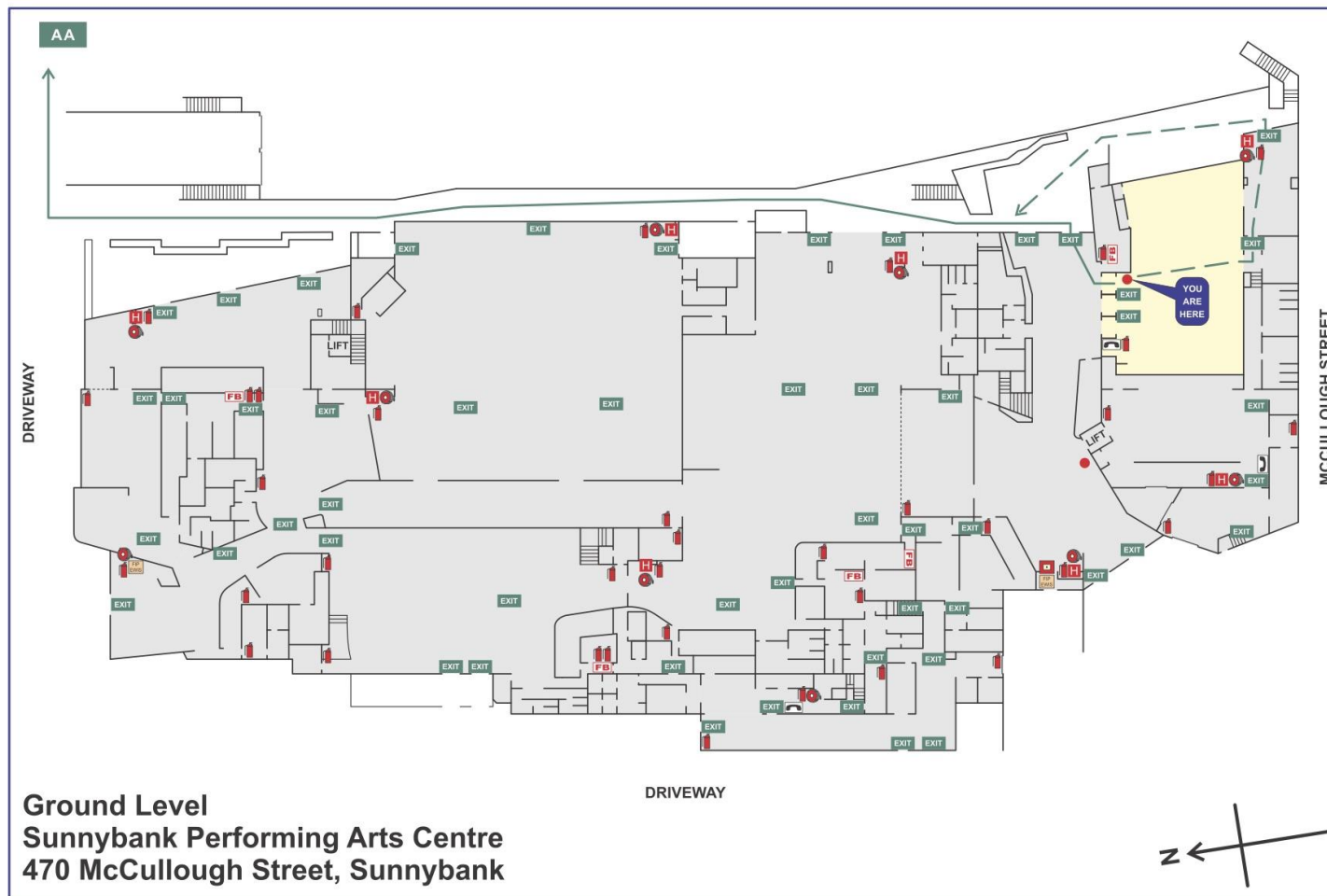
IF SAFE TO DO SO:

1. Select the correct extinguisher.
2. Remove from bracket.
3. Carry to Scene of Fire.
4. Whilst clear of the fire remove pin & test the extinguisher
5. Proceed to fire and initially from a distance of **no closer than 2 metres** direct agent at base of fire.

1. Open valve (ensure that the hose reel is turned off at nozzle).
2. Run out hose toward scene of fire.
3. Open nozzle and direct stream at base of fire.

NB: NOT FOR USE ON FIRES WITH AN ELECTRICAL HAZARD.

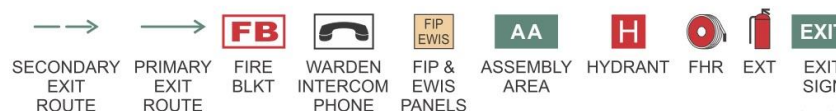
EVACUATION DIAGRAM



Ground Level
Sunnybank Performing Arts Centre
470 McCullough Street, Sunnybank

BOMB THREAT PROCEDURES

1. Remain Calm.
2. Record exact wording of threat.
3. Keep the caller talking - try to obtain as much information as possible using the bomb threat check list.
4. Report call to: **CHIEF WARDEN, YOUR MANAGEMENT AND POLICE ON "000"**.
5. Record details of callers voice and background noise.
6. Await instructions from authorised persons.
7. **DO NOT HANG UP PHONE AFTER CALLER HAS FINISHED.**



DATE: 30/01/19



WORKPLACE HAZARDS, INCIDENTS AND NEAR MISSES

It is essential that all accidents, incidents and identified hazards are reported to the Responsible Officer as soon as possible.

Some serious incidents are required to be notified to the State/Territory Regulator. It is very important that the incident site not be disturbed in these circumstances because the Regulator may need to conduct an investigation.

NOTE: In the event of a serious injury or dangerous incident, you **MUST** report the incident to the Responsible Officer as soon as it is safe to do so. The Responsible Officer will then notify the Regulator.

In the event of a minor injury or incident, the Responsible Officer will provide you with a copy of **SunPAC's** Incident Report Form which must be completed with a copy provided to the Responsible Officer by the end of the day.

Visitors involved in incidents or near misses must aid in the completion of incident report forms. If an investigation is required visitors must aid investigators to ensure that the incident does not reoccur.

If someone is injured at work, then providing them with immediate assistance is of the utmost importance. However you should only administer assistance to the level you have been trained (e.g. if you have received first aid training).

If you are injured on site, you must report the injury to the Responsible Officer. Regardless of the severity of the injury, visitors must be assessed by a **SunPAC** First Aid Officer.

Visitors will be informed of the location of first aid facilities during the site specific induction.

Where emergency treatment is required, an Ambulance should be called, dial 000.

In emergency treatment situations, contact the Responsible Officer to assist with directing Emergency Services within the site.

The WHS Regulations state that:

A person conducting a business or undertaking at a workplace must ensure:

- The provision of first aid equipment for the workplace
- That each worker at the workplace has access to the equipment
- Access to facilities for the administration of first aid



ENVIRONMENTAL PROTECTION

SunPAC is committed to environmental protection and expects all people on **SunPAC** sites to be mindful of their environmental impact.

The State/Territory Government has specific requirements concerning environmental protection. Visitors must comply with all legal obligations, and should consider their environmental impact while on site.

IMPORTANT: If you suspect that environmental contamination has occurred you must report it to the Responsible Officer.

CAUTION: Smaller incidents of environmental pollution can result in individuals incurring fines of up to \$1500. Larger incidents of environmental pollution can result in individuals incurring fines up to \$250,000 or imprisonment for up to 7 years. Corporations may be fined up to one million dollars.

NOTE: **SunPAC** has a Landscape Damage Minimisation Policy. This policy is a detailed guide to all procedures that must be followed in regard to protecting the landscape. The policy is available from the Responsible Officer.

This Induction has provided an overview of what you can expect when visiting **SunPAC** sites. Throughout the Induction, we have looked at policies and principles of **SunPAC**, common hazards, emergency procedures and environmental considerations.

NOTE: The local site induction will cover site-specific information including emergency exit locations, assembly areas and emergency procedures.