



**Health and Safety
Induction
Handbook 2018**

INTRODUCTION

SHOW SUPPORT

"Safety First At All Times"

Safety matters to everyone at Show Support. The principle of responsibility means that we all have responsibility for our own safety and that of our colleagues. As a company we try to make jobs as safe as we can. However, we will only be incident free if each one of us, whatever our positions within the company, accepts their accountability for following the rules and works safely and sensibly to avoid risks.

The booklet has a number of purposes:

- To describe the Company's Health and Safety Policy.
- To explain the Company's organisation concerning Safety and to outline employees responsibilities.
- To give guidance as to the arrangements for assuring safety in each department and for dealing with an emergency should it arise?
- To overview our Health and Safety guidelines.
- To summarise our approach and to encourage discussion and analysis to improve our Safety Performance.

Please read this booklet carefully. Ensure you know and apply the safety systems and procedures relevant to your job. Above all, help us make our company safe as well as efficient and successful. Management welcomes any other thoughts or ideas that would increase the safety of our workplace.

Note: Show Support Pty Ltd reserves the right to modify, revise or supplement policies and portions of this handbook as appropriate. Employees will of course be notified in writing of any such changes to the employee induction handbook as they occur.

HEALTH & SAFETY POLICY

Commitment:

Show Support Pty Ltd is committed to providing a safe and healthy workplace for all of our workers. Show Support Pty Ltd further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, visitors and the public.

Scope:

This policy covers all activities and persons working within any premises of Show Support Pty Ltd.

Objective:

The objective of this policy is to ensure all workers are able to work in an environment which doesn't cause harm to them and where they contribute to continuously improving work health and safety within the Show Support Pty Ltd business.

Policy:

Show Support Pty Ltd provides, maintains and promotes a safe work environment and safety management system that is characterised by:

- a systematic approach to identifying, assessing and controlling health and safety hazards and risks through the development and implementation of suitable procedures;
- ensuring as far as practicable all operations conducted by workers are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- effective management demonstrated by commitment and direct involvement at all levels of the company;
- effective two-way communication as an integral part of every job;

- the provision of appropriate facilities, equipment, education, training and supervision for workers to ensure healthy and safe working conditions and methods.

Responsibilities:

Creating a safe work environment and care for the environment is the responsibility of all Show Support Pty Ltd workers.

To achieve the stated policy objective, the commitment and contribution of each and every worker is required through:

- taking responsibility for the health and safety of themselves and their fellow workmates;
- not compromising personal health and safety in the mistaken belief that other requirements are more important;
- considering health and safety as an integral part of their work.

Show Support Pty Ltd Management are required to:

- facilitate continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

“ It is the responsibility of managers and employees to demonstrate a personal commitment to our Health & Safety policy.”

AUTHORISED BY:

David Neil
Managing Director

DATE : 01.04.18

LEGAL POSITION

While we recognise our legal position, the way we run our company means that we regard our legal obligations as the minimum standard that we expect to achieve.

We all share in this duty and as individual employees, in a venue or at a customer's premises we have additional duties to:

- With the assistance of the company where possible take care of our own health and safety and that of others who may be affected by what we do.
- Comply with company safety procedures and policies.
- Not misuse or interfere with anything provided for our health, safety and welfare.

ORGANISATION

Our policy clearly states our commitment to high standards of health, safety & welfare.

Employees are asked to take on responsibility for their own & others health & safety, exercising initiative and making decisions as their tasks require.

To achieve this, managers are responsible for ensuring: That all employees look at their own area & identify any specific risks & act accordingly.

- That job descriptions, training packages & standards of performance deal in detail with the safety requirements & systems particular to their area.
- That associates working in their area receive appropriate training
- That visitors & contractors are properly safeguarded.

The following sections outline the safety responsibilities of all employees.

RESPONSIBILITIES

MANAGING DIRECTOR & OPERATIONS MANAGERS

At any level have the responsibility and authority to ensure that the company's objectives are achieved. They will identify & support measures to eliminate unsafe acts, procedures, conditions, equipment and hazards of all kinds.

Managing Director and Operations Managers must:

- Promote and maintain an ongoing commitment to our Work Health and Safety Management system.
- Be aware of the current legislation and obligations of Show Support Pty Ltd in the area of Work Health and Safety.
- Formally approve the Company Work Health and Safety Policy, Plan and Procedures and review them as necessary.

FIELD MANAGERS & CREW CHIEFS

Are responsible for the prevention of incidents and illnesses arising from the work methods and environment. Their performance as a Field Manager or Crew Chief includes their ability to identify, reduce and prevent incidents and potential hazards.

Field Managers & Crew Chiefs must:

- Ensure that the mechanisms for identifying risks are in operation and effective.
- Develop procedures for atypical operations and ensure that they are efficiently planned and authorized.
- Provide adequate training that is properly coordinated and recorded.
- Follow up health/safety suggestions and incidents promptly, and report these to the Health and Safety Representatives.
- Ensure appropriate disciplinary action is taken when safety practices are contravened.

- Ensure consistent high safety standards.
- Develop and design plans to eliminate potential hazards at source.
- Assist in the rehabilitation of injured workers.

EMPLOYEES

In carrying out their job must assume responsibility for their own safety and for that of their workmates by supporting the WHS Program, by using Safety equipment provided and identifying & correcting unsafe acts and unsafe conditions.

Employees must:

- Working together with all colleagues on matters relating to safety.
- Not to act in a manner to endanger their self or others.
- Ensure that contractors and visitors for who they are responsible comply with company procedures.
- Report incidents, near misses and any unsafe situations to their Crew Chief/Field Manager.
- Identify and evaluate safety risks and recommend action.
- In the event of immediate danger the operation must be stopped and the Crew Chief /Field Manager informed immediately.

SAFETY REPRESENTATIVES

- All employees are encouraged to participate as Safety Representatives. Please express your interest through your Crew Chief/Field Manager.
- Are members of the Safety Committee.
- Provide a good example to others by their behaviour.
- Participate in enactment of Safety Policy. E.g. Audits, investigations, meetings.
- Participate in the development of safety procedures.
- Exercise their roles in a responsible way.
- Encourage other employees to be involved in safety programs and to report any unsafe conditions

RETURN TO WORK/REHABILITATION

It is the responsibility of all employees to respond to the needs of the business and accept the promotion and maintenance of this policy. Our commitment is implicit in the company's Work Health and Safety procedures and policies. It depends on all employees taking responsibility for health and safety issues in their control. Show Support Pty Ltd is committed to preventing injury and illness through providing a safe and healthy environment for all associates. However, if an associate is injured, the business is committed to providing a first-class rehabilitation program.

Our Rehabilitation Program.

- To assist an early, safe return to meaningful & productive work following illness or injury.
- To establish a Return to Work/rehabilitation program at the time of notification of injury or illness.
- To ensure that there is early & accurate medical assessment & involvement of rehabilitation specialists when needed.
- To integrate the injured or ill employee successfully into a meaningful role both within the community and at work.

HAZARD REPORTING

Report any unsafe conditions to your Crew Chief/Field Manager and complete a hazard report form.

Show Support Pty Ltd encourages all staff to report any potential hazards so that risks can be managed.

REPORTING INCIDENTS

All incidents and near misses must be reported to your Crew Chief/Field Manager using the Incident Report Form. Even incidents which do not cause injury must be reported, so that procedures can be improved to avoid repetition. Call 0295562011 or email ops@showsupport.com.au anytime regarding matters of safety.

MEDICAL TREATMENT

All injuries, however slight, must be reported to the First Aid Officer using the Incident Report Form, & recorded in the incident register. Prompt & proper medical treatment can prevent problems later & also ensures that a record has been made of the incident. All incidents involving medical treatment need to be reported & investigated to avoid repetition.

EVACUATION PROCEDURE

1. WHEN YOU ARE NOTIFIED OF AN EMERGENCY SITUATION BE PREPARED TO SHUT DOWN YOUR WORK STATION OR STOP PERFORMING ANY TASKS THAT HAVE BEEN ALLOTTED TO YOU. DO NOT DO ANYTHING UNTIL GIVEN INSTRUCTIONS.
2. IN AN EMERGENCY SITUATION, IF THERE IS A FIRE WARDEN OR SAFETY OFFICER YOU MUST OBEY THEIR INSTRUCTIONS.

3. IF YOU ARE INSTRUCTED TO EVACUATE THE BUILDING, SHUT DOWN YOUR WORK STATION OR STOP PERFORMING ANY TASKS THAT HAVE BEEN ALLOTTED TO YOU AND PROCEED IN AN ORDERLY MANNER TO THE NEAREST EXIT AND ASSEMBLE AT THE ASSEMBLY POINT.
4. CREW CHIEFS/FIELD MANAGERS OR THE MOST SENIOR EMPLOYEE WILL BE RESPONSIBLE FOR ROLL CALLING THEIR PEOPLE. ANY MISSING PERSONS MUST BE REPORTED IMMEDIATELY TO THE CHIEF FIRE WARDEN OR VENUE REPRESENTATIVE IN CHARGE.

GENERAL SAFETY GUIDELINES

General

- Follow the specific safe rules that apply in areas that you have to work in.
- Ensure that you are familiar with the procedure in case of emergency.
- In the event of any object falling, move immediately out of the way & warn all other personnel. E.g. "HEADS!"
- Always lie truss flat on the floor. Never stand truss upright on one end.
- Food, drinks, cigarettes & mobile phones are a distraction when handling equipment. Inform a Crew Chief/Field Manager if time out is needed. Keep both hands free to carry out the work task.
- Do not under any circumstances help yourself to food or refreshments in the back of house areas in hotels or any venues to avoid the risk of food poisoning.

"When representing Show Support & our clients in a corporate environment such as a hotel, always consider general behavior. Be safe, polite & courteous to anyone &

everyone. Drinking, smoking & eating is not allowed whilst working.”

Electricity

- Never take risks with electrical equipment. Compared to other incidents, electrical incidents are ten times more likely to be fatal.
- Ensure that you do not exceed the rated outputs of power outputs.
- Report all defects.
- Only electrically trained personnel should work on electrical equipment.
- All leads on appliances used must be tested and tagged.

Machinery

- Know how to stop machinery in an emergency;
- Do not attempt to work on any unguarded machine in motion. Stop it, make sure it is isolated correctly, and implement safe working procedures and conditions.
- Do not interfere with or remove guarding on any equipment.

Transport

- All vehicles are potentially dangerous. As a driver or as a pedestrian, act with care and consideration.
- Keep to speed limits on and off company sites.
- Do not allow work load to interfere with good driving abilities.
- Take appropriate time for rests when driving.
- Ensure when using company vehicles that they are properly equipped for emergencies or bad weather and that you have appropriate safety equipment. Specific rules apply to drivers of all fork lift trucks (LF) and powered hand trucks and must be observed.

Do not drive any type of LF unless you have been trained, ticketed and authorized.

PPE: Protective Clothing and Equipment

- Always wear steel capped safety boots or shoes on all jobs.
- Always wear hard hats when specified by the venue or client and at any time when riggers or machinery are operating overhead.
- Always wear safety vests when specified by the venue or client and at any time when forklifts, trucks or machinery are operating nearby.
- Always use the correct protective clothing and safety equipment for the work you are doing, and encourage others to do the same.
- Ear protectors to be worn in if working in any high noise areas.
- Employees must keep visitors in designated parts of the plant.
- Ensure all equipment is maintained accordingly.

Rigging

- When rigging any equipment, ensure that only qualified, ticketed personnel perform the task.
- Ensure when rigging any slings, shackles, carabiners, O-rings, safety wires etc have a correct SWL tag.
- Ensure all slings are free from corrosion, fraying or any sort of damage. If they are do not use them and see to it that they are not to be used again. Also, chains must be rated for rigging. You can tell by them being stamped on every tenth link or so.
- Ensure all shackles are housed correctly
- Any block-and-tackle or rope must be kept in good working order and checked regularly for damage.
- Safety harnesses must meet Australian Standards and have correct lanyard.
- Safety harnesses must be worn whenever necessary.

Ladders

- Make sure any ladders used are in good condition with the ANSI label in place.
- Check ladders for defects before use. Defect ladders should be replaced immediately.
- Be aware of where you position a ladder. If you are near a doorway or blind corner, either move the ladder, or barricade the area prior to erecting the ladder.
- Ensure any ladder is secured when erected, with a stable footing.
- Always have 4:1 ratio with extension ladders and tie off the top to a fixed point.
- Have someone holding the base of a ladder to maximize stability.
- Never use ladders horizontally as a walkway or scaffold.
- Clean off dirty or wet hands, gloves or footwear before ascending a ladder.
- Do not stand on the top or second highest steps of any ladder.
- Use both hands & face the ladder when ascending or descending, remember three points of contact is the rule i.e. two feet and one hand.

Good Housekeeping

A large proportion of injuries are due to slips and falls. All employees are responsible for the housekeeping and tidiness of their own area.

This applies to all employees, wherever they are working.

- Make sure corridors and escape routes are kept free from obstruction.
- Put all waste into appropriate containers.
- Clean up any spills using the correct procedure.
- Do not leave cables exposed in walkways. Always ensure that they are secured.
- Always gaff down or use cable trays where cables are run across any doorway whatsoever regardless of

whether or not that doorway is an emergency exit.
Always use plenty of gaff and gaff cables in a railroad fashion i.e. side by side and parallel.

- Stack road cases, materials and equipment neatly.

Lockout / Tagout

- Do not start work on any equipment until all potentially hazardous energy sources have been isolated by locking and tagging.
- When machinery/equipment is identified as unsafe for use it must immediately be locked out and your manager informed.

Working at Heights

- Never improvise to allow yourself to reach things as many incidents are caused by falls.
- Don't stand on chairs, pallets or roadcases or climb on other unsuitable objects.
- Safety Harnesses must always be worn when working at heights.
- Use of scaffolding on site must comply with current Workcover Regulations and, if appropriate, assembled & changed by licensed riggers or scaffolders.
- The operation of hoists must be undertaken with careful regard to the security of items being lifted and any obstructions or personnel in or around the area. Barricade the area if items may fall, or in areas of public access.
- Hoists, forklifts and elevated work platforms are only to be operated by licensed personnel.

Manual Handling

- Avoid back problems by lifting correctly.
- Make use of your leg muscles - bend your legs and keep your back straight.
- Lift only what you can manage comfortably.

- If you are not trained in manual handling please let your Crew Chief/Field Manager know so they may organise your training.
- There are certain techniques employed when lifting roadcases. Make sure you are aware of them and employ them. Never use the handles as they can break off, always lift them from underneath with the correct amount of people. Always listen to the Crew Chief/Field Manager or the most experienced person and do it the way they say.
- Always have a suitable number of people to lift heavy loads. If a road case weighs 60 kilos, then don't attempt to lift it with less than four crew.
- When packing or unloading trucks always follow the instructions of the Crew Chief/Field Manager or the most experienced person in the truck. One person only should call the truck pack to ensure maximum safety.
- Never allow too many people in the truck at one time. Generally, four people to pack it and one to call it.
- When pushing roadcases up ramps, have one crew member behind it pushing it up the ramp and two crew either side of the ramp, holding the handles, assisting up the ramp safely.
- NEVER LET GO OF A ROAD CASE WHEN YOU ARE AT THE TOP OF THE RAMP. Keep holding it until one of the truck packers takes it from you or until it is safely resting against the wall of the truck with no possibility of rolling into anybody.
- In wet or rainy conditions, slow down and take extra precautions for safety.
- If any equipment falls GET OUT OF THE WAY AND SHOUT A WARNING. Never attempt to save any item once it has gone past the point of no return. Your safety is far more important than any equipment no matter how expensive it is.

Drugs and Alcohol

We are committed to a working environment where all employees and management recognise the health and safety risks associated with alcohol and drug use.

- Employees have a responsibility to ensure that they understand and adhere to the company's Drug and Alcohol Policy.

SAFETY IS A STATE OF MIND.

Describing the company's safety policy, explaining our individual responsibilities and giving some useful safety guidelines is part of the campaign for our goal of zero incidents. But the most important step is for all of us to be aware of the standards for working safely and what's more, be personally determined to follow them.

QUALITY - Shortcuts are dangerous.

RESPONSIBILITY - Your responsibility is to carry out safety procedures at all times

MUTUALITY - Remember everybody benefits from a safe environment.

EFFICIENCY - Plan, don't leave safety to chance.

FREEDOM - Improving our safety preserves our freedom.

YOUR SAFETY HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of Show Support Pty Ltd. “Safety Handbook” and I undertake that I have read and understood its contents, and have discussed them with my manager.

If there is any element of the handbook that I do not fully understand, I undertake to enquire of my Manager to its full meaning and interpretation.

Name : _____

Signature: _____

Date: _____