

SAFETY PLAN



AS OF 26/10/2017

Venue:	Adelaide City and Surrounding
Date Created:	30 th July 2017
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Pacific School Games Safety Plan Introduction

Background

School Sport Australia (SSA) is the umbrella body for school sport in Australia. SSA offers an annual representative team program in 21 sports which provides participation opportunities for students aged 10 - 19 years.

The focal point of SSA activities is interstate competitions offered at both 10 - 12 year and 13 - 19 year age group levels. These are the culmination of state based programs, offering gifted and talented students the opportunity to participate in higher levels of sporting competition. These events are an integral component of the SSA program, not only for their sporting benefits, but also for the immense educational, cultural and social benefits they provide for the participants.

The flagship event of SSA's program is the Pacific School Games (PSG), an international event for school students aged 10 - 19 years conducted on a biennial basis.

The next PSG will be conducted in Adelaide, South Australia over the period December 1 - 10, 2017. In 2015 the PSG event attracted to Adelaide 2,830 participants from Australia and 500 from overseas. In addition 600 plus officials, 4,120 supporters and 23 media were accredited for the event.

In 2017, an all-inclusive program will be conducted in various age groups and categories in the following sports:

- Basketball – 12 Years & Under Boys and Girls
- Diving – 10 - 19 Years Boys and Girls
- Football (Soccer) – 12 Years & Under Boys and Girls; 16 Years & Under Boys; 18 Years & Under Girls
- Goalball (for vision impaired) – 16 Years & Under Mixed Boys and Girls
- Golf - 12 Years & Under Boys and Girls; 17 Years & Under Boys and Girls
- Hockey - 12 Years & Under Boys and Girls; 16 Years & Under Boys and Girls
- Netball - 12 Years & Under; 15 Years & Under Girls
- Softball - 12 Years & Under Boys and Girls; 17 Years & Under Boys and Girls
- Swimming – 10 - 19 Years Boys and Girls
- Touch Football - 12 Years & Under Boys and Girls; 15 Years & Under Boys and Girls
- Track and Field – 10 to 12 Years Boys and Girls

SSA's vision is to stage the world's best multi-sport school competition for Australian and international students.

SSA recognises that risk management is integral to achieving its vision, mission and goals. Risk management maximises the ability to deliver on objectives, promotes sound decision making, works to safeguard student and employee wellbeing and contributes to meeting the community and Government expectations for accountable and responsible use of public finances and resources.

The purpose of this document is to set out a Risk Management framework for the operation of

the 2017 Pacific School Games in Adelaide. The proactive identification and management of risk and opportunity is integral to good management and good governance. It helps us to improve our decision making and outcomes.

The Purpose and Direction of the Risk Management Standards and Policy

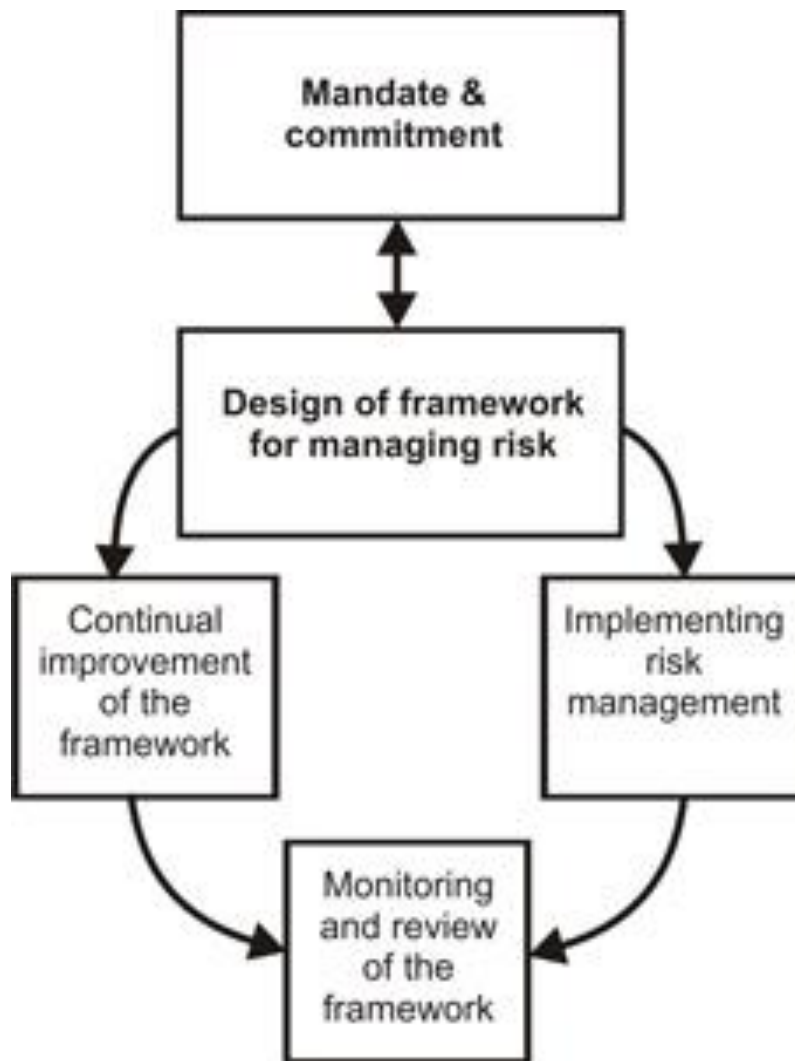
As per the changes to Risk Management Standards in 2009, Pacific School Games, recognizes that standards and policies facilitate the pursuit of best practice in functional and practical risk management. Pacific School Games recognizes that risk management policy ensures or works to ensure the following:

- Creates and protects value;
- Is an integral part of all of the organisation's processes;
- Forms part of decision making;
- Explicitly expresses uncertainty;
- Is systematic, structured and timely;
- Is based on the best available information;
- Is tailored to the organisation;
- Takes human and cultural factors into account;
- Is transparent and inclusive;
- Is dynamic, iterative and responsive to change; and
- Facilitates continual improvement of the organisation.

It is recognized that the process of implementing risk management within Pacific School Games Group, requires that communication and consultation is inherent through the processes of:

- Establishing the risk context, i.e. defining the environment in which the organisation's processes take place, describing external / internal influences and identifying risks;
- Undertaking a risk assessment which incorporates risk identification, analysis and evaluation;
- Treating the risk i.e. either avoidance (by discontinuing a specific activity), taking or increasing the risk in order to pursue an opportunity, removing the risk source, changing either the likelihood or consequence, sharing or transferring the risk (either partly or fully outsourcing the activity), or retaining the risk by informed decision;
- Monitoring and reviewing risk treatment plans to ensure they remain relevant and achieve expected outcomes.

Pacific School Games seeks to facilitate the process of risk management throughout the organisation with each establishment and continuous improvement of a risk management framework. The framework ensures that information about risk derived from the risk management process (as described above) is adequately reported and used as a basis for decision making and accountability at all relevant levels within the organisation(see diagram below).



With a strong mandate and commitment, the risk management framework will be designed and maintained, and give energy to the risk management process. The framework design aims to take into account:

- Understanding of the organisation's activities and its context;
- Establishing a risk management policy;
- Defining accountabilities;
- Integration into organisational processes;
- Provision of adequate resources to maintain the framework; and
- Establishing internal and external communication and reporting mechanisms.

Monitoring and review of risk controls is required to provide adequate data in the continual improvement of the risk management system.

Measuring Performance in Risk Management

The following attributes represent a high level of performance in managing risk and can be used to measure an organisation's own risk management performance. The key attributes are:

- **Continual Improvement:** through the setting of performance goals against which the organisation or its managers are measured;
- **Full Accountability of Tasks:** designated individuals fully accept accountability, are appropriately skilled and have adequate resources to check controls, monitor risks, improve controls and communicate effectively about risks;

- **Risk Management Application in all Decision Making:** no matter the level of importance or significance, explicit consideration of risks and risk management needs to take place;
- **Continual Communications:** contact with internal and external stakeholders including the frequent reporting of risk management performance;
- **Full Integration with the Organisation's Governance Structure:** the organisation's governance structure and process should be based on the management of risk.

GENERAL INFORMATION

1. Company Name, Address, Phone Numbers & ABN

Name: School Sport Australia
 ABN: 27 553 186 854
 Address: Sports House, 375 Albert Road, Park Vic 3206
 Acting Executive Officer: Michael Grant
 Phone: 03 9067 8601
 Email: mgrant@schoolsportaustralia.edu.au
 Manager: Dominic Fitzsimons
 Phone: 0499 214 175
 Email: dfitzsimons@pacificschoolgames.edu.au

2. Document control and review process

Documents are managed by the Operations Coordinator Daniel Renshaw in conjunction with the Acting Executive Officer Michael Grant and are reviewed on a regular basis. As the documentation is very task relative most documents are reviewed for each event that is work on.

3. Includes persons responsible for Safety Management

All Pacific School Games Staff and volunteers are responsible for their Safety Management and of the safety management of all participants and spectators.

4. Subcontract details and scope of works signed off by Managing Director / General Manager

Pacific School Games will use subcontractors directly. This will be done through the direction of the Event Manager Dominic Fitzsimons. All contractors will be required to submit their Safety Policy, Safe Work Method Statement (SWMS) and Job Safety Analysis Sheets (JSA) Prior to commencement of work.

SAFETY POLICY

5. Demonstrates a commitment to safety

Please refer to APPENDIX A the 'Pacific School Games Risk Management Policy'

6. Signed and dated by company principal

Please refer to APPENDIX A the 'Pacific School Games Risk Management Policy'

ROLES AND RESPONSIBILITIES

7. Shows management structure (e.g. flowchart)

The Pacific School Games under the School Sports Australia Banner have a team based in Adelaide. Dominic Fitzsimons (Event Manager), Penny Gordon (Communications Coordinator), Neil Poulton (Volunteer Coordinator) Lisa Hodshon (Office and Sponsorship Coordinator), Daniel Renshaw (Operations Coordinator) and Maria Alves (Event Coordinator). There are also a number of volunteers who work throughout the event in many different roles.

The structure can be augmented and amended to suit the requirements of different roles and tasks specific to the work environment.

RISK ASSESSMENT

8. Includes a commitment to not commence work unless:

- **Pacific School Staff have conducted a risk assessment and provided JSAs / SWMS's if required**
- **OH&S Induction Training is completed as required by the Project Safety Plan**

Please refer to APPENDIX A the 'Pacific School Games Risk Management Policy' for our standard approach to managing this on events.

. When we are responsible for supervising other parties, we are committed to ensuring that they have been

- briefed and trained in appropriate or required SWMS
- have the necessary license or certificate of competency to operate or use a machine
- have clear instructions regarding their task
- are capable of operating in a safe manner and understand their personal responsibility to safety and the safety of the people they are working with

9. Includes the hazard identification and risk assessment process to be followed

Please refer to APPENDIX B the 'Risk Assessment and Management Process'

The identification of hazards and the assessment of risk is an ongoing task in a complex and dynamic work environment. In addition to the stoic 'Risk Assessment and Management Process'; Pacific School Games will use toolbox talks and briefings to share information, debriefs with staff on a regular basis to assess that SWMS are working and reinforce concepts of safety.

When a risk or hazard is identified it is reported and the relevant process is followed.

10. Includes a commitment to consultation with the workforce

Please refer to APPENDIX A the 'Pacific School Games Risk Management Policy' for a general overview.

Pacific School Games also recognises and references sections 46 – 49 of the Work Health and Safety act 2012, and the Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice - December 2011.

In a practical sense this is delivered through regular (daily) briefings with staff and debriefing of work practices. Staff are encouraged and supported in identifying and working through concerns and issues.

REGISTER OF INDUCTION SKILLS AND COMPETENCIES

11. The required skills, experience & qualifications required by employees

In most circumstances, Pacific School Games staff are not required to have any specific qualifications or experience. If staff are required to obtain specific qualifications to complete tasks set a discussion will be held with the Event Manager.

12. Includes the process for Induction records, including certificate numbers

Please refer to APPENDIX C WHS Induction for an example of an 'Pacific School Games Induction'.

All records of staff activity relevant to training and development with respect to Work Health and Safety are maintained in various specific registers in the Pacific School Games office.

This includes but is not limited to:

- SWMS training registers
- General Induction Registers
- Copies of Licenses and certificates

WORKERS COMPENSATION AND REHAB DETAILS

13. Details the requirement for workers compensation policy

School Sports Australia, in reference to Pacific School Games recognises and references the Return to Work Act 2014 that outlines the legislated requirements for supporting worker in returning to work and rehabilitation.

14. Details on contractor Rehabilitation process and Rehabilitation coordinator contact details

Pacific School Games does currently have a process in place for worker rehabilitation. This Policy covers both Staff and Volunteers. If rehabilitation is required for any staff member we would refer to the direction of Return to Work SA in pursuing the best possible outcome for our staff.

15. Commitment to Workplace Rehabilitation: will suitable alternate duties be provided?

Pacific School Games is committed to the rehabilitation of its staff should they be injured at work and will absolutely give them the opportunity of alternate duties should the need arise. Our recent success in this area highlights our commitment to working with individuals where they are at and supporting them to the best of our capability at every turn.

ELECTRICAL

16. Testing & tagging procedure included

All testing and tagging of Pacific School Games equipment is out sourced to a qualified electrician or test and tag company. At no stage will Pacific School Games perform their own tagging.

17. Provisions for a register of all leads, tools and appliances to be used on site

Pacific School Games does not supply its own electrical cables. All electrical cables and appliances are supplied a qualified electrician or external contractor

FIRE PROTECTION

18. Included the requirement for a register of all firefighting equipment showing serial numbers & inspection dates

Pacific School Games will not be supplying any firefighting equipment to the event. Firefighting equipment supplied to the event will be registered, tested and tagged with the principal contractor. Each Venue used for the Pacific School Games will require to have displayed at all time during the event period the location of all fire extinguishers and other relevant fire equipment.

FIRST AID AND INCIDENT MANAGEMENT

19. Includes the requirements for names and qualifications of trained employees

Pacific School Games has engaged First in Sport First Aid to supply first aid to all participants, officials and spectators for the duration of the games in each venue.

20. Includes provision for how incidents and injuries are to be managed and documented.

Injuries are managed by their severity. Minor injuries are managed through First in Sport First Aid. Any injury outside of minor will be managed through First in Sport First Aid and the relevant emergency services they require. All injuries are documented and need to be reported to the Event Manager through the Event office. A review of the relevant SWMS is conducted in light of the injury or incident will need to be managed..

21. Includes information on who the person responsible for conducting accident investigation is.

Depending on the nature of the incident a number of people may be called in to investigate, these people range from Pacific School Games Management, Site Safety Staff, the Police, Safework SA. The First Aid Officer representing The Pacific School Games or The Pacific School Games management will notify relevant parties.

22. Reporting procedures for incidents, near misses and injuries is documented.

All incidents and near misses are reported in an incident report form (appendix D) Incident/Hazard Reporting Form.

SAFETY INSPECTION

23. Shows procedure for inspections e.g. frequency, area, possible hazards

On a daily basis during the event each sports venue will be checked for possible hazards by the Venue Coordinator Supervisor. Any issues arising from this to be reported back to the Operations Coordinator. All Hazards and concerns will be reported and dealt with.

24. The person responsible for conducting the inspections is noted.

The Venue Coordinator Supervisor is responsible for conduction the venue inspection and reporting any issues back to the Operations Coordinator.

25. Includes an example of the form to be used to record inspection results

Please refer to 'Appendix E' General WHS Inspection Checklist.

DATE SAFETY PLAN RECEIVED:

DATE REVIEWED:26/10/2017

REVIEWED BY: Daniel Renshaw

APPENDIX – A

PACIFIC SCHOOL GAMES RISK MANAGEMENT POLICY 2017

The purpose of this policy is to address risk management requirements and initiatives in activities conducted by School Sports Australia (Pacific School Games).

Pacific School Games has contracts with a wide range of parties including, manufacturers, suppliers of goods and services, repairers, event organisers, venues, exhibitors, charity organisation, government organisation's, non-government organisation's, competitors, staff, promoters and entertainers.

Pacific School Games takes the view that:

- It has a legal and moral obligation to ensure the safety and well-being of the people who enter and use any space or experience that Pacific School Games has established. This may include events, venues or other spaces. This obligation includes the security of property on the site.
- Where practical, those who have contracts with Pacific School Games or any event or space that Pacific School Games are working in, should be reminded of their legal obligations and the expectations in regard to the safety of all people working in or potentially using the space.

Some of the legislation and other obligations that apply to contractors include:

- Work Health and Safety Act 2012
- Equal Opportunity Act 1984 (SA)
- Environmental Protection Act 1993
- SA Food Act 2001
- And other applicable acts.

CONTRACT COMPLIANCE

Consideration should be given to the following items in contracts. Certain items are only applicable to Agents who maintain a worksite at a specified location here after referred to as 'The Event'.

For the purposes of this policy, **Agents** are defined as **service providers, exhibitors, contractors or entertainers.**

1. LEGISLATION & OTHER OBLIGATIONS

Key legislation and other obligations that apply to Agents at The Event include:

- Work Health and Safety Act 2012
- Equal Opportunity Act 1984 (SA)
- Environmental Protection Act 1993
- SA Food Act 2001
- And other applicable acts.

2. RISK MANAGEMENT POLICY OVERVIEW

- The corporate wellbeing and integrity of Pacific School Games is securely linked to sound risk management

- Pacific School Games recognises and understands its responsibility and will establish and maintain a pro-active program of risk management
- The protection of our staff and the community from exposure to both physical and non-physical risk is paramount to the Pacific School Games
- Pacific School Games will ensure that all legislative requirements are met and that the established safety values of the Australian society are observed

3. PUBLIC LIABILITY

3.1 LEVELS OF RISK

The minimum public liability insurance policy requirements are:

- High Risk Agents (injury to public or property other than theirs) - \$20 million
- Medium Risk Agents - \$10 million
- Low Risk Agents - \$5 million

3.2 ADMINISTRATION PROCEDURES – PUBLIC LIABILITY POLICIES

CATEGORIES & REQUIREMENTS OF AGENTS	EVIDENCE REQUIRED?	WORKERS COMPENSATION
Venue Hirers	Y	Y
Entertainers	Y	If Incorporated
Caterers	Y	Y
Service Providers	Y	Y
Commercial Exhibitors	Y	Y
Rides, Tests of Skill, Amusements Devices	Y	Y

3.3 CATEGORIES & REQUIREMENTS OF AGENTS

- **Venue Hirers** – This category is administered by the relevant Licence Agreement.
- **Entertainers** – This category of agent must provide a copy of their public liability insurance. Copies of all certificates of currency must be provided.
- **Caterers** – Must provide a copy of their public liability insurance indicating that a Public and Products Liability Policy is held.
- **Service Providers** – Both ongoing and seasonal major service providers are required to annually provide a copy of their public liability insurance policy.
- **Commercial Exhibitors** – Evidence of Public Liability is required from such agents.

*** All Categories: The Certificates of Currency must state –**

- Insured Party is the same party signing contract.
- Business description matches activities to be provided
- Policy is current for the relevant period
- Certificate is issued by an insurer (not a broker)

4. HAZARD MANAGEMENT

4.1 DANGEROUS OR EMERGENCY SITUATIONS

Where a situation of imminent danger exists, an Event Representative may direct Agents to cease work. Agents are empowered to stop any procedure or event that will

result in imminent danger to people, animals or property. If agents do take such action they must immediately advise an event representative.

4.2 INDUCTION TRAINING

The Agent should provide induction training to its employees on emergency procedures and plans of The Event. Firefighting and other emergency equipment must not be removed or used for any other purpose. Missing or unserviceable equipment should be reported to the Event Management Office immediately. The Agent must provide additional firefighting equipment tailored to their specific needs.

4.3 STANDARDS OF EQUIPMENT

All equipment and machinery brought on to the Event Site must be in good working order, have been subject to regular maintenance and meet all regulatory requirements.

4.4 HAZARD REPORTING

If a hazard is identified, the Agent should, as a first step, eliminate the hazard if it is safe to do so. The hazard must be reported to the Event Management Office even if it has been removed. A record of the hazard should be made.

4.5 INCIDENTS

Incident Reporting

All Agents must notify the Event Management Office immediately if an incident occurs which has resulted in:

- a) Injury, illness or death of any person or animal;
- b) Damage, destruction or loss of property.

Obligations and Responsibilities

The Agent employing labour must regard itself as an independent employer in relation to the requirements of the Work Health and Safety Act 2012 and Regulations, including the nomination of a responsible officer.

The Agent must comply with all relevant Work Health and Safety Policies and Procedures. The Agent will take any reasonable practical measures to ensure their own safety and that of all other site personnel, visitors and the general public.

4.6 HAZARDOUS SUBSTANCES

The Agent must notify the Event Management Office if hazardous substances are to be brought onto the site – e.g. fuel in storage, pesticides, cleaning products, mineral fibres etc.

All hazardous substances stored and used at the site must be in accordance with the manufacturer's directions and comply with the Work Health and Safety Regulations 2012. Relevant SDS documentation should be immediately available from the Agent on request

4.7 HAZARDOUS ACTIVITIES

The Agent must notify the Event Management Office if hazardous activities will be undertaken at the site.

The Event retains the right to refuse or withdraw approval for any activity where the risk of injury to people and animals or damage to property is unacceptable.

Operators of hazardous activities must:

- Hold current licences, permits or certificates of competency where it is a statutory requirement.
- Be familiar with the activity and be appropriately trained.
- Not perform tasks that they believe they are incapable of performing safely.
- Report all hazards and incidents immediately to Event Management.
- Ensure equipment associated with the hazardous activity complies with legislative requirements, be in good working order and is appropriate for its intended use.

4.8 WASTE DISPOSAL

All waste, including liquids, must be disposed of in accordance with the Environmental Protection Act 1993. Further advice on disposal options is available from the Event Management Office.

4.9 HOUSEKEEPING

All areas must be kept in clean and tidy order with clearly defined and available access and exit routes at all times. Build-up of combustible waste is not permitted.

4.10 SLIPS, TRIPS & FALLS

Care must be taken to minimise trip hazards and obstacles. Avoid laying unprotected cables or pipes on or above paths, walkways or roads. Provide ramps to eliminate steps. Where this cannot be achieved, the leading edge of each step should be defined with a highly visible non slip product.

4.11 ELECTRICAL INSTALLATION

No persons other than those approved by the Site Manager are permitted to carry out electrical work at the site on installations.

4.12 SMOKING

The Events Code does not permit smoking inside buildings, within 10 metres of a building entrance, around combustibles or when handling hazardous materials.

4.13 BUILDING FIRE SAFETY REQUIREMENTS

When required the Agent shall submit two copies of all relevant floor plans to the Event Management Office for approval by Building Fire Safety Officer of the appropriate Council for approval prior to occupancy.

5. TRAFFIC CONTROL

5.1 AUTHORITY TO USE VEHICLES AT THE EVENT

All operators of vehicles on The Event must hold a current licence and certificate of competency for the type of vehicle they are operating.

5.2 SPEED LIMITS

All vehicles need to adhere to the South Australian Road Rules.

If Vehicles are required to drive onto site for any reason it will be done under the direction of the venue manager.

5.3 TRAFFIC RESTRICTIONS DURING THE EVENT

- All vehicles entering The Event must have an entry permit. This permit may be endorsed to restrict use of the vehicle to certain times and zones within The Event.
- Emergency services should limit vehicles at The Event to one, except in extenuating circumstances.

5.4 DRIVING TIPS FOR THE EVENT

- Always be alert to the unexpected appearance of other road users especially around blind corners.
- Always “give way” to animals and pedestrians.
- Do not park vehicles across entrances or leave vehicles unattended in areas not designated for vehicular parking
- Passengers must not ride on vehicles if there is no seat or other position provided by the manufacturer – **NO SEAT NO RIDE.**
- Riders of bicycles, motor cycles and their derivatives must wear government approved helmets.

6. OTHER RESPONSIBILITIES

6.1 RESPONSIBLE PERSON

Pacific School Games Volunteer Supervisor will be the responsible person on site and will work in conjunction with the Venue management team.

6.2 PRODUCTS SUPPLIED TO THE EVENT

All products supplied to The Event must:

- Comply with the Work Health and Safety Act 2012
- Be correctly labelled
- If applicable, include instructions or training for use
- Be packaged to prevent spillage or damage to the product
- Be packaged to prevent injury to people and damage to other property

6.3 CATERING AND ALCOHOL

Catering will be supplied by each venue through their canteen facilities. Where this is not possible outside catering will be sourced. The Pacific School Games Event is a **NO ALCOHOL EVENT.**

6.4 FIRST AID

During the Event operating hours, a Senior First Aid Officer will be available at all Sporting Venues. Where considered applicable the Event Management team will engage a first aid provider for the provision of first aid services. Legislation may still require that First Aid facilities be available at individual sites.

6.5 MEDIA

Only designated Event Representatives are authorised to make statements to the media regarding any business or incidents occurring at The Event.

6.6 CASH SECURITY

Pacific School Games Management team will be responsible for the collection of cash from each venue daily

6.7 SIGNAGE

The placement of all directional and promotional signage at The Event in respect of The Event may be done only with the approval of the Operations Manager.

6.8 STAFF PRESENTATION AND WORK PRACTICES

Staff Presentation

- Staff in contact with the public or clients to be dressed in an appropriate manner.
- Staff to deal courteously with the users of the facilities, and the public.
- Staff to report for duties clean and well groomed. Apparel to be clean and well-presented without rips, tears or obvious surface marking. In colder weather, staff to maintain the uniform look by dressing from the inside out with warming clothing.
- Hair, beards and moustaches to be trimmed and kept neat and tidy.
- Shoes/boots to be kept in good order and polished.
- No eating or smoking whilst on duty except during nominated work breaks away from the workstation.
- Staff, are not to be affected by alcohol or drugs.

Work Practices

- Staff to dispose of rubbish generated on the site into the waste bins and leave work areas in a clean and tidy condition.
- Service suppliers to liaise with other suppliers and the Event Manager to schedule all work at mutually convenient times for the staging, running and breakdown of events, to minimise disruption and downtime.
- Work schedules agreed by suppliers are to be strictly followed.
- Staff are to refrain from making any comments whatsoever to the media should an incident occur whilst on duty at The Event.
- Staff can expect to receive pertinent and relevant communication regarding all issues relating to safety, welfare, security and the work environment
- Staff can approach and request information and assistance from their management in all matters.

Signed By

Dominic Fitzsimmons
Event Manager

Sign

Date

Michael Grant
Acting Executive Officer

Sign

Date

APPENDIX - B

RISK ASSESSMENT AND MANAGEMENT PROCESS

*Commitment to the identification and management of risk
is an integral part of the management process.*

This document describes the process used for the identification, classification, analysis, evaluation, prioritization and management of risks as recommended by Standards Australia guidelines for Risk Management AS/NZS 31000:2009

The following details the process by which the risk management for an event should be conducted.

Context - Risk Management for an event should be grouped into the following classifications:

Health	Human	Animal
Financial	Property	Commercial
Environment	Natural	Historical
Public Safety	Security	Event Image

Identify Risks Risks have to be identified on the basis of what can happen and how it can happen.

Analysis of Risks Consideration has to be given to the range of potential consequences and how likely those consequences are to occur. The consequence and likelihood have to be combined to produce an estimated level of risk.

Evaluations of Risks Risks have to be evaluated by establishing a comparison between the estimated levels of risk against pre-established criteria.

Treatment of Risk The treatment of risks has to be detailed in the Pre-emptive Actions and the Proposed Response in a Risk Action Plan.

Any questions relating to this document should be directed to:

Daniel Renshaw – 0402 076 358, daniel@eventwise.com.au

DEFINITIONS AND CLASSIFICATIONS TO BE READ IN CONJUNCTION WITH RISK ASSESSMENT

QUALITATIVE MEASURES OF LIKELIHOOD

Level	Descriptor	Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss

Note: Measures used should reflect the needs and nature of the organisation and activity under study

QUALITATIVE RISK ANALYSIS MATRIX - LEVEL OF RISK

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

- E: extreme risk, immediate action required.
- H: high risk, senior management attention needed.
- M: moderate risk, management responsibility must be specified.
- L: low risk, manage by routine procedures.

APPENDIX – C

WHS INDUCTION Pacific School Games

INDUCTION for Pacific School Games STAFF

NameSignature.....

Co-ordinator.....Signature.....

Has completed a site specific induction YES/NO

Has supplied copies of Licenses for plant/tools to be used YES/NO

Date/...../ 20

Venue:

Work Area (Please circle)

Operations

Clean-up crew

Administration

Security

Gates

Stage Crew

Contractor

Catering

Other (Please state).....

PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THE JOB

Item	Relevant to Role Tick = Yes / Cross = No	Issued Tick = Yes / Cross =
Safety Glasses		
Sun Hat		
Sunscreen		
Steel Cap Boots		
Gloves		
Ear Plugs / Muffs		
Other (Specify)		

	PSG General Induction	Tick as explained
01	Explain nature and structure of the event and key people.	
02	Ensure person is aware of their role & who their supervisor is.	
03	Explain hours of work, tea & meal break.	
04	Explain their responsibility to report to their supervisor when starting and before leaving their work area. (This applies at the end of their shift & at any time during a shift.)	
05	Explain requirements for timesheets, payroll, and taxation forms and pay rate.	
06	Explain Security/Access card arrangements.	
07	Explain site layout and entry including dining facilities, toilet location, and first aid room.	
08	Advise car parking arrangements before, during and after event and including speed limits and traffic management.	
09	Explain equal opportunity & no sexual harassment commitment.	
10	Media Policy explained.	
11	Explain drug and alcohol policy for employees.	
12	Explain personal protective equipment use. Relevant equipment issued. Please use personal protective equipment issued. Steel Cap boots to be worn where possible - compulsory during stage builds. High visibility vests & hard hats when working in & under stage build.	
13	Explain need for protection against dust, hazardous airborne particles and noise pollution.	
14	Explain fire extinguisher location and use.	
15	Be Sun Smart Long sleeves, sunscreen, wear full brimmed hats and drink lots of water even on cloudy days. Stay in the shade when possible.	
16	If wet weather forecast, please bring wet weather gear, good shoes, towel & change of clothes.	
17	Explain procedure for emergency management including Assembly Areas.	
18	Explain expectations of their behavior as contribution to a safe working environment (setting an example by obeying safety signs etc.) and policy regarding children on site.	
19	Explain where to obtain First Aid and who to report to before leaving their work for this purpose.	
20	Explain lifting techniques including bending knees and don't assume weight of items in relation to their size.	
21	Explain the need to consider the use of mechanical aids, trolleys or utilize team-lifting practices when manual handling required.	
22	Only licensed operators to use forklifts, telehandlers or elevated work platforms & only one person on a forklift at a time. No riding in trays of utilities.	
23	Explain sharps/needle-handling procedure.	
24	Explain the procedure for reporting accidents, incidents and injuries.	
25	Explain need for good general housekeeping - keep your area tidy.	
26	Explain need for storage of hazardous materials and locations of SDS including hazardous area locations.	
27	Please try to think and act in with an environmentally aware mind. (i.e. re-use paper, keep work areas clean & free of obstacles and separate recyclable waste.) Explain smoke free policy	
28	Be observant - report anything in your area that shouldn't be there and anything that needs repair.	

Any questions? Have the conditions of employment, induction and safety requirements as explained been understood?

Workers acknowledgement:

I have read and been guided through this induction for the Pacific School Games and agree to comply with the requirements with in it. I agree that I was consulted and have been given the opportunity to provide input into the development of the work practices specified .

NAME:

SIGNED:

DATE:

PLEASE RETURN COMPLETED FORM To PSG MANAGEMENT

APPENDIX – D

INCIDENT / HAZARD REPORT FORM

When completed please hand in at the Pacific School Games Office or Safety Officer

Please complete one form per person involved

Name of person(s) involved in incident:			
Contact details (Tel):			
Address:			
		Post Code	
Name of Witness(s) if any:			
Contact details (Tel):			
Address:			
		Post Code	
Name of Witness(s) if any:			
Contact details (Tel):			
Address:			
		Post Code	

Incident details – please circle one or more boxes as appropriate

Injury
 Unauthorized entry
 Bomb Threat
 Maintenance
 Property Damage
 Theft
 Fire
 Other (Specify)

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Time of Incident:	
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Date of Incident	
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Exact Location:		
How did incident occur?		
What were the consequences?		
What action has been taken to prevent re-occurrence:		

Name of person receiving report:			
Time incident reported:		Date Incident reported:	

APPENDIX – E

General WHS Inspection Checklist

Inspection Completed By:

Date:

Health and Safety Systems	✓	x	NA	Notes
WHS policy displayed				
Incident report book				
Induction records				
Workplace inspection records				
Emergency procedures				
Documented SWMS				
Safety Plan available				
Housekeeping	✓	x	NA	Notes
Work areas free from rubbish & obstructions				
Surfaces safe and suitable				
Free from slip/trip hazards				
Floor openings covered				
Stock/material stored safely				
Access and Egress	✓	x	NA	Notes
Unobstructed and clearly defined				
Adequate lighting				
Vision at corners				
Wide enough				
Electrical	✓	x	NA	Notes
No broken plugs, sockets, switches				
No frayed or defective leads				
Power tools in good condition				
Tools and leads inspected and tagged				
No cable-trip hazards				
Cleaning Chemicals	✓	x	NA	Notes
Stored appropriately				
Containers labelled correctly				
Material safety data sheets available				
Stairs, steps and landings	✓	x	NA	Notes
No worn or broken steps				
Handrails in good repair				
Clear of obstructions				

Adequate lighting			
Non-slip treatments/treads in good condition			
Personal Protection	✓	x	NA
Employees provided with PPE			Notes
PPE being worn by employees			
Sunscreen and sunglasses provided			
Manual Handling	✓	x	NA
Mechanical aids provided and used			Notes
Safe work procedures in place			
Manual handling risk assessment performed			
Manual handling controls implemented			
Material Storage	✓	x	NA
Stacks stable			Notes
Heights correct			
Shelves free of rubbish			
Floors around stacks and racks clear			
Pallets in good repair			
Heavier items stored low			
No danger of falling objects			
Safe means of accessing high shelves			
Amenities	✓	x	NA
Washrooms clean			Notes
Toilets clean			
Meal rooms clean and tidy			
Rubbish bins available - covered			
First Aid	✓	x	NA
Cabinets and contents clean and orderly			Notes
Stocks meet requirements			
First aiders names displayed			
Record of treatment and of supplies dispensed			
Fire Control	✓	x	NA
Extinguishers in place			Notes
Fire fighting equipment serviced/tagged			
Appropriate signing of extinguishers			
Extinguishers appropriate to hazard			
Emergency exit signage			
Exit doors easily opened from inside			