

Welcome



Royal Agricultural Society of NSW

Welcome to the Sydney Showground WHS induction

This induction has been prepared by Sydney Showground to provide Work Health and Safety information to Officials at the Sydney Royal Easter Show.



This induction will consist of the following sections:

- Introduction to Sydney Showground
- WHS Legislation, Rights and Responsibilities
- General Site Safety Rules
- Site Hazards
- Site Security
- Incident and Emergency Management
- Reporting



Everyone has a right to a safe workplace — and everyone has a role to play in keeping it safe. It's important that workers understand what their rights and responsibilities are, as well as the rights and responsibilities of supervisors and employers.

In NSW, these rights and responsibilities are defined by the Work Health and Safety Act (2011) and the Work Health and Safety Regulation (2017).



While at the Show, Officials must:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedure given by their employer, business, or controller of the workplace.

To comply with these responsibilities, it is important that you:

- work safely
- follow instructions
- ask if you're not sure how to perform a task safely
- use personal protective equipment in the way you were trained and instructed to use it
- report injuries and unsafe or unhealthy conditions to your supervisor or health and safety representative



The roadways within Sydney Showground are classified as public streets and are managed by Sydney Olympic Park Authority. NSW road rules apply. All vehicles must be road registered and driven only by persons with a valid licence of the appropriate class.

The speed limit within event sites and pedestrian shared zones is **10km/hr**.

Pedestrians have the right of way. Drivers must be cautious of any obstructions to line of sight and be able to come to an abrupt stop at any time.

Any Officials required to drive golf buggies on site must complete an additional Golf Buggy Driving induction.



Fitness for Work

All persons carrying out work at Sydney Showground must be in a physically and mentally fit state to carry out their duties without risk to themselves or others.

Officials are not permitted to commence or continue work if they are:

- Fatigued
- Under the influence of alcohol or illicit drugs
- Affected by prescription drugs which reduce their ability to work safely

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During the build and bump-in/out phases of events, all persons on site must wear:

- High-visibility work wear,
- Closed toe shoes.

High visibility work wear must be clean and in good condition, complying with the Australian Standard (AS/NZS 4602 High visibility safety garments) for day or night use, as applicable.

During event bump-in/out phases, persons without closed toe shoes, and a high-visibility safety vest, as a minimum, will not be allowed access to site.

High-visibility vests are available on request through your sections Event Manager, however, Sydney Showground recommends all persons ensure they have the required PPE before attending site.

Additional PPE must be used in line with regulatory requirements and the risk assessment or SWMS for the work being carried out.



Smoking is prohibited in the following locations within Sydney Showground:

- **No smoking at organised sporting events** - Designated smoking areas will be provided in areas where patrons cannot spectate.
- **No smoking inside buildings or any substantially enclosed areas** - Smoking is prohibited in all buildings and all areas that are 'substantially enclosed' such as the Amphitheatre and the Pavilions. Substantially enclosed is approx. 25% of the area being covered.
- **No smoking 4 metres from outdoor commercial catering outlets** - Smoking is prohibited within 4 metres of any place at a food fair where food is sold or supplied for commercial consumption. By way of example, this would encompass areas within 10 metres of a pop-up vendor or food cart, or similar, operating at an event.
- **No smoking 10 metres from children's play equipment** - Smoking is prohibited within 10 metres of children's play equipment. This would include Cathy Freeman Park play equipment and Easter Show activities.
- **No smoking in other public areas, or ticketing lines** - Smoking is prohibited at any bus stop, taxi rank, railway platform or any area where members of the public are likely to queue for tickets to use these services.
- **No smoking within 4 metres of a pedestrian entrance to or exit from a public building.**
- **No smoking in any locations where related hazards exist - always observe warning signs.**



Safety signs are located throughout the Showground to highlight specific hazards and requirements. All persons on site must observe and obey these signs.



During event bump-in/out periods the site experiences a high volume of vehicular and plant traffic. Persons on foot are advised to exercise a high degree of caution, remain on footpaths and pedestrian areas as much as possible, follow instructions relating to pedestrian pathways and always wear high-visibility workwear.



Agricultural and domestic animals are present on site during the Sydney Royal Easter show.

Animals are not permitted on site without RAS authorisation. Accredited assistance or guide dogs are permitted by law to enter the site, however they may be restricted from entering certain areas.

To minimise the risk of disease transmission and physical injury from animals:

- When moving around the site, be mindful of where animals may be present
- Keep well clear of animals and animal waste
- Wash hands after any contact with animals or animal waste
- Do not feed animals, unless provided with specific food and authorised to do so
- Ask animal handlers to control animals if you must work in proximity
- If an animal escapes, allow qualified animal handlers to capture and control it – focus on maintaining separation between the animal and people nearby



The RAS is responsible for management of the public areas and methods of minimising harm to the public. This includes setting measures in place for the SRES including the provision of hand washing and hand sanitation facilities and animal environment cleaning schedules to disinfect areas where visitors and in particular young children and animals are likely to mix.

Signage and public awareness of the risks and preventative procedures available are key messages to aim at all visitors and in particular the parents and caregivers of young children.



Sydney Showground Venue Security Officers are on site 24 hours a day.

Venue Security Officers are responsible for monitoring and controlling access to and within the site and responding to incidents and emergencies.

Anti-social and abusive behaviour towards RAS staff and Security team will not be tolerated. Persons who abuse our staff or Security team will be removed from site.



Access to areas within Sydney Showground is managed using an access card system, with keys required for some areas.

Officials who require access to secure areas must arrange collection of keys or access cards with their RAS site contact.

To maintain the security of the site, always:

- Close doors behind you
- Report unauthorised access to Security

And never:

- Chock open doors
- Leave gates unlocked
- Share swipe cards or keys
- Separate key sets

Your card or key set is your own responsibility. Report lost cards or keys to security immediately.



Closed Circuit Television (CCTV) cameras are installed throughout Sydney Showground. CCTV is actively monitored by the Security team and footage is recorded.



Event first aiders will be available on site, based on the number of personnel and risk profile of the event and the activities being carried out. Event first aid locations will be specific to each event.

All venue Security Officers are first aid trained and able to assist if required. Multiple Automated External Defibrillators are located on site and will be brought to the patient's location by Security should they be required.

Please ensure you are aware of event-specific first aid arrangements on site prior to commencing work.

All injuries which occur on site must be reported to Security, regardless of the nature or severity of the injury.



Two alarm tones (“BEEP, BEEP” and “WHOO, WHOO”) are used on site which have different meanings. Please familiarise yourself with what is required when each of these alarm tones sound, and act accordingly without delay whenever you hear them on site.

“BEEP, BEEP”: Alert tone, prepare to evacuate.

“WHOO, WHOO”: Evacuate now.

Depending on the nature of the emergency, the evacuation tone (“WHOO, WHOO”) may be the first and only alarm to sound. Never assume that the first tone you hear is an alert tone only.



Familiarise yourself with the emergency exits and egress paths of buildings you will be working in. There are emergency evacuation diagrams in all buildings showing emergency assembly areas. These are generally green spaces such as the stadium field, parks, and lawns, nearest to the building.

In an emergency, follow the instructions of Wardens and make your way to the assembly area. PCBUs must maintain a register of workers on site which they can reference to confirm that all personnel have evacuated to the assembly area.

While carrying out your work, never block or obstruct emergency exits or emergency egress paths in any way.

The Showsafe Emergency Procedures document is displayed throughout the site, showing a summary of emergency procedures and an evacuation zone map, and can be viewed on the following slide. Sydney Showgrounds encourages all persons to familiarise themselves with this document, review it when returning to site, and refer to it when necessary.



EMERGENCY PROCEDURES



SHOWSAFE Safety and Security is Everyone's Responsibility

RAS SECURITY CONTROL: 9704 1020 EMERGENCY: DIAL "0-000"

FIRE

- ▶ DO NOT block fire exits or fire fighting appliances
- ▶ DO NOT prop fire-doors open – keep aisles clear

R Rescue any persons in immediate danger

A Raise the Alarm. Use the Warden Phone (W/P) 9704 1020 or call "0-000"

C Contain the fire by closing doors

E Extinguish the fire if it is safe to do so

EVACUATION

Know the location of all Fire Exits nearest you
You will hear...

EVACUATION ALARM "Whoop Whoop"...

- ▶ Locate the nearest fire exit
- ▶ **Evacuate Now!**
- ▶ DO NOT Use Lifts
- ▶ Assemble as directed by Fire Warden
- ▶ Do not re-enter until authorised by the Fire Warden

MEDICAL

RAISE THE ALARM!

D Check for Danger - Check your safety

R Responsive? - Conscious or not?

S Send for help

A Open Airway - Clear if needed

B Check for Breathing - Check rise/fall of chest

C Start CPR - 30 compressions: 2 breaths
Continue 30/2 until help arrives

D Attach Defibrillator [AED] (when available)
Follow AED voice prompts

- ▶ DO NOT move the casualty unless exposed to a life-threatening situation
- ▶ Remain with the casualty and provide assistance if it is safe to do so

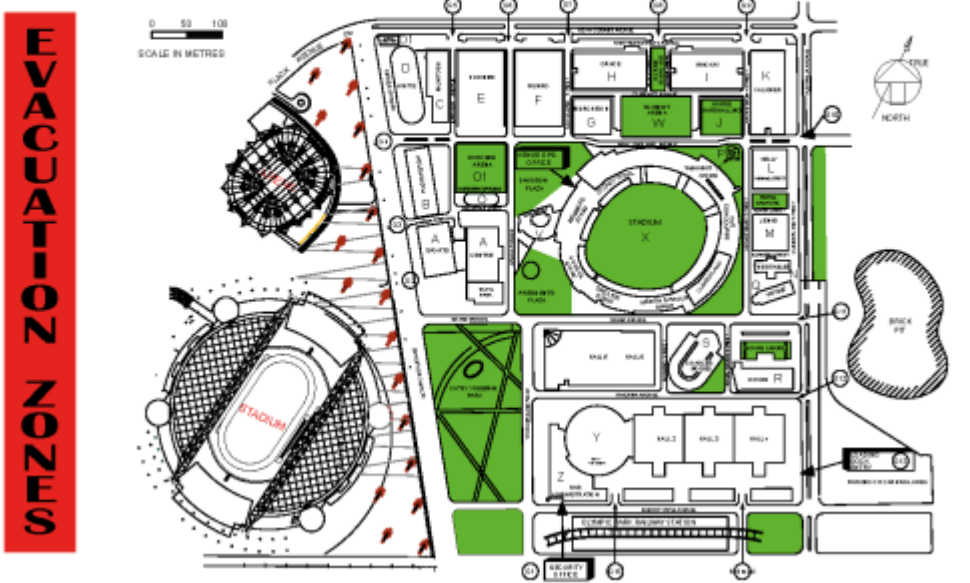
BOMB THREAT

If you receive a Bomb Threat

- ▶ Obtain as much information as possible
 - "When will it explode?"
 - "Where did you put it?"
 - "What does it look like?"
 - "Why did you do it?"
- ▶ Record details and time on a piece of paper
- ▶ Under NO CIRCUMSTANCES should you hang up the phone!
- ▶ DO NOT touch any suspicious items found
- ▶ Raise the Alarm

SECURITY

- ▶ DO NOT leave children without adult supervision
- ▶ DO NOT leave valuables exposed or unattended
- ▶ BE ALERT and report unusual or suspicious items
- ▶ DO NOT touch suspicious items-notify security and keep others away
- ▶ BE ALERT and report unusual or suspicious behaviour





The Showground Security team area the first point of contact for reporting injuries, incidents, hazards, and emergencies.

The security control room can be contacted on (02) 9704 1020 or by attending the Security desk on the ground floor of the Administration Building (enter from Murray Rose Avenue, next door to F45 Training).

Officials carrying a Showground two-way radio can contact Security on radio channel 1.



We all share in the responsibility for making the Showground a safe venue for everyone. If you see a hazard or an unsafe activity, do not hesitate to report it to the Event Manager, RAS Councillor or Showground Security, and remember:

If you see something, say something!