

SYDNEY  
**Showground**

Sydney Olympic Park

Operational Regulations

# WORK HEALTH & SAFETY GUIDELINES

# WORK HEALTH & SAFETY GUIDELINES

NSW WH&S Legislation and Codes of Practice require Persons Conducting a Business or Undertaking (PCBU) to consult with workers to identify the potential hazards, to assess the risks involved to anyone including staff, visitors, or contractors and to develop controls to eliminate or minimise the risks.

Sydney Showground nominates the Licensee as occupier of the premises and in control of the workplace for the purpose of the Event License.

For the duration of the License Period, you are required to comply with Sydney Showground Site Safety Rules and present to Sydney Showground on demand written proof of safety risk assessments, safe system of work and safety training records that ensure all staff or personnel or contractors working under your control at the Showground are competent in their tasks and have provided you with the required insurances, licenses, etc.

### 3.1.41a Children

No children under the age of 15 are allowed on site during move-in and move out of events without prior consent of Sydney Showground.

### 3.1.41b Contractor Safety Induction

All Licensees are required to complete the RAS on-line WHS Induction prior to commencement of work at Sydney Showground. The on-line induction will assist you in exercising your duty of care under the WHS Legislation by informing your staff, and PCBU's about safety practices specific to Sydney Showground.

Please contact your Event Representative for further details.

### 3.1.41c Covered Footwear

Enclosed footwear must be worn during move-in and move-out of events. No thongs, sandals or open toed shoes allowed.

### 3.1.41d Emergency Evacuation Procedures

Sydney Showground has an Emergency Management Evacuation Plan. It is important for all occupants of the Sydney Showground to be aware of the Emergency Procedures.

A copy of the Emergency Procedures is issued and discussed with the Licensee at the commencement of their License Period. Copies of the Emergency Procedures can be issued prior to occupation upon request and should form part of your manual/information pack to your clients & PCBU's.

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## 3.1.41e Event Fire Safety

The Licensee is to ensure that they, their employees, exhibitors and PCBU's comply with the prevailing Fire Safety regulations and building codes.

The Licensee must ensure that its employees are trained in the proper use of first attack – firefighting appliances provided on the premises.

The Licensee must ensure that its employees are familiar with the locations of the fire alarm call points, hose reels, extinguishers, and fire exits.

It is not permitted to do any of the following:

- Block or congest emergency exits  
(These can be recognised by green and white exit signs over the doors)
- Block the access route to an emergency exit
- Obscure or cover emergency exit signs
- Store equipment or any other item in fire stairs
- Chock open fire or smoke doors or any doors leading to fire stairs

Fire lanes in and around Sydney Showground must remain clear and unobstructed.

Fire regulations prohibit the storage of combustible materials on the premises.

The Licensee must notify Sydney Showground in writing at least 30 days prior to the period and provide a copy of relevant risk assessments and/or the approval documentation from SafeWork NSW / Fire and Rescue NSW for the following:

- display and operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, and naked lights
- welding equipment
- other smoke emitting materials as part of the exhibit
- display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by SafeWork NSW and/or under the Work Health and Safety Act 2011
- all toxic and hazardous material, including flammable liquids, compressed gas, or dangerous chemicals

Under no circumstances must the fire protection system, air-conditioning mechanical ventilation vents, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures, emergency exit lights and controls be blocked or access to them be impeded in any way.

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## 3.1.41f Fire Safety Systems

Any Event or display area or type which reduces or changes the existing Fire Safety systems and design or is separated from the existing fire safety exits or systems will require additional fire safety measures provided by the Event Licensee including fire extinguishers, self-maintained emergency lights and exit signs, smoke detection, e.g. Rigging, overhead and other signage or banners, temporary storage areas, seminar/demonstration areas, displays, demountable structures including stands with a roof, staging, or structures that seat, carry or accommodate people, and multi-storey structures. Where the location of a fire hydrant or hose reel is obscured, additional temporary directional signage is required (AS1319) and cost borne by the licensee.

Any requirement for additional fire safety measures must be submitted by the Event Licensee to Sydney Showground for evaluation. Nothing shall be built or remain within "No Build" zones designated by Sydney Showground to provide direct and unobstructed access to fire exits and fire equipment including additional fire safety facilities nominated from time to time.

## 3.1.41g Fire Wardens

Additional fire safety measures are required anywhere there is an increased risk of fire including a dedicated Sydney Showground fire warden. Sydney Showground managers and supervisors are the fire wardens for their work area. The Sydney Showground Senior Manager Event & Venue Operations will determine if additional fire wardens are required to monitor Event activities at the Licensee's cost. The Sydney Showground Security Manager will brief Event personnel on fire warden duties and evacuation procedures.

## 3.1.41h Smoke Detectors

Temporary isolation of Smoke Detector and/or local fire alarms may be required to eliminate false alarms and if necessary, will be performed only by Sydney Showground Security who will maintain a current status log of smoke detector isolations and resets. If isolation of Smoke Detectors is required during operational hours or for extended periods, Sydney Showground will provide fire wardens at the Event Licensee's cost. FIRE AND RESCUE NSW FALSE ALARM CALL-OUT FEES will be charged to the Event Licensee should false fire alarms occur due to the Event's activities.

## 3.1.41i High Visibility Clothing

All persons working on the move-in and move-out of events within the Sydney Showground precinct (or extended event site area) are to wear high visibility clothing to assist in minimising risks associated with plant and vehicle movement. High visibility clothing or vests should be appropriate for day and or night use and should comply with AS/NZS 4602.1:2011 High visibility safety garments.

In addition, safety vests must be worn on the loading dock

- near any loading / unloading operation at any Sydney Showground venue
- when near or operating machines anytime

High Visibility clothing can be purchased from the vending machines located on Showground Rd & at Gate 13.

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## 3.1.41j Incident Reporting

All incidents and accidents or near misses must be reported to Sydney Showground Floor Manager / Security immediately. Any incidences occurring onsite should be advised and documentation provided to the Floor Manager (i.e. First Aid sheets, etc)

## 3.1.41k Exit Signs

Persons must be able to see "self-maintained" illuminated exits signs compliant with AS 2293 in two opposite directions (180 degrees) from any location indoors. Additional directional exit signs are required if the direct path to an existing building exit is changed, obscured or not in a direct line of flight. Any additional exit signs shall be at the licensee's cost.

## 3.1.41l Smoke Ventilation System

Exhibition Hall Ventilation Louvers are part of the building's Fire Safety System to provide smoke exhaust. No part of an Event shall be located within one metre of the inside or outside face of the southern and northern walls of the Halls. Temporary Event overlay in the louver area including exhibition stands, signage or banners, and food & beverage facilities shall not exceed 2.4 metres in height.



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