



*Dedicated to a better Brisbane*



# **City Parklands Services South Bank Parklands**

## **Event Contractor Workplace Health Safety and Environmental Induction Handbook**

**June 2016**

## **Contents**

Introduction	3
Requirements and conditions	3
Security	3
City Parklands Health and Safety Policy	4
Duties	6
Workplace	7
Duties of other persons at the workplace	7
Behaviour	7
Environmental	7
Legal and other compliance	8
Keys	8
Hazard reporting	8
Manual handling	8
Incident reporting and recording	9
Notifiable incident	9
Emergency procedures	9
Electrical safety	9
Working at heights	11
Boom lift	12
Forklifts	13
Power tools	13
Hand tools	13
Noise	13
Noise restrictions South Bank Parklands	13
Safety footwear	14
Alcohol and other drugs	14
Prescription drugs	14
Gas cylinders	14
Smoking	14
Safety signage	15
Loading of the spaces and pavements with structural limitations	15
Weight loading diagrams	16
Vehicle rules	16
Driver rules	17
Driving in the parklands	17
Vehicle permits	18
Handling sharps	18
Amenities	18
Housekeeping	18
Barricading	19
Fire extinguishers	19
Fire blankets	19
Other important points to note	20
Appendix A - Weight loading diagrams for South Bank Parklands	21
Appendix B - Festoon lighting sections of AS/NZS 3002:2008	24
Handbook Sign Off Sheet	28

## Introduction

The purposes of this '**Induction Handbook**' is to first help you stay safe at work and second to confirm your environmental obligations while working in our parklands.

You owe it to yourself, those close to you and your work mates, not to place yourself in a position to undertake unnecessary risks at work. You play a vital role in protecting yourself and others from hazards and hazardous situations by following safe procedures and correct work practices.

This '**Induction Handbook**' will provide you with important information and guidelines. Please read this information carefully as your ideas and participation in following and improving health and safety and environmental management within City Parklands is welcomed and encouraged.

## Requirements and conditions

City Parklands has developed this induction handbook to assist all Event Contractors conducting work on Events to comply with the requirements for work. Every effort has been made to explain the specific site conditions and legal obligations; however the responsibility to understand and comply with relevant legislation and Codes of Practice falls with the individual.

Please contact your Brisbane Marketing or City Parklands contact if you have any additional questions.

Compliance with all requirements of City Parklands as communicated through this induction are mandatory, failure to comply will result in further action being taken by representatives of Brisbane Marketing or City Parklands

It is the responsibility of the person receiving the Safety Induction Handbook to ensure that all workers, subcontractors and suppliers are aware of the safety requirements for conducting work and sign and return the Sign Off sheet, to indicate that they have read and understood the requirements, before they begin work on a City Parklands site.

This Contractor Induction once completed will allow you to work at Events at South Bank Parklands. Regular Event Contractors (those that are on site at least every 90 days) to SBP are to do this induction annually, all other contractors will have to do the induction each time they come to a City Parklands site.

All Event Contractors that are doing any hazardous tasks not highlighted in this Induction must do the City Parklands Contractor Induction.

All Event Contractors who want to work as a contractor on any City Parklands site outside of Events MUST do the City Parklands Contractor Induction.

## Security

South Bank security control room contact details

**Phone: 1300 163 847 or Channel 1**

**CPS030 WORK HEALTH AND SAFETY POLICY**  
**Version 2 - October 2015**

## 1. OVERVIEW

This policy outlines the commitment of City Parklands to providing and maintaining a safe and healthy working environment and parklands for all workers, contractors, volunteers, visitors and members of the public.

## 2. APPLICABILITY

This policy applies to all City Parklands representatives, which includes permanent, temporary, casual or part-time employees, contractors, consultants, volunteers, students on work experience, or any other individual who undertakes duties for, is associated with, or represents City Parklands in any way.

## 3. POLICY STATEMENT

This policy is an integral part of our total management plan. Our goal is to have zero injuries to workers, contractors and members of the public within our workplace or parklands.

To achieve this City Parklands will conduct its activities in such a manner that will provide a work environment, which so far as is reasonably practicable:

- places the safety of staff, contractors, volunteers, visitors and the public ahead of the protection of City Parklands equipment and services
- actively encourages safe working practice both at City Parklands and at home.

To achieve a safe and healthy working environment within City Parklands, the commitment and cooperation of every staff member, community member, visitor and contractor is essential.

### In order to support this policy City Parklands will:

- ensure the risk management methodology is consistently applied across City Parklands activities and practices with a view to eliminate or otherwise control the identified risks
- comply with the spirit and intent of the relevant legislation, codes of practice and industry standards and make adequate provision of resources to meet these requirements
- ensure that each worker is trained not only in the basic principles of work health and safety matters but also matters specific to their area of responsibility
- establish measurable objectives and targets aimed at eliminating work-related injury and illness
- support each worker in their obligation to be fully responsible and accountable for health and safety issues including repairs and maintenance in each person's area
- have a Work Health and Safety committee to provide City Parklands with a forum for consultation on workplace health and safety issues
- develop an awareness in the staff, volunteers, contractors and visitors of health and safety issues through the dissemination of appropriate information
- investigate the cause of incidents and take corrective action, irrespective of whether personal or property damage has occurred to prevent recurrence
- provide safe working conditions and safe operating procedures for all company activities
- provide contractors with information, instruction, and supervision to work safely and without risk to their health
- encourage the rehabilitation of injured workers.



*Dedicated to a better Brisbane*

**Employees, contractors, volunteers and visitors for their part will be expected to:**

- comply with all relevant legislation, Codes of Practice, Industry Standards and City Parklands policies and procedures
- report and where appropriate, rectify hazards identified throughout City Parklands area of responsibility
- Report all incidents in the workplace that they observe or are involved in, including near miss incidents
- accept responsibility for the protection of all persons, the community and the environment that may be affected by their activities
- participate in training.

**There is no task so important within City Parklands that health and safety standards will be compromised.**

**REFERENCES**

City Parklands Zero Harm Policy  
Work Health and Safety Act 2012  
Work Health and Safety Regulations

Approved / Not Approved

Signature of Director

Name of Director

Date:

5.1.16

**AUTHORITY**

City Parklands Board Delegate

**FURTHER INFORMATION**

Manager City Parklands

**DATE OF REVIEW**

30 October 2017

## Duties

Definition of a worker.

- Employees
- Contractors
- Subcontractors
- Outworkers
- Apprentices
- Trainees
- Work experience students
- Volunteers
- PCBU's (who are individuals if they perform work for the business).

Duties of workers and volunteers (WHS 28). While at work, a worker must:

- a) take reasonable care for his or her own health and safety
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

While at work, workers are required to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

They must also cooperate with any reasonable instruction given by the PCBU and any reasonable policy or procedure of the PCBU to comply with the WHS Act and WHS Regulations

### Duty of officers (WHS 27)

An officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

In this section, **due diligence** includes taking reasonable steps:

- a) to acquire and keep up-to-date knowledge of work health and safety matters
- b) to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations
- c) to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking;
- d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

*The duties or obligations under this Act of a person conducting a business or undertaking may include:*

- *reporting notifiable incidents*
- *consulting with workers*

- *ensuring compliance with notices issued under this Act*
- *ensuring the provision of training and instruction to workers about work health and safety*
- *ensuring that health and safety representatives receive their entitlements to training.*

And

- f) to verify the provision and use of the resources and processes mentioned in paragraphs (c) to (e).

For further details on your workplace health and safety obligations, consult the Advisor, Safety and Risk. Any person who manages a contractor or subcontractor is responsible to ensure that they are aware of the site rules and ensure their compliance.

## **Workplace**

Any place where work is carried out for a business or undertaking. This may include:

- offices
- factories
- shops
- construction sites
- vehicles
- ships
- aircraft or other mobile structures
- land
- water.

## **Duties of other persons at the workplace**

Any person at a workplace, including customers and visitors must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

They must also cooperate with any actions taken by the PCBU to comply with the WHS Act and WHS Regulations.

## **Behaviour**

As our Parklands is a highly populated areas, it is important that at all times those conducting work e.g. employees, contractors and event organizers ensure their own, their staff and subcontractors behave in a professional manner. This includes appropriate attire, language and general behaviour. It is important that our visitors leave with the best possible opinion of the parklands.

Offensive language (e.g. swearing), behaviour or harassment of any type is not acceptable under any circumstances whilst conducting work within the parklands. Offensive behaviour and/or language includes anything that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, gender, pregnancy, parental status, sexual orientation, marital status, disability or medical condition.

## **Environmental**

City Parklands takes Environmental Management and Sustainability very seriously and has a City Parklands Health Safety and Environmental Management System, an “Environmental Management and Social Sustainability Policy” and has applied and been granted Green Flag Certification for SBP.

*The Green Flag Award is a voluntary award scheme for parks which began in 1996 in the UK, as a means of recognising and rewarding the best green spaces in the country. It is seen as a way*

*to create high environmental standards by creating a benchmark of excellence in public green spaces.*

In line with both the policy and the certification, all contractors working at SBP are to adhere to the following.

- Make sure nothing you do or don't do on a City Parklands site adversely affects our flora and fauna.
- Nothing except stormwater should be washed down stormwater drains.
- Waste water cannot be disposed of within sewer lines unless approval is given by City Parklands, for event organisers to provide and install their own grease traps. Otherwise, waste water must be collected and disposed of outside of South Bank Parklands by the event organiser's contractor.
- Waste chemicals, oils, food waste, etc., should be collected and disposed of appropriately (if unsure contact your City Parklands or Brisbane Marketing contact for advice).
- City Parklands is a supporter of recycling so any waste you remove from our site's needs to be recycled if possible e.g. metal, glass, plastics, etc.
- DO NOT litter and when practical please pick up isolated litter items in your work area in order to maintain appearance of the parklands.
- All spills should be cleaned up immediately and disposed of appropriately (if unsure contact your City Parklands or Brisbane Marketing contact for advice).
- If your vehicle or equipment is leaking oil or other fluid you **MUST** clean it up immediately and dispose of the waste appropriately.

## Legal and other compliance

City Parklands employees, contractors, and all other persons conducting work at the Parklands, must comply with all provisions of the Work Health & Safety Act and Regulations, Electrical Act and Regulations and all Codes of Practice as well as relevant Australian Standards.

**No activity or task is too important that any person should breach or compromise safety requirements.**

## Keys

Contractors and Event Organizers issued with keys are responsible for their safekeeping. All keys issued must be returned to the Security Control Room at the end of each work day.

## Hazard reporting

As you go about your work, you will identify hazards that could present a safety risk to yourself, other workers or the general public. If you cannot immediately rectify these concerns, report to you Brisbane Marketing or City Parklands contact or Security.

**It is everyone's responsibility to report hazards.**

## Manual handling

Manual handling is involved in nearly all work performed in our industry. Manual handling must be conducted in a manner that enables you to avoid sprain and strain injuries, especially to your back. Remember **BEND** your Knees **NOT** your back.

Injuries are sustained through:

- incorrect lifting or handling practices;
- poor habitual postures;
- bad working habits:



- \* bending;
- \* twisting;
- \* slouching;
- \* Arms raised; and
- \* carrying a load too far from your body.
- repetitive work
- vibration.



## Incident reporting and recording

All incidents shall be reported to your Brisbane Marketing or City Parklands contact and/or Security as soon as practical after the incident has occurred. This includes all:

- injuries or illnesses, (including contracted service providers)
- public injuries (including illnesses that have required first aid assistance or ambulance evacuation from the parklands)
- near Misses – an occurrence that had the potential to cause harm (e.g. a water rescue, a person tripped over on a raised paver - sustaining no injury, a worker exposed to an unanticipated hazard during an event, threats of violence directed towards an employee, etc.)
- property damage
- environmental incidents.

## Notifiable incident

City Parklands Senior WHS Advisor is to be notified immediately on 3029 1712 of any notifiable incidents occur e.g. amputation, serious burn, hospitalisation, etc.

## Emergency procedures

An Emergency Action Plan has been developed and implemented for SBP. This document is managed by the Security Control Room. The Security Control Room is manned 24 hours a day 7 days a week by trained security guards who are prepared to respond in the event of an emergency. The Emergency Action Plan outlines responses required for individual emergencies from Bomb Threat to Severe Storms.

All City Parklands employees, volunteers, contractors and persons involved in events are required to follow the instructions of Security in the event of an emergency.

## Electrical safety

- Access to power and water to be reviewed by City Parklands in advance.
- All power leads, portable electrical tools and Residual Current Devices (RCDs) used on City Parklands sites must be tested and tagged in accordance with AS 3760 and legislative requirements.
- Only qualified and licensed persons are to conduct electrical work (those with restricted electrical licenses may complete work in line with the restrictions of the license).
- Electrical leads are to be positioned to ensure they will not be damaged or exposed to wet areas. Equipment over 240V must be placed at least 3 metres from water. An isolation transformer must also be used around the water areas.
- Electrical leads must not cross pathways and must be concealed using cable covers to avoid trip hazards or flown at 4.5m.
- Any cabling at an event site must be secure and power turned off when not in use. Venue Coordinators must be issued with a 92268 electricians key and complete a checklist to ensure power is turned off after use.

- Before using power tools, appliances and electrical equipment, check the leads, plugs guards, switches and accessories for damage and check the electrical test tag is current (it is your responsibility to electrically test and tag all your electrical tools, appliances and equipment before coming to site);
- Do not use any power tool without connecting to a fixed or portable safety switch that has a current test and tag present.
- Brisbane Marketing will supply all electrical cables and power boards. Double adaptors are not to be used on City Parklands sites.
- All areas for electrical works are to be isolated at the switchboard and tagged prior to proceeding with any works.
- “Lock out” and “tag out” procedures apply. (see below)
- Be aware of overhead and underground electrical power lines and cables if working outdoors.
- All temporary electrical structures installed, i.e. lighting, must comply with Australian Standards.

## Lock out and tag out

Two main warning systems are used for tagging electrical and non-electrical equipment to indicate isolation before work begins.

There are:

- Danger Do Not Operate tags
- Out-Of-Service tags.

## Danger Do Not Operate tag

Danger Do Not Operate tags are red and black on a white and red striped background and are used to ensure that individuals working on equipment can do so safely. These tags are used to isolate and prevent unauthorized or inadvertent operation of equipment being repaired or installed.

## Out-Of-Service tag

Out-Of-Service tags are black on a yellow background and are used to identify equipment or machinery that is faulty or not suitable for use and has been taken out of service. This tag can also apply to non-energised equipment (e.g. ladder, hand tool).

## Festoon lighting

**MUST** comply with AS 3002:2008 Electrical installations shows and carnivals, particularly these relevant pages/clauses (see appendix 2):

<u>Page number</u>	<u>Reference</u>	<u>Detail</u>
9 to 10	Clause 2.1.3	Overhead wiring
18	Table 4.1	Lengths of flexible cords
21	Clause 4.5	Electrical portable outlet devices (IPX-4 protected against splashing water from any angle)
22	Clause 4.6	Festoon and decorative lighting.
22	Clause 4.6.2	Clearances

**NOTE:** When installing 240-Volt Festoon lighting earthing of all support lighting towers and un-insulated catenary wires **MUST** comply with all Electrical Standards and be earthed as per this photo:

**NOTE: From 2017 onwards** only 24-Volt Extra Low Voltage festoon lighting will be allowed on a City Parklands site. This could be achieved by using the original festoons with a 240 to 24-Volt isolation Transformers fitted to each Festoon, along with new 24-Volt Globes or extra low voltage LED festoon lighting.



## Working at heights

Where a person can fall, the person must be protected, ways to ensure this is by:

- a guard rail (edge protection)
- a fall protection barrier
- a personnel fall protection system.

A work method statement and Working at Heights Permit is required for any height work over 2m. If there is a possibility of falling when working at heights, ensure that you are secured or protected by guard rails or a fall protection system (harness and lifeline).

**Remember even falls lower than 2m can be fatal**

## Ladders

Ladders must be of the approved type (industrial ladders).

If you use an extension ladder:

- check all ropes and pulleys
- clean and remove mud and grease from the threads
- place the ladder at a safe angle, 75° to horizontal (ratio of 1:4)
- ensure the ladder is on a firm footing
- ensure the ladder extends 1 metre above the landing
- fix the ladder securely at the top to stop it moving
- ensure that **three points of contact** with the ladder at all times (e.g. 2 feet and 1 hand)
- face the ladder when climbing.

If you use a portable step ladder:

- check the restraints on the ladder
- use only in the fully open position
- do not stand on the top 2 steps to perform work
- never use a ladder that you consider unsafe. Affix a 'Caution Out of Order' tag.

**Note:** fibreglass ladders (blue) are only to be used by electricians

## Scaffolding

If you use scaffolding to perform work ensure:

- the scaffolding was erected by a certified person who holds the appropriate high risk work licence for the scaffolding being erected
- safe access to and from the work platforms
- hand rails, guard rails and kick boards are in place
- report any faults.

If erecting scaffolding, ensure the equipment has been maintained and all locking pins are operative.

## **Mobile scaffolding**

If you use mobile scaffolding:

- ensure the equipment is not moved with people or unsecured tools on it
- use the internal ladder for access to and from the platform
- wheels are to be locked before use
- ensure that the height of it is not more than 3 times the base width.

## **Trestles**

Always use trestles in the fully open or closed position and if possible use 2 planks securely clamped together with an approved plank clamp.

## **Harness and lifelines**

Safety harnesses and lifelines are to be used where there is a risk of falling from heights or generally when working in a confined space. Tasks are not to be undertaken until appropriate training has been completed.

Seven steps when using a harness and lifeline:

- check the inspection tags on the working at heights gear to confirm they are compliant
- check the condition of the harness, belt and line
- adjust for a comfortable and correct fit
- check that the lifeline is not frayed
- check the security of the line
- check that the line cannot be snagged
- check that the anchor point is secure.

Safety harness and life lines are to be inspected by the user prior to, and after every use. Your life depends on these inspections.

Fall Arrest Systems are located at:

- ladder to gain access to the SB Piazza Catwalk
- SB Arbour Rain Covers (in some areas)
- building roofs
- SB Promenade garden bed.

## **Boom lift**

The Use of boom lifts by workers and contractors within the parklands require that the operator is certified competent and retain a WP high risk work licence as a minimum, even if the boom has an arm less than 11m (a copy of which is to be held by the workers supervisor).

The use of the boom creates a higher risk for an accident or injury if the correct rules are not observed. These include:

- inspecting the boom lift prior to each use
- always ensure that the area surrounding the boom is appropriately barricaded
- wearing a fall arrest harness at all
- Ensuring that all equipment to be used is secured.

## Forklifts

To drive a forklift on a City Parklands site you **MUST** have a current High Risk Work Forklift License.

You must comply with the Vehicle Rules listed in this document and comply with the following:

- If visibility is obstructed because of the load or high volume of pedestrians use another person in a high visibility vest to walk in front to clear a path
- If possible use barriers to isolate the forklift from Pedestrians
- **NEVER** allow a passenger on the forklift or someone to ride on the tynes
- Never leave the key in the forklift when the forklift is unattended
- If you are operating a forklift you must wear safety shoes
- When operating a forklift **always wear your seatbelt.**

## Power tools

When using power tools:

- always use with a fixed or portable safety switch
- don't operate in wet conditions
- regularly check to ensure it has been tested, tagged and in good condition
- if a power tool is faulty, attach a danger – 'out of service' tag
- store power tools properly when not in use
- manufacturers safety guards are in place
- wear the appropriate protective equipment.

## Hand tools

Hand tools are sometimes not seen as dangerous, however a large number of injuries involving hand tools occur.

When using hand tools always:

- use the right tool for the job
- regularly inspect your hand tools for wear
- use the tool correctly
- manufacturers safety guards are in place
- always maintain your tools in good order
- store tools correctly when not in use
- wear appropriate personal protective equipment.



## Noise

Any level above 85 dB (A) is considered excessive noise.

A worker who is exposed to a high level of noise, above 85 dB (A) as part of normal work, must wear the appropriate hearing protection.

A sticker or another indication of the noise level should be placed onto equipment. If normal conversation cannot be heard above the surrounding noise, this gives you a good indication that the noise level may be loud enough to require hearing protection.

You can help by reporting faults with equipment, for example: noisy mufflers.

## Noise restrictions South Bank Parklands

You **MUST NOT** commence noisy operations prior to 7am and must be completed by 10pm unless permission granted by City Parklands.

## General safety information

### Safety footwear

Safety footwear must be worn on all Construction sites and where forklifts or other heavy equipment is used.

### Sun safety

Workers are also reminded to ensure their fluid intake throughout the day is approximately 2 litres and to be aware of heat related illnesses that may occur e.g. dehydration.

Workers should wear hats, sun glasses and use sunscreen on all exposed skin.

### Alcohol and other drugs

Alcohol is not permitted to be consumed whilst conducting work. No persons may be under the influence of alcohol or other non-prescription drugs whilst conducting work at SBP.

### Prescription drugs

If using prescription drugs you must inform your onsite contact as you arrive to site if these drugs could adversely affect your ability to work safely on site e.g. medication that can cause drowsiness.

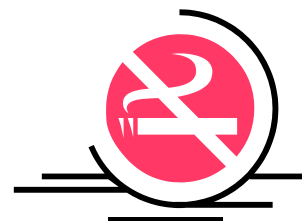
### Gas cylinders

- Ensure that gas cylinders (fill or empty) are stored upright (vertical) at all times and secured to prevent them from tipping over or being accidentally hit by forklifts, vehicles, etc.
- Store fill cylinders and empty cylinders separately.
- Provide separate storage for LPG away from the oxidising gases (e.g. oxygen) by at least 3 metres.
- Do **NOT** store LPG cylinders, whether in use, or spare, in close proximity to an ignition source, or in locations that could jeopardise escape from buildings or structures in the event of a fire
- Use gas cylinders only in well ventilated areas.
- Gas cylinders must be free of damage and rust.
- Hoses and appliance fittings must be in good condition.

### Smoking

Smoking is not permitted in City Parklands workplaces, this includes:

- all buildings
- vehicles
- enclosed car parks
- basement areas
- roof tops and balconies
- stairwells and fire escapes
- toilets
- loading bays
- beach



Smoking is not allowed while working and workers can only smoke on breaks in designated smoking areas.

## Safety signage

Safety signs are displayed around the parklands to draw your attention to safety hazards or to their specific information. It is important not to ignore the signage in place. This signage applies to everyone on site and must not be ignored.

If signage is damaged or unreadable please notify your City Parklands or Brisbane Marketing contact.

Different Signage will be in place throughout the Parklands.

Below are examples of signage that may be used and the requirements for each:



### Blue & White

Mandatory Signage - must be followed



### Red, Black & White

Danger Sign - indicating a danger is present.



### Green & White

Information Sign - indicating safe conditions



### Yellow & Black

Caution Sign - indicating to take caution.

## Loading of the spaces and pavements with structural limitations

These guidelines outline the approach of City Parklands to manage its events and maintenance operations to protect the structural limitations of spaces and roadways throughout the parklands.

These spaces often have structural limitations due to the presence of underlying infrastructure, concealed suspended slabs or proximity to the river wall.

These include:

- Cultural Centre Forecourt (suspended slab for QPAC carpark)
- Glenelg Street and Tribune Street Lawns (suspended slab for South Bank carpark)
- Little Stanley Street (suspended slab for South Bank carpark)
- Liana Lounge (underground water tanks for Rain Bank)
- Clem Jones Promenade (river wall to Brisbane River)
- Riverside Green (proximity to river wall)
- River Quay Green (structurally supported terraces)
- Arbour (designed pavement strength)

- Stanley Street Plaza (designed pavement strength)
- Piazza (designed pavement strength)

## Weight loading diagrams

At South Bank Parklands there are many areas restricted to vehicles/structures because of weight loadings. Please see Appendix A

A Structural Engineer may need to be engaged if the weight loading is of a more complex nature.

Further Information

### For Use of Cranes, Cherry Pickers and Booms

Where space is allocated as being suitable for Vehicle Class 3, this provides suitable support for a mobile elevated work platform maximum wheel load 3500kg. No outriggers are permissible.

Where a space is allocated as being suitable for Vehicle Class 4 to 8, this provides suitable support for a crane and / or cherry picker outrigger points as follows:

Max point load / outrigger = 9.6 tonne

Min spacing: x = 4m; y = 2 m

Min Bearing Area: 1x 1

Cherry Pickers / cranes may traverse through areas rated for Vehicle Class 3, provided that the loads are equivalent to Class 3 vehicles.

### Concrete Blocks

Large concrete blocks frequently used at events as anchor points need to be dispersed across the slab, and not pooled into one location, as this may exceed the slab capacity.

If we assume that each of these blocks is 1 tonne, they should be placed a minimum of 2 metres apart to meet the live loading requirements of 500kg/sq metre.

### Structures

All structures, including temporary structures, require structural assessment, including the capacity of the space to support the intended weight.

Delivery of the structure by specific vehicles also requires consideration. The General Loading diagram can assist structural engineers to determine specific solutions.

### Vehicle rules

1. All vehicles are to be kept in a clean and serviceable condition at all times. Vehicles that are registered to travel on the road must be registered, in a road worthy condition and have at a minimum third party insurance.
2. All vehicles are to be used within the manufacturer's design specifications and in accordance with the operator's manual.
3. Care must be taken to ensure that the vehicle is safe to use and the operator is competent in its use.
4. Make sure all loads are secure and never overloaded on the vehicle and/or trailer.
5. Any guard or safety device affixed to a vehicle should not be modified or removed.



## Driver rules

1. All operators are to hold a current valid Driver's License that legally allows them to drive in Australia.
2. All vehicle operators are to drive in a safe manner and exercise a high level of care when operating vehicles.
3. Operators are to ensure that they only carry the designated number of people the vehicle has been designed to carry.
4. Seat belts (if fitted) must be worn (by driver and passengers) at all times the vehicle is being operated.
5. Mobile phones are not to be used when operating vehicles.
6. Operators and passengers within vehicles should not place arms, hands, legs or their head outside the limit of the cab, except where required to hand signal a turn or manoeuvre.
7. Operators should not leave tools or equipment unattended in vehicles.
8. Arrangements for vehicle access must be made by the site hirer prior to the event, with a vehicle access list detailing the number of vehicles requiring access and the driver/car details and dates/times on site to be provided and approved by the authorised officer.
9. Any damage caused by a vehicle must be reported to Security Control.
10. For any vehicles deemed to be driving unsafely security/City Parklands staff will, where possible, inform the driver of parkland mandatory safety requirements and/or record details of the vehicle. This information will then be communicated to the contractor/delivery company's management level when appropriate, i.e. repeat offences occur.

## Driving in the parklands

1. All State road rules and signage are to be adhered to at all times.
2. All vehicles are to be either removed from site or parked in a designated area (as indicated by your City Parklands or Brisbane Marketing contact), at the end of each working day.
3. Operators should remain aware of pedestrians (including children) and cyclists, and note that they have the right of way at all times.
4. Vehicles should be operated at walking pace within the Parkland (i.e. 10km / hour)
5. Vehicles should be driven with hazard lights on.
6. Vehicles should be operated on designated pathways and not on lawn areas.
7. In addition to Parkland vehicles, only other authorised vehicles, with access co-ordinated through Security, should be permitted to enter the Parkland.
8. Vehicles must not block any footpath or pathway e.g.



This footpath on the ring road at the Cultural Forecourt can never be blocked unless safe pedestrian access has been established and approved by your Brisbane Marketing or City Parklands contact

Loading Zone

9. Vehicles are not to enter the Parkland, except on designated roads or in the car parks provided for public vehicle access or as approved by an authorised officer. If vehicle access is required to bump in/out equipment for an event, approval must be sought from your City Parklands or Brisbane Marketing contact.
10. Unauthorised vehicles will not be permitted entry.

11. All vehicles must be removed from the Parkland during the conduct of the event unless specifically approved by the authorised officer.
12. When a person is authorised to drive on a lawn, it is important that operator's use track matting wide enough for the vehicle they are driving e.g. trucks, boom lifts, forklifts, etc.
13. Where vehicle access is required, a bond may be held by the Parkland. Where the site hirer or its suppliers breach any of the conditions associated with vehicle use inside the Parkland, a fee will be deducted from the bond monies. For example, where vehicles stray from internal pathways and drive on the grass, a fee may be deducted from the bond irrespective of any damage caused.
14. For the purpose of this procedure, an authorised officer will be any person City Parklands has assigned responsibility to co-ordinate vehicle access / entry as part of contractor or event management.

## Vehicle permits

1. Delivery and contractor vehicle access into the Parklands is permitted between 5.00am and 9:30am each day (NB: Sidon St is restricted to the hours of 7.00am–11.00am due to residential requirements). Outside these periods, the contractor is to organise for all vehicle movements to be escorted where necessary, either by themselves, by security or a staff member from City Parklands, South Bank Corporation or Brisbane Marketing.
2. Vehicles are not permitted on-site outside of the 5.00am to 9.30am hours unless an 'On-site Vehicle Permit' has been issued or permission has been given for a short term stay (e.g. drop off goods) by an authorised person. Contact your Brisbane Marketing and City Parklands contact at least 24 hours prior if you require permission or a permit. The City Parklands permit is not valid in areas where Brisbane City Council signage is in place.
3. Electronic Bollards control the four main access points to the Parklands and are open from 5.00am to 9:30am. These bollards are controlled and monitored by CCTV from the SBP Security Control Room.
4. The electronic bollards are located at:
  - a. Tribune Street
  - b. Stanley Street Plaza
  - c. Russell Street (outside ABC building)
  - d. Cultural Forecourt – Promenade entry (opposite Wheel of Brisbane)
  - e. Sidon Street (River Quay)
5. Event related vehicles do not need a parking permit if the vehicles are within the designated event area. Parking permits are only required where vehicles are onsite long term outside of event area.

## Handling sharps

For the safe removal of needles or syringes:

- notify security
- secure the location to ensure other workers or members of the public do not come into contact with the sharp
- do not touch the sharp, all security officers and cleaners are trained to handle sharps.

## Amenities

Please ask your City Parklands or Brisbane Marketing Contact to show you the location of the toilet facilities, Security Office and any other facilities you require.

## Housekeeping

The tidier your workshop or workplace, the safer it will be. Ensure you clean up as you go by:

- keeping all work areas in a clean and tidy state, including keeping floors and work benches clear of rubbish
- putting rubbish in the bin or a designated area

- removing nails protruding from timber
- cleaning up spills immediately
- storing tools and equipment in their appropriate area
- designating a specific area on site to store rubble or rubbish
- all rubbish must be regularly removed throughout the duration of the work
- all safety and fire hazards are to be removed from site
- additional costs may be incurred when a worksite is not left in the condition it was prior to work commencing.

## Barricading

Safety barriers are recognized as a way of designating a work area and to limit access to the work area.

When using barricades;

- to be left overnight or longer, always check their status and visibility before leaving the work site. always ensure that the type of barrier is suitable for the work and the associated hazards they are protecting
- never move or interfere with a barrier unless directed by your supervisor or City Parklands or Brisbane Marketing contact
- if barriers are to be left overnight or longer, always check their status and visibility before leaving the work site.

**Please inform security of their location.**

## Fire extinguishers

**Event Contractors are to provide their own emergency firefighting equipment.**

A simple method of remembering how to operate a fire extinguisher is using the mnemonic **“PASS”**

### **P PULL THE PIN**

There is an Anti-Tamper tag fitted that prevents the pin being withdrawn accidentally. It is broken by a sharp TUG - Pulling the pin arms the extinguisher. (Test it actually works by operating it)

### **A AIM THE EXTINGUISHER**

If the extinguisher has a hose, then the hose is aimed at the fire. On smaller extinguishers that do not have a hose, aim the extinguisher

### **S SQUEEZE THE HANDLE**

To operate the extinguisher, the handle is squeezed. When the handle is squeezed then the extinguisher operates. When the handle is released, the extinguisher ceases to operate

### **S SWEEP**

Sweep the extinguishing agent across the fire. Attack the fire from front to back, and from bottom to top

## Fire blankets

Event contractors must have fire blankets located adjacent to the applicable risk, such as near stoves in kitchens. They may be used on flammable liquid containers such as deep fat fryers, frying pans and small electrical appliances.

The following are guidelines for the use of fire blankets:

- take the blanket out of package
- cover the object with the blanket
- turn off the source of heat

- leave until cool
- notify security of the situation.

## Other important points to note

- **Contractors MUST NOT bring hazardous chemicals** onto SBP unless they have obtained prior approval from their City Parklands or Brisbane Marketing contact.
- **If you bring hazardous chemicals** onto SBP you **MUST** have a hardcopy SDS of the chemical near where you are using the chemical.
- **Always know where your closest** emergency firefighting equipment is and on what fires it can be used on and if inside a building identify your nearest emergency exit.
- **Contractors are to provide their own** emergency firefighting equipment if doing hot work on site.
- **SBP operates a strictly no pegs policy** on lawns or garden beds because of the irrigation system located just below the surface
- **All plant and equipment** brought onto SBP **MUST** comply with all relevant Legislation, Australian Standards and Codes of Practice
- **Before beginning any excavation** or trenching confirm with your City Parklands or Brisbane Marketing contact the location and depth of any services (electrical, water, etc.) that are near or under where you are digging.
- **Sleeved shirt** (NO singlet's) required to be worn at all times while working on site.



## June 2016



INFORMATION PROVIDED ON THESE DRAWINGS IS BASED ON THE FOLLOWING DRAWINGS/DESIGN FILES:

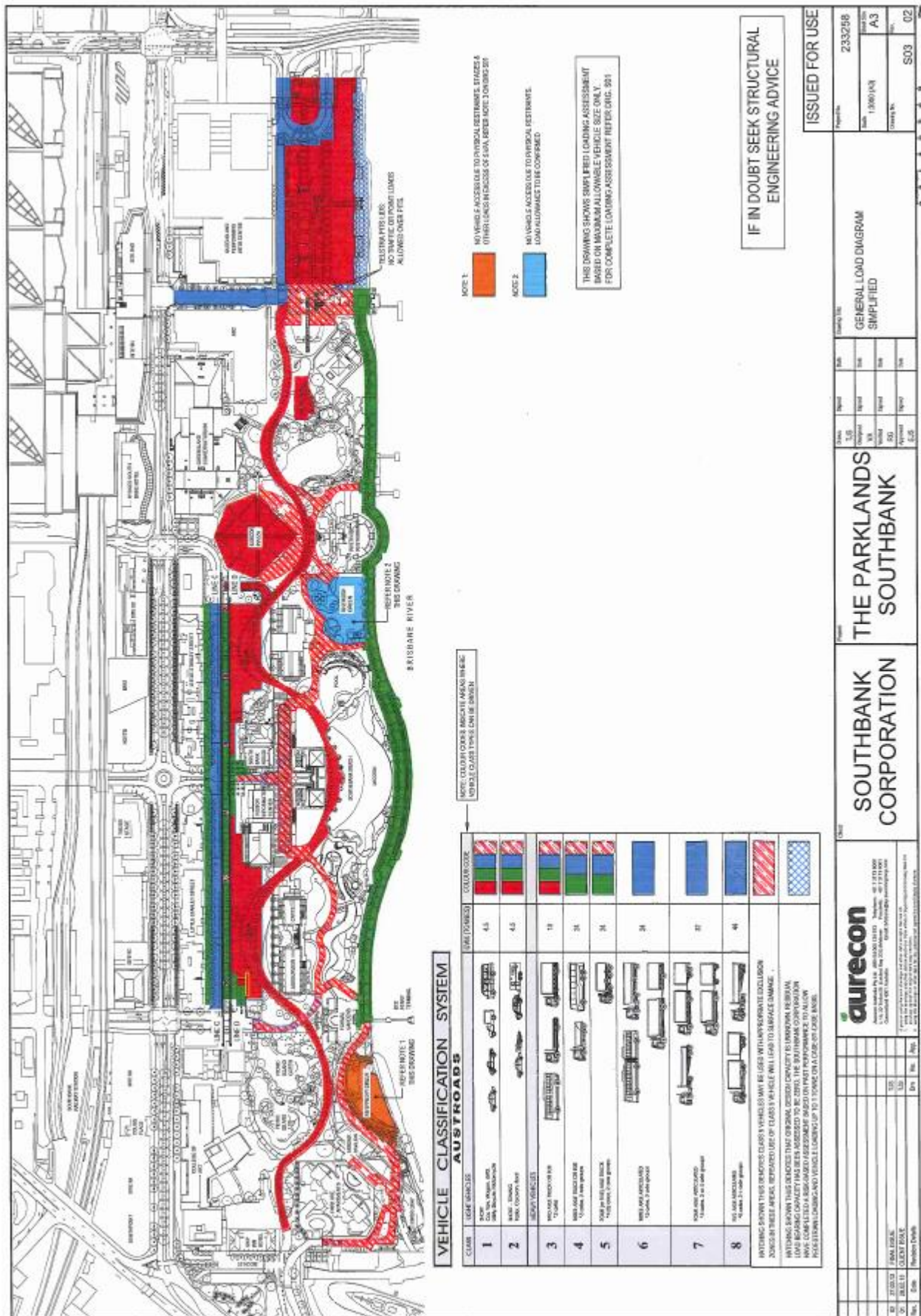
[illegible]

IF IN DOUBT SEEK STRUCTURAL  
ENGINEERING ADVICE

IF IN DOUBT SEEK STRUCTURAL  
ENGINEERING ADVICE

[illegible]





## Appendix B - Festoon lighting sections of AS/NZS 3002:2008

### 2.1.3 Overhead wiring

Overhead wiring in areas where concessions may be located or vehicles may be parked or driven shall be installed so that electrical cables are maintained at a height of not less than 6 m above the ground or relevant elevated area. The overhead wiring should be positioned to avoid crossing roadways or access ways where cranes, high loads or heavy machinery may travel.

Where it is not possible to avoid access ways, two additional flagged cables or other material suitable for use as a catenary shall be installed across the access way, one on either side of the overhead wiring, and located 6 m along the access way from the overhead wiring and at a minimum of 0.6 m below the lowest point of the overhead wiring.

Overhead wiring shall consist of either—

- (a) insulated aerial conductors; or
- (b) cable supported by a catenary.

#### NOTES:

- 1 AS/NZS 3000 (see Clause 1.4.60) requires double insulation or the equivalent on all cables supported by catenary.
- 2 Where bare aerial conductors owned by an Electricity Distributor are located on show and carnival sites, it is recommended that the Electricity Distributor be consulted about insulating the conductors or providing adequate safety clearance.
- 3 In the interests of safety, underground wiring is preferred.

**TABLE 4.1**  
**MAXIMUM LENGTHS OF FLEXIBLE CORD**

1	2	3	4
Cord extension set rating	Conductor area	Maximum length of flexible cord	
		General use	For equipment with high starting currents that may affect the safe operation of equipment
(A)	(mm <sup>2</sup> )	(m)	(m)
10	1.0	25	15
	1.5	35	25
	2.5	60	40
	4.0	100	60
15/16	1.5	25	15
	2.5	40	25
	4.0	65	45
20	2.5	30	20
	4.0	50	30

#### NOTES:

- 1 The lengths as specified above allow some certainty to designers when planning site layouts. In some applications shorter leads may be required.



- 2 Lengths quoted for flexible cords in Column 3 are taken from AS/NZS 3199 and are based on a 5% voltage drop at the rated current for each cross-sectional area
- 3 Examples of equipment covered by Column 4 are trailing cables for suspended scaffolds, swing stage and false cars or large motors in all locations.

Cord extension sets shall not be joined to form a circuit with a total length that exceeds the relevant maximum value specified in Table 4.1.

NOTE: It is recommended that, where the use of a cord extension set is required, a single cord extension set with no intermediate joins is used. Where such joins cannot be avoided, they should be made using detachable connection devices providing an appropriate IP rating for the degree of exposure.

Cord extension sets should not be used while in coiled or reeled configuration.

## **4.5 ELECTRICAL PORTABLE OUTLET DEVICES**

### **4.5.1 General**

Electrical portable outlet devices shall comply with AS/NZS 3105 and the following additional requirements.

Electrical portable outlet devices shall be installed only as part of a concession installation and shall provide low-voltage electrical power supply only to consuming devices within the concession and directly via a supply lead or appliance lead.

Electrical portable outlet devices and the socket-outlet or cord extension socket to which the supply lead is attached shall be installed under appropriate cover so as to provide a degree of protection equivalent to IPX4.

### **4.5.2 Connection to low-voltage electrical power supply**

Low-voltage electrical power supply for an electrical portable outlet device may be obtained from the socket-outlets of an outlet box but shall not be obtained from the socket-outlets of another electrical portable outlet device.

Where the supply lead attached to the electrical portable outlet device is of insufficient length to permit an unbroken connection from the source of supply, heavy duty sheathed cord extension sets, or sheathed cables fitted with plug and socket connection facilities having the required rating, shall be permitted.

### **4.5.3 Location**

Unless of a freestanding stable design, electrical portable outlet devices shall be adequately supported by a rigid section of the concession structure and shall not be laid on the ground.

### **4.5.4 Protection against earth leakage current**

Socket-outlets up to 20 A capacity provided on an electrical portable outlet device shall be protected by a residual current device with a maximum rated residual current of 30 mA that operates in all live (active and neutral) conductors.

NOTE: This does not preclude protection of more than one socket-outlet by a single RCD, nor does it necessarily require that the RCD protection be installed in the electrical portable outlet device.

## **4.6 FESTOON AND DECORATIVE LIGHTING**

### **4.6.1 General**

Requirements for festoon lighting shall be in accordance with Clause 4.2 except as varied by Clauses 4.6.2, 4.6.3 and 4.6.5.

#### **4.6.2 Clearances**

Festoon lighting shall be located and supported so that—

- (a) no lamp is within 150 mm of flammable material or structural metalwork;
- (b) no part of the lighting system is less than 6 m above any area subject to vehicular traffic; and
- (c) no lampholder is within 2.7 m of the ground or any place where a person is likely to stand, unless—
  - (i) the lampholders are installed immediately below a ceiling or fixed to a structure, in a position not exposed to mechanical damage; or
  - (ii) precautions are taken to prevent inadvertent contact.

#### **4.6.3 Loading of final subcircuits**

The number of lighting points forming part of a festoon lighting final subcircuit shall be limited only by the rating of the final subcircuit, which shall not exceed 15 A.

#### **4.6.4 Decorative lighting outfits**

Decorative lighting outfits shall comply with AS/NZS 60598.2.20 and may incorporate flexible cords having conductors not smaller than 0.75 mm<sup>2</sup> provided that the flexible cord, lampholders, connections and other parts of the system are suitable for outdoor use.

#### **4.6.5 Protection against earth leakage current**

The supply to all festoon and decorative lighting shall be protected by a residual current device with a maximum rated residual current of 30 mA that operates in all live (active and neutral) conductors. All socket-outlets used to supply any temporary load shall be protected by a residual current device with a maximum rated residual current of 30 mA that operates in all live (active and neutral) conductors.

# NOTES



*Dedicated to a better Brisbane*



## Handbook Sign Off Sheet

I acknowledge receipt of the South Bank Safety Handbook and have read the handbook.

I understand and agree to abide by the information provided in the handbook.

[illegible]

**Note: Please return the sign off sheet to your Brisbane Marketing or City Parklands contact**