



2019 Annual Get Together

Volunteer Safety Induction Booklet

Why Complete a Safety Induction?

The Mountain Cattlemen's Association of Victoria (MCAV) is committed to the health and safety of all workers and visitors, and is an important responsibility we all share. As a valued member of our Volunteer base, it is vital that you read and understand the following safety information. This material will help you recognise the important safety considerations that may arise at an event the size of the Annual MCAV Get Together.

On completion of the MCAV Safety Induction you will be added to our Safety Induction register and be issued a vest and hat which is required while working.

Your responsibilities as a Volunteer

Under the Work Health and Safety Act 2011 Volunteers are now considered workers, therefore requiring them to comply with the duties that apply to all workers under the act:

- Not to expose themselves or others to work safety risks
- Cooperate with MCAV personnel in relation to work safety
- Comply with all safety instructions
- Use equipment supplied for work safety at the workplace correctly
- Report any risks, illness or injuries to you're the Safety Officer or Event Coordinator

Remember, safety is everyone's responsibility!

General Safety Considerations

Fatigue – if you feel fatigue taking over then talk to your Coordinator. Make sure you vary your tasks and take regular breaks.

Stress – all work involves some responsibilities, problems, expectations and pressures. Stress is a person's reaction to these demands. If you feel like you can't cope please talk to your Coordinator or Safety Officers

Working with People - Customer service & Handling Complaints - Remember it's not you personally that's the problem...it's the problem itself!

- Stay calm and in control
- Listen carefully
- Display empathy
- Identify the issue
- Do not apportion the blame
- Resolve the problem
- Seek assistance from immediate supervisor, Event Coordinator or Safety Officer

Mandatory Site Requirements

- Obey all safety signs and barricading
- Do not enter Construction areas unless you hold the appropriate certification
- Always obey speed, parking and vehicular restrictions. Speed limit in Entertainment Zone and campgrounds is walking pace
- Do not enter unauthorised or restricted areas at any time
- Smoking is not permitted in any building or enclosed venue in the G2G site
- No glass is to be brought into the Entertainment Zone
- Workers must not be under the influence of alcohol. Those who are suspected or caught being under the influence of alcohol while on shift will be asked to leave the G2G and will not be allowed to return.
- The person may also forfeit the option of volunteering in subsequent years.
- The MCAV has a zero tolerance policy to illegal substance use at the G2G
- Violence, bullying, sexual harassment, pranks and racial vilification are not tolerated. Offenders will be removed and the Police contacted if required.

Manual Handling

Manual handling is not just about lifting heavy objects, it includes any activity requiring the use of force exerted by a person to lower, push, pull, hold or restrain a person, animal or object. Placing boxes and other items on shelves, painting, gardening, cleaning, writing and typing are some examples of manual handling tasks.

Manual handling injuries include:

- strains and sprains
- neck and back injury
- slips, trips and falls
- cuts, bruises and broken bones
- occupational overuse syndrome (OOS), once known as RSI

Ways to reduce the risk:

- lighten loads (break loads into small quantities);
- reduce bending, twisting, reaching movements;
- use team lifting;
- use mechanical assistance (eg. trolleys and adjustable height workbenches and seating); and
- prevent muscle strain and fatigue. This includes warming up before working, setting aside time for rest breaks, and allowing time to gradually get used to a new job.

The infographic is titled "SAFE LIFTING PROCEDURE" and is set against a dark blue background with an orange header. The header contains the "workplace safety" logo on the left and the title "SAFE LIFTING PROCEDURE" in white text on the right. Below the header, four numbered panels illustrate the steps of safe lifting. Each panel shows a man in a white shirt and black trousers performing a specific action. Panel 1 shows the man standing close to a box. Panel 2 shows him crouching to pick up the box. Panel 3 shows him standing and holding the box. Panel 4 shows him standing and holding the box with his feet pivoted. Below each panel is a numbered list item with a description of the step.

1 Get close to the object.

2 Bend at your hips and knees.
Get a good grip – gloves may improve your grip.

3 Lift smoothly and slowly, keeping the object close to your body.
Keep the load between your knees and shoulders.

4 Pivot with your feet instead of twisting your back.

ACT Occupational Health & Safety
Commissioner

workplace safety
worksaftey.act.gov.au

Slips, Trips & Falls

Causes of Slips, Trips & Falls include:

- Slippery surfaces
- Sudden changes in floor surface and levels
- Unsatisfactory lighting
- Unsuitable clothing and footwear
- Obstructions in work areas and access ways
- Moving or falling objects

Ways to reduce the risk include:

- Wear appropriate footwear
- Clean all spills immediately
- Place “slippery floor” signs in public areas when spills are being cleaned or the floor is wet
- Keep floors and walkways free of stock, boxes, cartons, equipment, electrical cords and rubbish
- Maintain clear visibility when carrying loads

Hazardous Substances

A hazardous substance can be any substance, whether solid, liquid or gas, that may cause harm to you. We use hazardous substances almost every day of our lives. It may be antiseptic for a cut, paint for the walls, or a cleaning product for the bathroom or toilet.

They may seem harmless, but even these ordinary things can make you very sick if they are used incorrectly. Harm to health may occur suddenly, such as dizziness, nausea and itchy eyes or skin; or it may occur gradually over years, such as dermatitis or cancer.

Remember:

- follow safe work procedures
- always correctly wear the appropriate safety equipment if required
- do not eat, drink or smoke while working with a hazardous substance
- do not keep food or drink near the substance
- wash your hands and face and other exposed areas with soap and water before going to the toilet or eating and drinking
- read all safety information available to you about the substance

An example of hazardous substances found at the G2G site may include, but are not limited by, the following:

- paints
- glue
- LPG and other fuels and oils
- Solvents
- cleaning products
- timber
- dusts
- synthetic mineral fibres

Electrical Safety

- All outages, electric shocks and/or short circuits must be reported to MCAV management
- All portable electrical appliances, including hand tools, power boards and extension leads, **MUST** be tested and tagged in accordance with AS/NZS 3760:2010(Australian Standard) and display a current tag
- All leads **MUST** be elevated at least 2m above ground wherever reasonably practicable
- All portable electrical appliances must be earthed and have a portable earth leakage circuit breaker
- Disconnect broken appliances, and have frayed cords or broken power points replaced
- Even after a piece of electrical equipment, appliance or machine has been disconnected from the power source, it may still partially operate. This is because of stored energy within the equipment. After disconnecting the power source, activate the machine or appliance to release the stored energy
- Always switch off appliances at the power point before you pull out the plug
- Keep electrical cords off the floor to reduce the risk of damage from drag or contact with sharp objects. A damaged electrical cord can cause a fatal electric shock
- Generators and lighting towers **MUST** only be attended to by authorized personnel. If you see a problem with a generator or lighting tower please notify the Event Coordinator or one of the Safety Team via UHF Ch 14

Plant and Equipment

Vehicles must **NOT** move in the Entertainment Zone during the festival from 9am – 1.00am, and all vehicles requiring access must obtain a vehicle pass. Restricted access is granted for approved service vehicles (including security vehicles) to the camping areas only.

Large plant such as scissor lifts, forklifts, boom lifts, excavators or trucks can **ONLY** be used by certified persons. If you do not have the appropriate licence or an Elevated Work Platform (EWP) ticket you **CANNOT** use them. Additional training may also be required from the MCAV Safety Team before you start work, confirm with Event Coordinator or Safety Team.

All licences and certifications for use of Plant and Machinery **MUST** be presented to G2G Site Office and approved before an MCAV vehicle licence is granted for use onsite.

All keys and ignition devices for plant onsite **MUST** be signed into G2G Site Office upon completion of work. When working with mechanical equipment, Personal Protective Equipment (PPE) is to be worn, and can include protective gloves, arm guards, safety glasses, hard hats, and safety boots and harnesses.

Any faulty equipment should be tagged so that it cannot be used until it is replaced or repaired. Please notify the Event Coordinator or G2G Staff of any faulty equipment. Only the person who attached the out of service tag may remove it.

The movement of plant and equipment throughout the site **MUST** be accompanied by a spotter.

Working Outdoors

When working outdoors, extra provisions are to be made to prevent over exposure to UV radiation. In Victoria UV radiation peak times are between 11am – 3pm during daylight saving time from November – April. Sunscreen should not be used as the first measure for reducing sun damage; the most effective way of reducing UV radiation exposure is to use a combination of protection methods, including:

- avoiding the UV radiation peak periods of the day
- working under natural or artificial shade (awnings, trees, umbrellas, structures)
- using protective clothing (long clothing, hats, sunglasses)
- applying sunscreen (SPF 50+ every 2 hours)

Personal Protective Equipment

All Volunteers for the MCAV G2G must adhere to the equipment and Personal Protective Equipment (PPE) requirements for their specific area. Prior to commencing work onsite your Coordinator will advise you of these requirements, examples of which are listed below. Please be aware that if you fail to adhere to the requirements you may be asked to leave the area.

- overalls
- safety hats
- safety boots
- safety glasses
- hi-visibility vest
- gloves
- goggles
- respirators / face mask
- ear muffs / plugs
- sunscreen

Please be aware that if you fail to adhere to the safety requirements you may be asked to leave the area. If you feel you are performing a task that requires safety equipment which has not been provided please notify your Coordinator immediately.

Please bring appropriate PPE, ie. boots etc, with you to the site. Specialised PPE will be supplied as required.



Working at Heights

Ladders and stepladders should only be used for very light work where there is no danger of overreaching and the worker can steady themselves at all times. Ladders and stepladders need to be high enough for the job so that the worker does not have to stand higher than 900 mm from the top (for single and extension ladders) or the third tread from the top plate of a stepladder.

If you are uncomfortable or concerned about working at heights then you should not be doing it. Before deciding to use either a ladder or stepladder the following options should be considered:

- Can the job be done from the ground?
- Can the job be done using an extension tool?
- Are there safer options such as a temporary work platform available?
- Is the ladder or stepladder in good working condition eg damaged or missing rungs/steps?

Safe Use of Ladders

Ladders should only be set up on firm flat surfaces. Single and extension ladders should be fixed against movement and/or footed by another person. When using a ladder the following rules apply:

- Ladders may be used at a slope of no greater than 4 in 1
- Maintain three points of contact with the ladder at all times
- Minimise the weight of tools
- Do not place a metal ladder close to electrical wiring
- Ensure nobody is working below the ladder
- Do not place a ladder in front of a doorway
- Do not over-reach as it may result in loss of balance
- Make sure that the surface on which the ladder is placed can support the load
- Do not allow more than one person on the ladder at the same time
- Always face the ladder when working and moving up and down the ladder

Safe Use of Stepladders

As with the use of ladders, stepladders must also be in safe working order and set up on a firm level surface. A stepladder in safe working condition has clean un-damaged treads, secure locking devices and firmly attached feet to prevent movement. Do not use a stepladder in situations where a ladder is the safest option. Most of the rules applying to the use of ladders are also applicable to stepladders however there are some specific rules that apply for stepladders. They are:

- Ensure that legs of the stepladder are securely locked into place
- Only work on a stepladder for a maximum of 15- 30 minutes at a time
- Only carry light materials and tools (up to 10 kg)
- Maintain both feet on the same tread at all times
- Minimise side-on working

Site Amenities & Facilities

There are 4 blocks of Toilets & 3 blocks of showers these are in camping areas and the entertainment zone. In addition, throughout the site, are portaloos and several disabled toilet blocks. There are contracted cleaners to ensure the facilities are clean, if you think a facility needs attention, please contact Scott Jennison.

First Aid is located adjacent to the MCAV coordination centre and will be manned 24/7 from 9am on Friday 11th January until the venue closes

Evacuation & Emergency Procedures

In the case of a venue or area evacuation, G2G Wardens and Venue MC's will direct you to a nearby assembly area. Do NOT return to an evacuated area until instructed to do so.

In the event of an internal site evacuation, Venue Managers and G2G Wardens will direct you to the internal evacuation point located in front of the stage, adjacent to the bar.

In the unlikely event of a whole site evacuation, the alert will be sounded through the PA system and Venue MCs.

Wardens will direct you to the closest assembly area, and are identified by Hi-Vis vests. You must follow all instructions given by Wardens at all times.

Injuries & Incident Reports

All injuries and incidents on site must be reported to your Coordinator and/or Shift Manager by completing an Incident Report. Incident reports are also available from the Event Coordination Centre or from the Safety Team. The Incident Report must detail what you saw and the actions that you took. This can be important for maintaining a safe workplace. Incident Reports can also serve as evidence for further investigation and must be accurate accounts.

Incidents include:

- Identified hazards and risks
- Dangerous occurrences
- Near misses

Emergencies & First Aid

For all life threatening Emergencies, Fire, Medical or other call 000, then notify the Event Coordinator.

For all other Emergencies please notify the Event Coordinator directly on UHF Ch 14

Upon entering the site or any buildings/venues make yourself aware of emergency exits.

First Aid is available on the site and is located next to the Secretaries tent adjacent to the bar. Please take a moment to make yourself aware of the First Aid location.

EMERGENCY CONTACT NUMBERS:

Emergency: 000 then
0429 587 460

First Aid:
UHF Ch14 then
0429 587 460

What to do if someone is injured:

- Remain calm
- Assess the injury
- If injury is life threatening contact 000 immediately and request an ambulance. You will be asked to state your address, specific location and contact phone number
- Contact Management through UHF Ch 14 and advise them of situation, your location and actions taken
- Do not move the injured party unless there is an increased risk of danger where they are currently located
- Ensure the area is safe and poses no further risk, if necessary barricade the area off from the general public
- Assist G2G Management, the Safety Officer and Ambulance when they arrive on the scene
- Complete an incident report as soon as possible post incident

www.worksafe.vic.gov.au

Contact Numbers

Event Coordinator: Scott Jennison (M):0429 587 460

Wangaratta Police Station: 000

Safety Coordinators: Chris Lewis (M):0458 941 599
Scott Jennison (M):0429 587 460

Event Coordination Centre:
Anna Francis 0409 884 459
Georgie Connan 0458 300 008

Security Company: Nationals Operation Network
1300 857 539

Communications: UHF Ch 14

NOTES: