



WHS INDUCTION MANUAL

OCCUPATIONAL HEALTH SAFETY & WELFARE POLICY

SYDNEY ST PATRICK'S DAY
PARADE AND FESTIVAL

Mission statement:

To deliver to the greater community of Sydney a St Patrick's Day Parade that is world class, professionally organised, and reflects the true nature of a progressive, diverse and modern Irish community.

Overview:

In its pursuit of quality in all aspects of The St Patrick's Day event, the committee recognises the significance of integrating health and safety into all organisational activities. Through its management structure and with the support of all stakeholders and visitors, the committee will provide and maintain the highest possible standards in health, safety and well being for all employees and volunteers while they are at the event.

Aims:

To prevent injuries to and illness of volunteer, stall holder's staff, event contractors and visitors and to minimise property damage due to accidents.

To fully integrate health and safety with all other operational functions of the event so that all staff, volunteers and visitors are working with:

- a safe working environment;
- safe systems of work;
- plant and substance in a safe condition;
- appropriate knowledge and information about hazards in their work area and adequate instruction, training and supervision;
- adequate facilities including access to medical health and first aid services;
- an effective means of consultation and communication on health and safety issues;
- an effective system for monitoring their health, welfare and working conditions;
- an effective mechanism for reporting, recording and investigating hazards identified and /or work-related illness and injury.
- Objectives:
 - To identify and evaluate existing hazards and to implement suitable control measures to prevent injury or illness.
 - To minimise the introduction of new hazards.
 - To inform staff, volunteers and visitors about the hazards remaining and instruct them in safe ways of working with them.
 - To gain the co-operation and support of the stakeholders in following safe working procedures and practices.
 - To minimise the severity of injuries, illness and property damage when accidents do occur.

First Aid:

Site Office - If you are working under the direction of a contract company based on site (not under direct event management supervision) contact your site office for First Aid assistance.

First Aid Event Procedures - If you are working under direct supervision of an event staff member and you require First Aid contact your coordinator

Security - Contact either your Site manager or the event Security Co-ordinator according to the situation.

Accident Reporting - Accidents (unplanned event which causes injury and/or damage to property and/or equipment) and near misses must be reported to the event operations Manager as soon as reasonably practicable.

VOLUNTEERS Work Health and Safety Information:

Introduction

The St Patrick's Day Committee, the company or organisation, for whom you are working, is required under WHS legislation to treat you as though you are an employee.* This means they are required to provide you with the same 'duty of care' as all other employees, in terms of health and safety provision, information, instruction, training and supervision.

As volunteers you are probably young, keen and out to impress. But you are also likely to be relatively inexperienced and still developing the practical skills and competencies you need to do the work effectively, efficiently and safely!

Your health and safety whilst engaged in work activities should be taken seriously, with a lifetime of work ahead of you, it is important that you do not compromise your future career and prospects by not working safely, or by exposing yourself to unnecessary risks to your health.

*Meaning of worker

(1) A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or

- (h) a volunteer; or
- (i) a person of a prescribed class.

Work Health and Safety Act 2011 (Part 1 Division 3 Subdivision 2 Section 7) NSW

General Event Information:

The annual event is a celebration of Ireland's National Day and celebrates the struggles, conflicts and triumphs of the early Irish pioneers and their contribution and that of their descendants towards Australia's present infrastructure and multi-cultural society.

The Sydney St Patrick's Day Parade is one of the oldest parades held in Sydney. It has been in existence since the mid 1800's.

In 2024 the St Patrick's Day Parade & Festival to be held on Sunday 17th March. It is the aim of the committee to ensure that this event continues to develop and is maintained as an annual Sydney event.

The date is determined by the closest Sunday to St. Patrick's Day being 17 March each year. On the day this year!

The following information is intended to provide you with an overview of the arrangements which should be in place to achieve the required standard. More specific information should be obtained from your employer, or organisation normally via your workplace induction or your supervisor.

Induction:

All volunteers and employees are expected to receive and review in full this WHS Induction manual. This provide you with all the essential information about the safety requirements.

Additional information such as work activities undertaken, layout of premises, site hazards, emergency arrangements and health and safety procedures will be provided.

Safety Policy:

A company, if it employs five or more people, should have a written WHS Policy, in accordance with legislative requirements. It sets out the general principles, organisation, responsibilities and arrangements in place, to ensure that the employer meets its statutory 'duty of care' to staff, visitors, contractors and members of the public.

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 St Patrick's committee and event staff 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 your Coordinator, Shift Manager or Safety Team

Remember, safety is everyone's responsibility!

Emergency and Fire Procedures:

All premises and venues have specific emergency and fire procedures. Normally this is indicated by the sounding of an alarm bell and you will be required to vacate the building or venue immediately and assemble at a designated point. This should be fully explained to you as part of your induction. Please ensure you know what to do and where to go when alarms are activated.

Fire Wardens are normally assigned to premises; they have undergone additional training and will assist in ensuring the smooth evacuation in the event of a fire. Any instructions issued by Fire Wardens must be obeyed.

Practice fire or emergency drills often take place periodically, and in some premises alarms are tested at the same time, on a weekly basis. You will be advised if this is so as part of your induction.

Always treat fire alarms seriously; your life and that of others may depend upon it

First Aid Management:

There will be a stationary first aid station located near the entrance of Dawes Point Park to be manned by St John Ambulance (TBC).

Along the parade route first aid can be provided by one of the service organizations participating in the parade. Alternatively St John can be notified by contacting Parade manager, Caroline Quinn Kidd.

Any medical emergencies should be notified to parade Marshalls who will follow the emergency procedure flow chart.

Accident Incident Reporting:

If you suffer an accident, or narrowly escape injury due to some incident, it must be reported to your supervisor and be recorded in the Accident Book, or on an internal Accident/Incident report form. This ensures that The St Patrick's Day Parade Committee is aware of any accidents/incidents and can instigate measures to prevent a re-occurrence. It also enables the St Patrick's Day Parade Committee to fulfil its legal obligation to report particular types of accidents and incidents to Workcover NSW

Electrical Safety/Personal Equipment:

The Electricity at Work Regulations sets out the framework within which the organisation operates in respect of electrical safety. All portable electric appliances should be subject to a regular regime of inspection and testing and have a label attached to the appliance to indicate that it is safe to use.

Leads and Cables

All leads must:

- be industrial quality;
- not be frayed or have wiring exposed;
- be protected from the weather;
- be off the ground;
- not be twisted, crushed or kinked;
- be secured and clearly identified;
- not create a tripping hazard;
- Ends must have plastic protective covers.
- In the event it is not possible to keep leads off the ground, appropriate controls must be implemented with consideration being given to the use of covers.
- Cables must be protected against contact with sharp edges or heavy loads.

Electrical operations must be undertaken by competent persons accredited under relevant state and territory legislation and, in particular:

- all portable generators must comply with current AS2790 and be fitted with an earth leakage device;
- all electrical installations, materials and fittings must conform with the current AS3000 series;
- all temporary electrical installations must comply with AS4249;
- inspection and testing of electrical operations must comply with AS3760;
- danger tags shall only be removed by authorised personnel;
- earth leakage and residual current devices must be used.
- appropriate fire extinguishers must be available;

If there is any concern relating to procedure, the relevant authority must be contacted for clarification prior to work beginning.

Manual Handling:

Many tasks and activities undertaken on behalf of your employer may involve manual handling tasks. If your job involves such activities then you should ensure that you receive appropriate manual handling training.

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 (e.g. 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.

For loads that can be carried by the individual:

- Stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load
- always try to lift when standing or at least half squatting rather than kneeling or not using your legs
- keep your back as straight as possible and chin tucked in whilst lifting and carrying
- always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going
- do not twist your body to change direction, use your feet.

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

Team lifts:

- ensure one person is in charge during a team lift
- designate the route of movement prior to the lift and remove any obstacles or obstructions
- where possible, ensure members of a team lift are of a similar height
- position people for the lift having regard to the size, shape and balance of the load.

Control of Substances Hazardous to Health (CoSHH):

A broad range of employees routinely handle, use and dispose of potentially hazardous substances. Legislation exists which require those who control and/or undertake such work, to ensure that those activities are done in such a way, so as to minimise the associated risks to the health and safety of individuals and to the environment.

You must always be aware of what you are using, how to use it, and what precautions to take and how to safely dispose of the substance. Safety Data Sheets (SDS)* and a CoSHH assessment must be available to you, which clearly details the required information, before you use the substance.

*A Safety Data Sheet (SDS), previously called a Material Safety Data Sheet (MSDS), is a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace. For example an SDS includes information on:

- the identity of the chemical,
- health and physicochemical hazards,
- safe handling and storage procedures,
- emergency procedures, and
- disposal considerations.

The SDS should always be referred to when assessing risks in the workplace.

Note;

SDS Commenced 1st January 2012

MSDS will continue until December 31st 2016

Tools and Equipment:

The use of tools and equipment may expose you to risks to your health and safety. To minimise the risk, it is important that you use the right tool for the job, only use tools and equipment for which you have been trained to use and, always work according to instructions received and the specified procedures. It is advisable to check all tools and equipment prior to use and report any defects to your supervisor. This protects you, but may also prevent accidents and injury to others who may need to use the tools and equipment after you.

Personal Protective Equipment (PPE):

Where your work exposes you to physical hazards, control measures should be implemented, so as to minimise the risk of exposure to that hazard. These controls, may as a last resort, require the provision and use of personal protective equipment.

Such equipment should be provided to you free of charge and be suitable for the intended purpose. However you are required to ensure that it is used, when required and as directed. You are also required to take reasonable care of the equipment provided and to report any defects or faults. You may require training in the use and care of any PPE provided for your use. Ask if you are in any doubt about the equipment provided for your use.

Housekeeping

Good housekeeping is essential. All work places must be hygienically maintained and regard given to any adverse impact on adjacent work places. All passageways and walkways must always be kept clear and unobstructed .

Special considerations in relation to animal use

Include:

- Engagement of suitably qualified and experienced animal wrangler/s and, where necessary, veterinarian/ s;
- Animal contact and possible disease transmission;
- Distance between and potential contact between animals, performers, crew, audience and general public;
- Well-being of the animals; potential problems with the animal/s' performance;
- Appropriate facilities to house feed and transport the animals in hygienic conditions without affecting the hygiene of nearby areas;
- Disposal of animal waste;
- Contingency plans developed in consultation with animal handlers in relation to emergencies.

Health & Safety Training:

The employer is required to provide you with all necessary information, instruction, training and supervision to ensure, as far as is reasonably practicable, your health, safety and welfare, whilst at work. Often the host employer will identify your specific training needs during the induction period. Do not attempt to undertake tasks for which you have not been trained. If in doubt, ask your supervisor.

Final note:

Understanding the principles of health and safety in the workplace and adopting safe working practices from the start should ensure that your work with The St Patrick's Day event is an enjoyable and safe experience