

Curtin University



# EVENTS: HEALTH, SAFETY AND EMERGENCY MANAGEMENT GUIDE





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# In Case of Emergency

## Curtin's Emergency Numbers

For life-threatening emergencies (Fire, Police or Ambulance):

- Call 0 000 from an internal phone
- Call 000 from an external or mobile phone

For general Security assistance including non-life threatening emergencies:

- Call 4444 from an internal phone
- Call 9266 4444 from an external or mobile phone

SafeZone - Bentley campus:

- SafeZone is a FREE App for all students and staff that connects you directly to the University's Security team when you need help or first aid.
- Download the SafeZone App FREE at [safezoneapp.com](http://safezoneapp.com) or from the iTunes App Store or Google play.

# Emergency Evacuation

- On hearing the alert tone immediately proceed to the nearest exit.
- Exit the building in an orderly manner.
- All doors should be closed.
- Assist others to evacuate.
- Do not use the lifts (elevators).
- Move to your building assembly point unless otherwise instructed.
- Remain at the assembly area until instructed to leave by a warden or emergency services personnel.
- Do not re-enter the building until informed that it is safe to do so by a warden or emergency services personnel.

Evacuations diagrams are located in all buildings, and will identify your muster point / assembly area and available fire equipment. [For further information contact Emergency Management](#) or your event co-ordinator.

# Automatic External Defibrillators (AED)

An AED is a small, portable easy to operate medical device designed to deliver an electrical shock to a person who is having a Sudden Cardiac Arrest (SCA). They are designed to be used by a first responder who is usually a non-medical person to save the life of a cardiac arrest victim.

AEDs have been installed in strategic positions at selected Curtin campuses. Follow this link to find your nearest [AED locations](#).



# Reporting Incidents and Hazards

All incidents and hazards arising during the event preparation and on the day of the event **MUST** be reported to Curtin Health, Safety and Emergency Department (HSEM) as soon as practicable.

An incident report can be completed [online](#).

**Please contact HSEM on: 9266 4900 for any enquiries.**



# Structures

Many activities during events will require the assembly of temporary tents, marquees, stages, tiered seating or other structures. Structures must be correctly assembled to ensure that there are no hazards which could injure Curtin staff, students, event organisers, stall holders or members of the public. Stages must be accessible to people with disabilities. Refer to [Curtin DAIP](#).

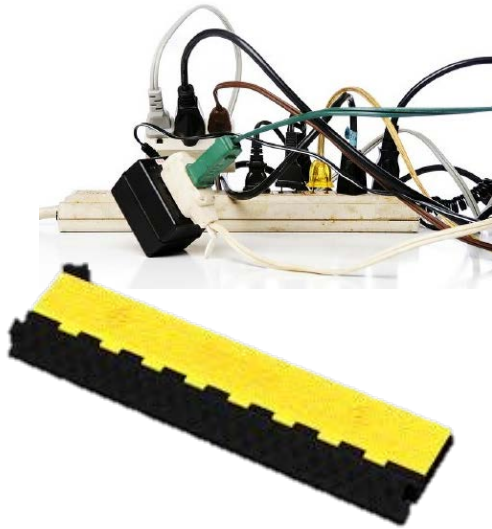


## Hazards / Controls

1. Poor ventilation / air flow –
  - *Open available windows and entry/exit points to allow air flow, consult with your supplier/contractor for advice*
2. Manual handling when erecting structures -
  - *Use correct manual handling techniques when erecting or dismantling structures. (Refer Manual Handling and Ergonomics section)*
3. High temperature and humidity in the structure -
  - *Ensure entry points are wide and open*
  - *Ensure entry points are free of obstructions Eg: Tables, signs*
  - *Consider installing fans to circulate air (refer to Electrical section)*
4. Busy entry and access points -
  - *Ensure activities are kept away from entry / exit points*
  - *Consider appointing a meet and greet person at the entry point to assist with pedestrian traffic flow. Keep entry/exit points clear at all times*
5. Poor traffic flow and congestion -
  - *Arrange tables to create smooth traffic flow e.g. straight lines*
6. Pegs in the ground disrupting underground services -
  - *Stakes, pickets, posts etc must **not** be driven into the ground anywhere on campus.*
  - *Make sure structures are secure*
7. Collapsing structures -
  - *Ascertain your space requirements in advance of the day. Contact Properties for assistance and Room Bookings at least 14 days prior to the event - (Ph) 9266 2020 to confirm requirements*
8. Not enough space –
  - *Ensure structure is of sufficient size to cater for expected capacity.*

# Electrical

Correct set up and maintenance of electrical equipment is vital for ensuring health and safety requirements are maintained at the Curtin Events. Electrical cords may be subject to damage from weather, sharp edges and rough surfaces on the day, so they will need to be correctly protected. Contact Properties for help with electrical installations on 9266 2020 at least 14 days prior to the event. All electrical equipment is to be inspected prior to use. Any damaged cords or equipment is to be tagged “Out of Service” -



## Hazards/Controls

1. Tripping on electrical cords -
  - All power leads and cables are secured
  - Electrical cords running along the ground are to be taped or covered with cable covers.
2. Electrocutation -
  - All portable and hand held equipment is to be RCD protected (No domestic RCD's to be used. Orange box type preferred)
  - Keep cords away from wet/damp sources eg: water, dewy surfaces
3. Damaged/frayed cords -
  - Ensure all portable electrical equipment, sockets and plugs are tested and tagged in date. Inspect all electrical equipment prior to use. Testing and tagging to be done by qualified personnel only.
4. Fire -
  - Ensure all power cords are not frayed or damaged. Do not use if damaged and do not try to repair them. Tag 'Out of Service', discard or send for repair
  - Unplug small appliances when not in use
5. Overloading of power boards and adapters -
  - Use power boards with an internal overload protection switch, instead of adapters if multiple sockets are needed. No more than 1 power board or 1 extension lead per each socket outlet.

Please refer to Curtin's [Electrical Safety Procedures](#) for more information on electrical safety or contact Properties on 9266 2020 for further assistance.

# Floors

Floors in all indoor and outdoor structures may lead to slips, trips and falls. These floors may have busy pedestrian flow during your event or activity, so it is important that all floor areas are in good condition, kept clean and includes the necessary protection/surface to prevent slips, trips and falls from occurring.



## Hazards/Controls

1. Slippery/ wet floors -
  - *Use non-slip mats on slippery surface.*
  - *Ensure floors are kept clean and dry by having cleaning kits and wet floor signs nearby*
2. Uneven surfaces -
  - *Clearly mark uneven surfaces and stairs with safety tape*
3. Protruding objects on the floor -
  - *Identify any protrusions and have removed or taped off. Position cones or barricades to secure the area*
4. Stairs / elevations -
  - *Keep stairs clean. Inspect and sweep regularly*
5. Holes and depressions -
  - *Cover holes or small depressions with a sign, barricades or cones*
6. Unlit or poorly lit walkways -
  - *Ensure walkways have adequate lighting. Consult with Properties if additional lighting is required, at least 14 days in advance of the event (Ph) 9266 2020*
7. Disability Access -
  - *Walk through area prior to the time of the event to identify any hazards and rectify accordingly*

**Please be aware that activities assembled on grassy areas may form dew puddles during the morning and will require extra attention to ensure that the floors are not slippery.**

# Manual Handling and Ergonomics

Preparation for all events and activities will require many manual tasks (carrying, pulling, pushing and lifting) which may cause muscular stress and injuries on the body. Planning your activity preparation before your event, will ensure manual handling tasks aren't rushed and equipment is readily available. Ergonomics include standing for long periods of time or undertaking repetitive tasks i.e. filling multiple balloons with helium.



## Hazards/Controls

1. Musculoskeletal injuries -
  - *Plan ahead and use Properties if needed*
  - *Keep the load close to the body*
  - *Ensure staff who are undertaking manual handling are capable of the tasks*
2. Repetitive movements –
  - *Take regular breaks and rotate tasks*
3. Awkward postures -
  - *Avoiding twisting and bending*
  - *Request assistance for heavy or awkward loads*
4. Handling heavy loads -
  - *Test the weight of the load prior to lifting*
  - *Have lifting equipment readily available to assist with heavy/awkward loads*
5. Dropping loads -
  - *Wear appropriate footwear and clothing when handling items*

**Prior to the event call: 9266 2020** and arrange for lifting equipment or assistance from Properties if required. (Eg: trolleys)

Refer to the [Ergonomics and Manual Tasks Guidelines](#) and [Manual Tasks Code of Practice](#) for more information on Manual Handling.

Email [ergonomics@curtin.edu.au](mailto:ergonomics@curtin.edu.au) if you require training prior to the event

# Ladder Safety

A portable ladder is primarily used for gaining access to areas above or below the ground, or other levels that are not provided with permanent access. The risk of injury in a fall is significant. Work undertaken with ladders should be restricted to light duty work that's performed for short periods of time. –For further information refer to [WorkSafe's Working at Heights document](#).

## Hazards/Controls

### 1. Ladder collapses -

- *Position ladder with the treads facing the work activity ensuring the spreader braces are fully opened and locked.*
- *Only one person at a time on the ladder*
- *When the ladder is set-up for use, it must be placed on firm level ground and without any type of slippery condition present at either the base or top support points*

### 2. Fall from ladder -

- *Don't climb or place your feet higher than the third rung from the top. This allows you to grasp the ladder at waist height while working*
- *Always have two hands free to climb up and down (three points of contact)*
- *Work within easy arm's reach of the ladder. Don't lean over the side of the ladder*
- *Wear fully-enclosed, slip-resistant footwear (No thongs or sandals)*
- *Face the ladder when climbing or working on it*

### 3. Equipment dropped from the ladder -

- *Do not work directly over other people. Barricade the work area or limit access around the ladder.*

### 4. Ladder knocked over while in use -

- *Ladders must not be placed in front of doors, in access ways or hallways without ensuring the doors are blocked open, locked closed or guarded and/or access ways and hallways are barricaded while work is in progress*



# Housekeeping

Activity stations and buildings should be kept clean and organised to minimize hazards. People of all ages including children may be present at your event and they may accidentally come in contact with materials that could affect their health and safety. If additional rubbish bins are needed, please contact Properties on 9266 2020 or via their website for on-line requests.

## Hazards/Controls

1. Slips/trips/falls -
  - *Store materials and objects away from main thoroughfares*
2. Contact with sharp and dangerous objects -
  - *Place all sharp or dangerous objects away from the public and high traffic areas*
  - *Always cut away from your body when using sharp implements and ensure appropriate personal protective equipment is used*
3. Fire/explosion -
  - *Remove all flammable materials away from ignition / heat sources*
  - *Complete a risk assessment prior to event, to identify housekeeping hazards and determine controls*
4. Inaccessible fire equipment -
  - *Make sure emergency exits and equipment are free from obstructions with a minimum 1 metre distance clearance*
  - *Have relevant emergency and security contact numbers clearly posted at the marquee / tent entrance*
5. Accumulated Waste -
  - *Place waste bins close to event activities*
  - *Thoroughly clean up event activities and surrounding area.*
6. Hygiene/pests -
  - *Ensure adequate bins are provided, checked and emptied regularly throughout the event*



# Service of Food

If you are selling or giving away food at your event, then food service stalls must be approved, at least 4 weeks before the event, by the Town of Victoria Park. Phone 9311 8111 to obtain a Temporary Food Business Permit (contact Curtin HSEM for further information). Food purchased from Kirribilli Catering does not require approval from the Town of Victoria Park. Food stalls should comply with the requirements of the Food Act 2008, Food Regulations 2009 and the Australian New Zealand Food Standards Code.

## Controls

### Food Handlers

- *People who are sick should not handle food*
- *Food handlers are to thoroughly wash their hands prior to handling food, after going to the toilet and whenever hands may contaminate the food*
- *Gloves must be worn during food preparation*
- *Ensure hair is tied back and/or covered.*

### Food service

- *Take off food preparation gloves when handling money.*

### Food storage

- *Stored food must be protected from contamination and stored below 5°C if cold food, and above 60°C if hot food*
- *Place waste disposal bins near food stalls*
- *Ensure BBQ's and bake stands have correct permits from Curtin University and the Town of Victoria Park. Download and complete the [Event Checklist](#) from the Health and Safety website for assistance.*



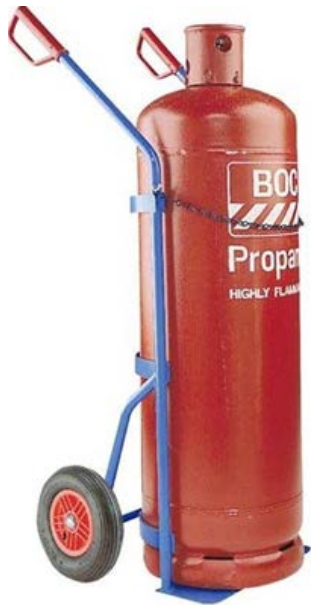
# Hazardous Substances/Dangerous Goods

When you are planning to use Hazardous Substances for activities at your event, please consider the following:

- Ensure all activities using hazardous substances have been risk assessed, controls implemented and approved by Head of Area/Supervisor or your event organiser
- Where possible eliminate the use of hazardous substances or substitute with the safest option available
- Ensure adequate and appropriate Personal Protective Equipment is available for every person involved in the activities
- Set age and capacity limits for each activity
- Ensure no hazardous substances in any form are removed by the public from the activity area
- Have the Safety Data Sheet (SDS) nearby for quick referencing.
- Ensure clean up and correct disposal of hazardous substances following completion of all activities

## Hazards/Controls

1. Contact with hazardous substances/dangerous goods -
  - *Ensure all biological and chemicals are locked away or out of reach of children*
2. Gas bottle leak -
  - *Check gas bottle connections with soapy water and make sure connections are fixed firmly prior to use*
  - *Gas bottles are to be secured on a trolley and kept upright or as listed in the SDS. (Trolleys are not supplied with the gas bottle. Please arrange with your supplier or through Properties at least 14 days prior for a trolley to be available)*
3. Chemical spills -
  - *The SDS's for any chemicals used in your activities, will provide the correct procedures for any chemical; spills/emergencies*
4. Fire/explosion -
  - *Keep ignition sources well clear and refer to the SDS for information relating to control of fire or explosions*



# Barricading/PPE/Supervision

Barricading should be used to close off restricted areas or as a means of safe space and physical protection between activities. Adequate and appropriate Personal Protective Equipment should be supplied to all staff and attendees at required activities. This will be determined during the risk assessment for that activity. Each stall should have a competent supervisor at all times, if a supervisor wishes to leave the stall a suitably competent replacement must be organised.



## Hazards/Controls

1. People being injured during activities -
  - *Arrange barricades to allow safe spacing between experiments/demonstrations and spectators*
  - *Provide PPE to attendees and staff if required Eg: safety glasses, hearing protection*
2. Slips, trips and falls -
  - *Identify items that could cause slip, trip or fall hazards and remove, barricade or sign post*
  - *Clean up liquid spills as soon as possible. Have mop and appropriate signage available if liquids are in use in the marquee/tent*
3. Injury due to collision between people/objects/vehicles -
  - *Barricade vehicle access ways close to event activities to prevent access as necessary*
4. Lack of activity supervision -
  - *Ensure there are supervisors present at the events at all times*
5. Fatigue -
  - *Arrange rosters for staff to ensure adequate breaks*

# Service of Alcohol



The service of alcohol will require the granting of an Occasional Liquor License for wine tasting /other Curtin events as well as approvals from Properties.

## What you need to do:

- The Event organiser should apply for an [Occasional Liquor License](#) from the Department of Racing, Gaming and Liquor.
- The Event organiser should contact Properties and organise an approval from the Curtin Executive Office prior to the event.
- Go to [rgl.wa.gov.au](http://rgl.wa.gov.au) for more information on the timeframe to lodge an application for a license
- You must consult Security **6 weeks** prior to the event on (08) 9266 4444 for all paperwork to be confirmed and to address security matters.
- A **risk assessment** will need to be conducted **3 weeks** prior to the event to identify hazards, assess risks and determine controls that need implementing.
- Assign a manager to oversee the stall for the duration of the event
- Rope off area from adjacent stalls, and ensure the stall has three closed sides and one entry point
- Ensure people serving alcohol have their Responsible Service of Alcohol (RSA) certification.

Contact the Department of Racing, Gaming and Liquor at (08) 9425 1888 for more information.

## Q & A

### Q: What do I need to do for my Event/Activity?

A: This depends on what type of activity will be undertaken, however all activities require a documented risk assessment to be completed prior to the proposed event. Some activities will require approved licenses or permits from the Town of Victoria Park and other regulatory bodies. For large events, muster points / assembly areas should be identified and sign posted prior to the event. For more advice contact the Health, Safety and Emergency Management department: **9266 4900** / [HealthandSafety@curtin.edu.au](mailto:HealthandSafety@curtin.edu.au), and / or the Town of Victoria Park: **9311 8111** / [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au)

### Q: Where can I find a risk assessment?

A: The risk assessment template can be found on the Health, Safety and Emergency Management Webpage <http://healthandsafety.curtin.edu.au/> or contact the HSEM department for assistance.

### Q: When should I do a risk assessment?

A: This can be completed as soon as you know what activities you are doing, when it is completed, you will need to send it to your relevant Health and Safety Advisor for review and comment at least 3 weeks prior to the event. <http://healthandsafety.curtin.edu.au/general/contact.cfm>

### Q: Where do I obtain the Safety Data Sheet (SDS)?

A: A SDS is a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace. Contact the supplier of the material and request a Safety Data Sheet (SDS).

**Q: What is considered a structure?**

A: Generally for any event this would include but not limited to tents, stages, marquees, and tiered seating. For some types of structures, permits and structural certificates are required when they exceed a certain size. Contact Health and Safety for further advice.

**Q: Who should I contact regarding electrical equipment and protective coverings?**

A: Please contact Properties on 9266 2020 for all electrical equipment and protective coverings. They can also assist with electrical installations to ensure they are safe. Some electrical equipment may need to be hired, such as additional stage lighting and music.

**Q. We have a performer booked to entertain; do they need Public Liability Insurance?**

A: All performers require their own Public Liability insurance.

**Q. Are your volunteers protected by Curtin's insurance covers?**

Yes. Volunteers – who have an approved role during events, are covered under the University's Personal Accident Insurance. Detailed information on insurance matters can be provided by Risk Managements Insurance Advisor Ph: 9266 3748 or [riskmanagement@curtin.edu.au](mailto:riskmanagement@curtin.edu.au)

**Q. Do stalls have to be manned at all time?**

A. Yes, a designated person must be in attendance during the entire opening times.

**Q. What happens if it rains?**

A. Ensure you have appropriate signage, e.g. "slippery when wet" sign at the entry of your marquee and also take steps to mop up the excess water if it collects anywhere. Make sure all electrical equipment and cords are kept away from sources of moisture. Please contact Properties for signage. Consider alternative arrangements for inclement weather or as per your risk assessment.

**Q. How much distance is required around tables and structures?**

A. Ensure you have a minimum of 1metre wide aisles to allow for adequate walking/disability mobility access, between areas and plenty of exits. Consider what would be required if there is an evacuation and people need to exit your area swiftly in an emergency.

**Q. We are fundraising; can we stage a bake sale and sell our home made goods?**

A. Any food prepared for provisional sale to the public (including Bake Sale items) are required to have been cooked in a health department approved kitchen. The Town of Victoria Park can approve kitchens for this purpose.

**Q. Can foods be given away to the public?**

A. Only low risk food such as lollies, individually packaged cakes and biscuits and food samples that have been purchased from a retail business can be given away to the public without requiring a temporary food stall permit.

**Q. When is a temporary food permit required?**

A. Temporary food stall permits are required when any foods (excluding low risk foods) are to be provided or sold to the public. This does not include private functions or Curtin only events. Contact the Town of Victoria Park for temporary food stall permits.

**Q. What is a Curtin only event or private function?**

A. Any event or function that is invitation only or that is only open to Curtin staff or students. Eg. Private dinners, Gallery exhibition openings or Staff Christmas functions. Please contact HSEM for further information on whether your event is classified as a function.

**Q. Do we need temporary food stall permits for foods provided by approved caterers on Curtin Campus?**

A. Food purchased from Kirribilli Catering does not require approval from the Town of Victoria Park.

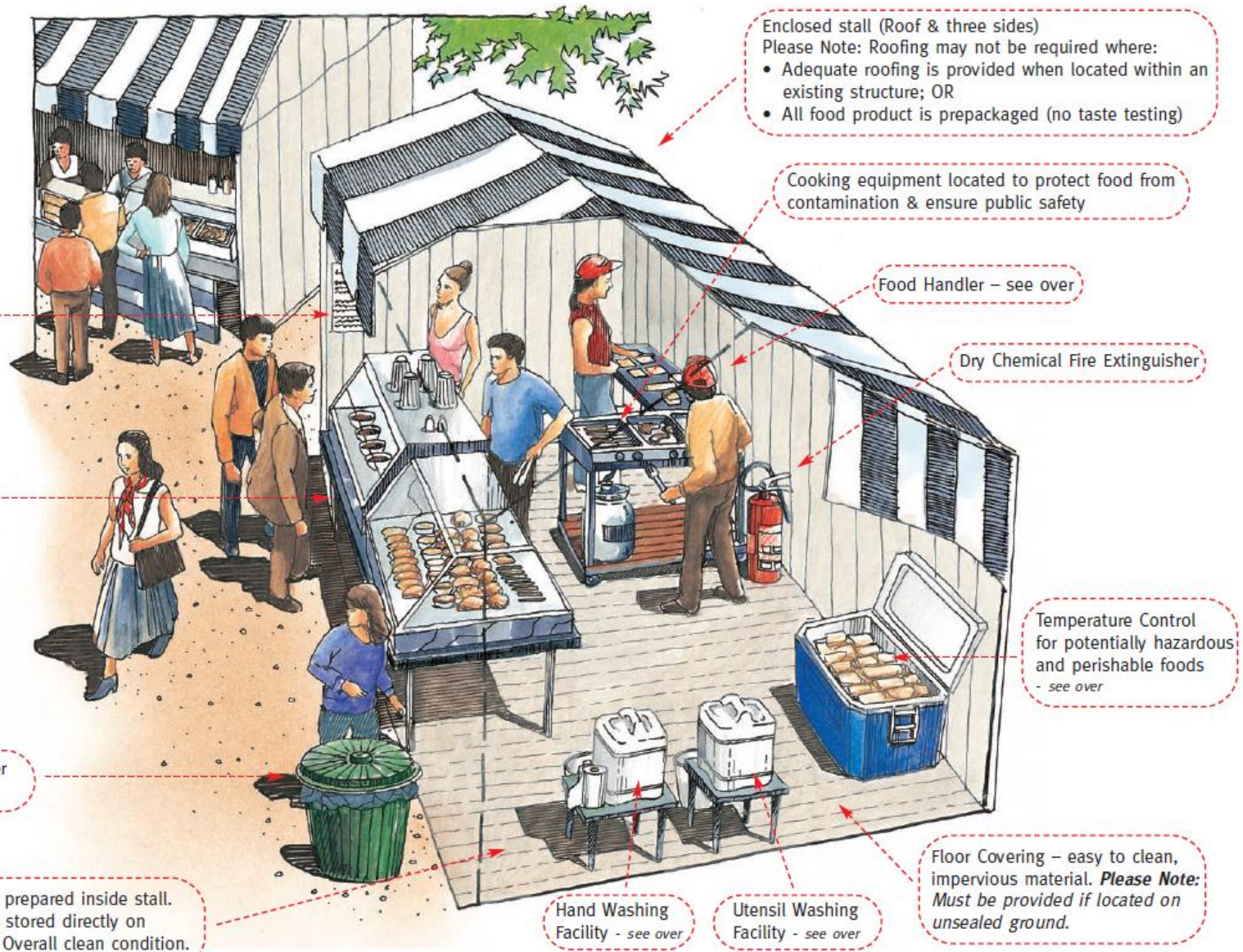
**Note: If you are still unsure if your event requires a temporary food stall permit please contact the Town of Victoria Park.**

(Please download the Event checklist from the Health, Safety and Emergency Management website to assist with arranging your event).

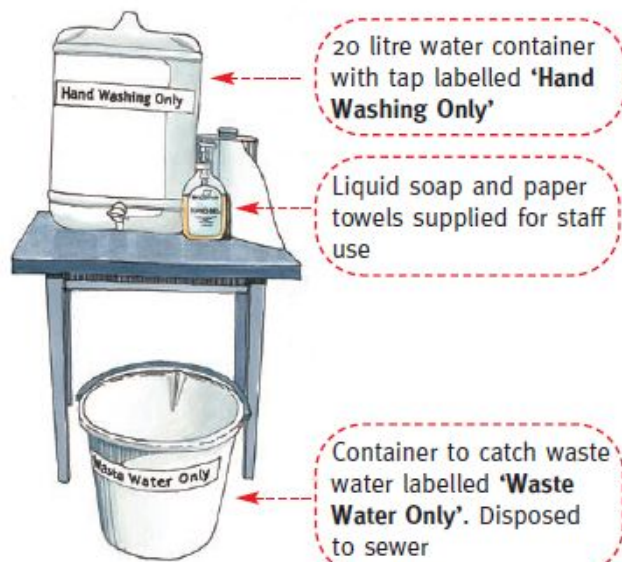
**Q. Where do I find information relating to campus venues / room bookings?**

A. Venue information can be found at: [http://roombookings.curtin.edu.au/venue\\_info.cfm](http://roombookings.curtin.edu.au/venue_info.cfm)

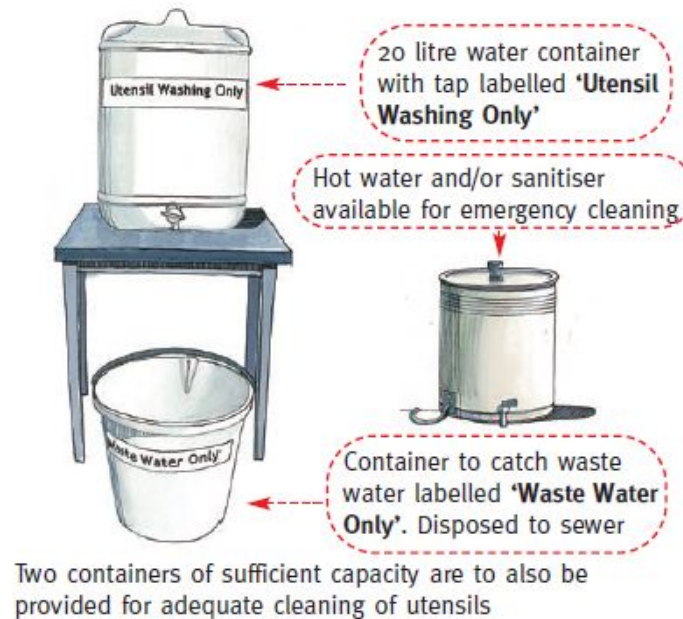
## ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



## Minimum hand washing facilities



## Minimum utensil washing facilities



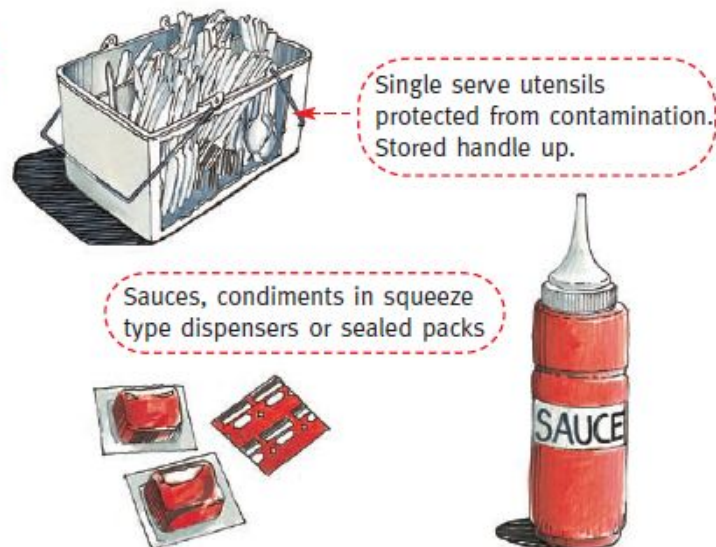
## Food Handlers



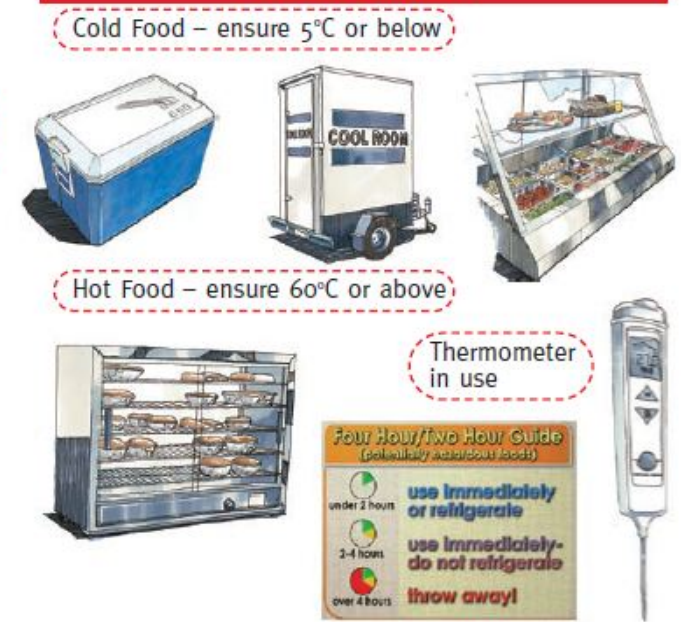
## Food display, food protection, taste testing



## Sauces, condiments and single serve utensils



## Temperature control of potentially hazardous food



For further information on this topic, please contact Council

## Gas safety checklist for caterers, food outlets and others at public venues

### Gas appliances

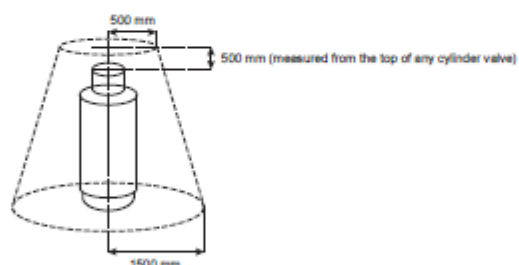
Checklist	Yes	No
Are gas appliances designed to be used outdoors (barbecues and the like) installed outdoors?		
Are indoor gas appliances to be used and is there adequate ventilation and fluing?		
If commercial gas appliances are to be used, then are they fitted with exhaust hoods or canopies installed to local building requirements?		
Have appliances been checked within the last 12 months by a qualified person?		
Have additions or alterations been made to the installation since the last check?		
Are appliances labelled with an AGA, SAI Global, IAPMO R&T Oceana or EnergySafety approval badge?		
Have safety devices been tampered with? (If unsure contact a gas fitter)		
Do thermostats work?		
Do ignition devices work?		
Are supply pipes or hoses in good condition?		
Have joints been tested for gas leakage with soapy water?		
Are combustible materials and customers clear of appliance?		
Are combustible surfaces within the distances shown in the illustration below?		

See required clearances below.



### Gas cylinders (LP Gas installations only)

Checklist	Yes	No
Are gas cylinders damaged, rusty or over 10 years old?		
Are cylinders in use situated outside the caravan or structure?		
Are spare cylinders, full or empty, stored externally?		
Are cylinders blocking an exit?		
Are cylinders on a level, non-combustible surface?		
Are cylinders secured in an upright position?		
Are cylinders in a well ventilated position?		
Is cylinder safety outlet facing away from the structure?		
Are cylinders protected from tampering?		
Is the area shown below clear of ignition sources?		



### Safety procedures

Checklist	Yes	No
Do staff know what to do in an emergency?		
Is there a suitable fire extinguisher handy?		
Has someone been trained to exchange gas cylinders? (LP Gas installations only).		

REVISION HISTORY		
Revision #	Date	Amendment Description
1	18/06/2014	New Document
1.1	11/01/2017	Change to Incident reporting link