

### **Why Complete a Safety Induction?**

The National Folk Festival 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.

Much of this information has been referenced from the ACTSafe website: [www.worksafe.act.gov.au](http://www.worksafe.act.gov.au)

You will find a combination of reading material, questions and diagrams, which will help you recognise the important safety considerations that may arise at an event the size of the National Folk Festival.

On completion of the NFF Safety Induction you will be added to our Safety Induction register.

In addition to this Online Induction you may also be required to complete a further online induction, or on site training, depending on which team you are allocated to work.

Only applicants who complete an Application Form and NFF Safety Induction will be permitted to volunteer at the 2012 Festival.

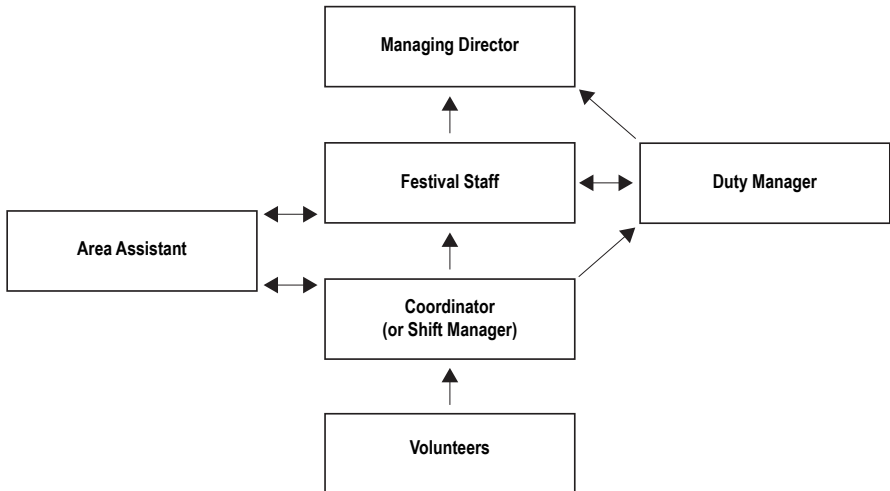
### **Your responsibilities as a Volunteer**

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 NFF 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 your Coordinator, Shift Manager or Safety Team

**Remember, safety is everyone's responsibility!**

## National Folk Festival Chain of Command



## General Safety Considerations

**Bullying** – bullying is repeated unreasonable behaviour directed towards a worker or a group of workers that has the potential to cause harm to the health and safety of the worker or workers. Unreasonable behaviour is behaviour that is offensive, humiliating, degrading or threatening.

To prevent bullying please ensure you:

- Be respectful & courteous
- Be inclusive & tolerant
- Support others who are bullied
- Report bullying to your Coordinator or Shift Manager

If you feel like you are the victim of bullying, please:

- Talk to your Coordinator, Shift Manager or Festival Staff
- Approach the person

For more information on Bullying and/or Harassment please refer to the NFF Workplace Bullying and Harassment Policy

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

**Stress** – all work involves some responsibilities, problems, expectations and pressures. Stress is a persons reaction to these demands. If you fee like you can't cope please talk to your Coordinator or Shift Manager.

**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 your Coordinator or Shift Manager

## **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 10kph, 20kph campground.
- Do not enter unauthorised or restricted areas at any time
- Name badges must be worn during all shifts, unless you are working in an area/situation where the badge may endanger the person wearing it. In this instance, the badge must still be on the volunteer and the volunteer must be able to produce the badge if requested to do so.
- Smoking is not permitted in any building or venue in the Festival site
- No glass is to be brought into the Festival 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 Festival and will not be allowed to return. The person will also forfeit the option of volunteering in subsequent years.
- The National Folk Festival has a zero tolerance policy to illegal substance use at the Festival
- 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.



## SAFE LIFTING PROCEDURE



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.



## 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.

A Material Safety Data Sheet (MSDS) should be available for all hazardous substances. An MSDS must be provided to, and understood by, a person using chemicals in the workplace. The MSDS will tell you how to safely handle the chemicals.

The NFF has a MSDS register for all known Hazardous Substances used at the festival. It is your responsibility to report a hazardous substance if found on site to the NFF Safety Team, so that the MSDS for that substance is added to the register and treatment procedures passed onto First Aid.

### **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 National Folk Festival 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 NFF 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

## **Plant and Equipment**

Vehicles must NOT move in the Entertainment Zone during the festival from 8am – 11pm, and all vehicles requiring access must obtain a vehicle pass. Restricted access is granted for approved service vehicles to the service road between the back of Fitzroy and Budawang buildings only.

Large plant such as scissor lifts, forklifts, boom lifts 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 NFF Safety Team before you start work, confirm with your Coordinator or Safety Team.

All licences and certifications for use of Plant and Machinery MUST be presented to Festival Office and approved before an NFF vehicle licence is granted for use onsite.

All keys and ignition devices for plant onsite MUST be signed into Festival 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 your Coordinator, Shift Manager or Festival Staff of any faulty equipment. Only the person who attached the out of service tag may remove it.

## **Working Outdoors**

When working outdoors, extra provisions are to be made to prevent over exposure to UV radiation. In the ACT UV radiation peak times are between 10am – 2pm (or 11am – 3pm daylight saving time) from August – May. 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 30+ every 2 hours)

## Personal Protective Equipment

All Volunteers for the National Folk Festival 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 your shift.

- 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 your shift.

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 over reaching 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**

Toilets are located in the Budawang, Coorong, Conference Centre, Fitzroy, Mallee, Session bar & Terrace Restaurant buildings, and at Performer Camping (Gate 11), General Camping (stables), Cotter Campground, Tent Only camping, Dog Show area and Main ticket office. Showers are located in all of the above mentioned areas except in Session Bar.

Disabled toilets and showers are located in the Conference Centre, Coorong, Fitzroy, Session Bar, Dog Show area and Tent Only camping (see site map)












First Aid is located in Front of Building E (Festival Shop) during festival hours.

After hours and pre-festival First Aid can be contacted on 0406 375 665 or through Communications on 6230 7118.

# NATIONAL FOLK FESTIVAL

Est. 1967



-  Showers
-  Toilets
-  Disabled Toilets
-  Parking
-  Safety Office
-  Festival Office
-  Communications Centre (Comms)
-  Season Camping Entry
-  Volunteer & Performer Entry
-  General Entry
-  Stallholder Entry

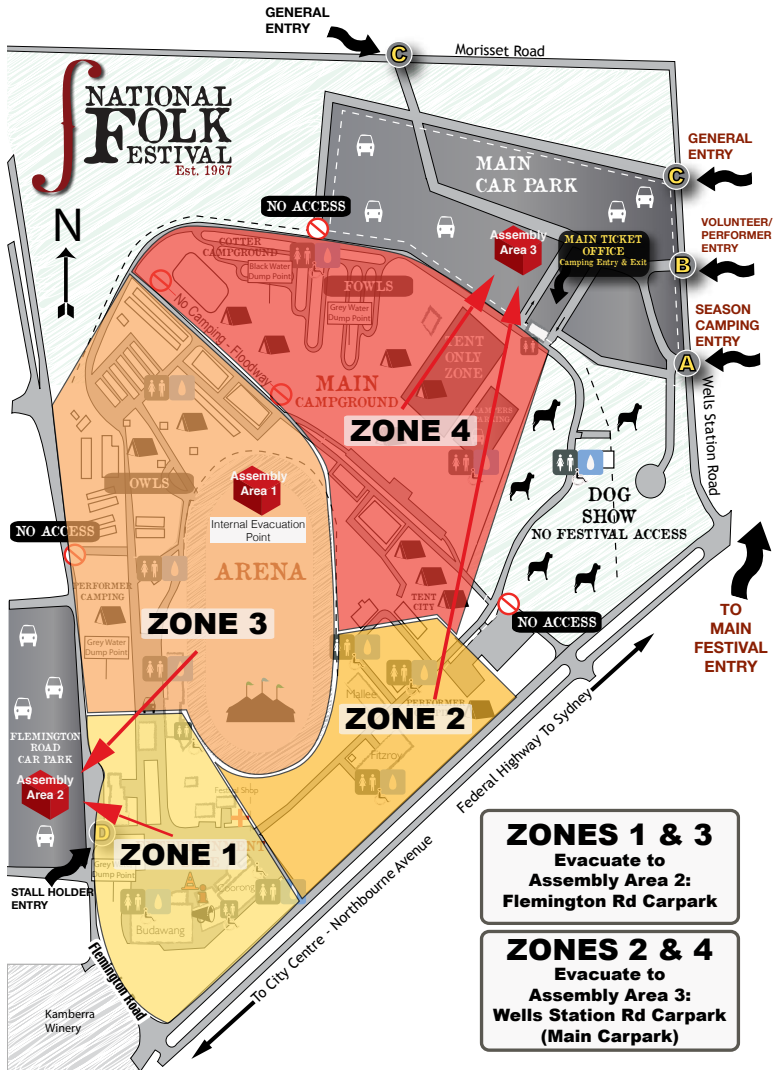
# Evacuation & Emergency Procedures

In the case of a venue or area evacuation, Festival 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 Festival Wardens will direct you to the internal evacuation point located at the northern end of the oval/arena.

In the unlikely event of a whole site evacuation, the alert will be sounded through the EPIC PA system and Venue MCs. Due to the size of the site there are two assembly areas, one located at Flemington Rd carpark and the other at Wells Stations Rd carpark.

Festival Wardens will direct you to the closest assembly area, and are identified by His-Vis vests. You must follow all instructions given by Festival 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 Festival Office, Communications or 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

A Daily Hazard board located at the Safety Team demountable lists daily hazards and their location. Check regularly.

## **Emergencies & First Aid**

For all life threatening Emergencies, Fire, Medical or other call 000, then notify the Communications Centre (Comms) on 6230 7118.

For all other Emergencies please notify the Communications Centre immediately on 6230 7118.

Pre-festival contact the Duty Manager on 0406 375 693.

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

First Aid is available on the Festival site and is clearly marked on the Festival Map. Please take a moment to make yourself aware of the First Aid location prior to commencing your shifts.

### **EMERGENCY CONTACT NUMBERS:**

**Emergency: 000 then 6230 7118**

**Communications Centre (Comms): 6230 7118**

**First Aid: 0406 375 665**

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 Festival Management through Communications 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 Festival Management, the NFF Emergency Response Officer and Ambulance when they arrive on the scene
- Complete an incident report post as soon as possible post incident

*Thank you for completing the  
2012 National Folk Festival  
Volunteer Safety Induction*

If you would like more information please visit the  
WorkSafe ACT website  
[www.worksafe.act.gov.au](http://www.worksafe.act.gov.au)

Please return your completed answer sheet - marked attention to  
the Volunteer Administrator - via the contact details at the bottom  
of this page



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