

# city recital hall angel place



**Managed by Pegasus Venue Management (AP) Pty Ltd**

## **Contractor Guidelines**

Address: 2 Angel Place  
Sydney NSW 2000  
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## **INTRODUCTION**

The procedures and conditions set out in the Sub-Contractor Guidelines cover the safety requirements that apply to work conducted at the City Recital Hall Angel Place.

Compliance with the procedures set out in this document is a mandatory site requirement and a precondition for permission to work at the venue. Please familiarise yourselves with the contents of this document and retain it for your reference.

## **CONTACT DETAILS**

Building Operations Manager, Graham Parsons	9231 9011 or 0418 635 545
Technical Manager, Cally Bartley	9231 9030 or 0412 824 040
Technician On Duty	0432 480 498

## **SECURITY AND ACCESS**

- All contractors must enter and exit through Stage Door at all times.
- All contractors must 'sign-in' on their first entry to the venue on each day of work.
- Before commencing work the contractor must ensure they receive an induction briefing. Please familiarise yourself with the site.
- Any changes to access times must be agreed by the Operations Manager.
- Any keys issued must be returned at the day's end. Keys cannot be taken home overnight.

## **EMERGENCIES**

It is important that you familiarise yourself with the emergency & evacuation plans for the venue details of which are listed in the goods lift and evacuation plans are shown in all fire stairs. In case of emergency contact the Building Operations Manager via mobile who will call emergency services.

### Fire

1. Alert other occupants by calling 'fire' or raising the alarm.
2. Dial 0 000 or 112 from a mobile phone and inform operator: where the fire is located; where it started; who is affected and may need medical assistance.
3. Attend to any human life in danger.
4. If appropriate and safe to do so, contain the fire by selecting the correct fire extinguisher and dispense the contents at the base of the fire. Do not put yourself and others at risk.
5. Close all doors and turn off any electrical systems if not in immediate danger.
6. Evacuate the building on command.

## Fire Alarms

There are two audible emergency alarms that you will hear:

1. The first alarm sounds like a 'beep beep'. On hearing this alarm, persons should stand by for instructions to evacuate.
2. The second alarm sounds like a 'whoop whoop'. On hearing this alarm, persons should immediately begin to evacuate the building.

## Evacuation Procedures

1. When you hear the emergency voice, listen carefully to instructions from the Chief Warden.
2. On hearing the verbal evacuation command or evacuation alarm, make your way to the nearest exit and evacuate the building calmly to the designated assembly area which is Martin Place by the statue (cenotaph).
3. Do not run or try to obtain any personal items and remain calm.
4. If you have time, and are not in any danger, turn off any electrical equipment.
5. At the assembly area wait for further instructions and inform a warden if a person has not evacuated.
6. All persons shall obey the instructions of the emergency response team.

## Fire Exits

Hirers should take the time to observe the fire exits and fire safety equipment closest to their place of work in the venue. Fire exit doors are located on either side of the stage. In the event of an emergency, do not use lifts.

## Hazardous material

1. Dial poisons information centre 0 131 126 and inform operator: where the spill occurred; what substance has been spilt.
2. If safe, try to contain hazard, close all doors and turn off any electrical equipment in the vicinity.
3. Ensure persons contaminated by the hazardous material are not permitted to leave the area.
4. If unsafe to remain, evacuate, isolating contaminated individuals.
5. Emergency response team will determine if evacuation is necessary.
6. Await emergency services and follow their directives.

## **FIRST AID**

### First Aid Officers

Graham Parsons      0418 635 545 or ext 211

Cally Bartley        0412 824 040

Barbara Keffel       0412 418 236 or ext 210

There is a list of other trained First Aid Officers located in the First Aid Room (Ground Level)

### Medical Emergency

1. Immediately dial 0 000 or 112 from a mobile phone. Operator will inform emergency services.
2. Give your name, location, number of persons injured and any details that may assist.
3. Await further instructions.

OR

4. Follow Injury and First Aid procedures.

### First Aid Kits

These can be found at the following places:

Ground Level: First Aid Room and FOH Manager's office

Level 1: Prompt side (left hand side if looking at the audience) of stage

Level 4: Western corridor next to the Technician's workshop.

## **OH&S POLICY AND RESPONSIBILITIES**

All contractors performing work on the premises are required to comply with City Recital Hall's OH&S policy, procedures and programs. The Contractor is responsible to ensure that all Works undertaken comply with the relevant occupational health and safety laws. The Contractor is responsible for completing and supervising tasks in a manner which does not place the personnel, venue employees or customers or anyone else at risk. The Contractor is responsible for ensuring that all personnel have appropriate qualifications and are provided with adequate information, instruction and training prior to commencing work. The contractor must ensure that all sub-contractor's safety performance is monitored and that all personnel are aware of the requirements contained within this Induction

City Recital Hall requires all contractors to fulfil their duty of care responsibilities by:

- Providing safe places of work
- Providing safe systems of work
- Providing safe plant and equipment
- Encouraging safe practices in the workplace
- Complying with the Occupational Health & Safety Act 2000, the OH&S Regulations 2001 and all applicable Australian Standards and Codes of Practice.

## **RISK MANAGEMENT PROGRAM**

City Recital Hall is responsible for controlling and minimising exposure to risk by developing, implementing and managing policies and procedures that ensure a safe, secure and environmentally friendly operation of the venue. The contractor is responsible for identifying new risks or hazards in their work area, bringing them to the attention of the Operations Manager and contributing to the development of a strategy to minimise or remove the risk.

## **SIGNING IN**

On arrival at the site you should report to the Operations Manager who will give you a site safety induction. On completion, you and each member of your work team will be asked to sign a Contractor OH&S Induction Form stating that you understand your safety responsibilities. You need only complete this form at the start of each job, even though the job may take several days, however, you may be required to use a sign-in book each day on arrival.

It is the responsibility of the Leading Hand or Foreman for each contractor company to advise City Recital Hall if they will be undertaking work requiring any of the following:

- Electrical Isolation
- Fire Services Isolation
- Confined Spaces
- Hot Work
- Working at Heights
- Dangerous Goods or Hazardous Materials
- Use of Plant & Equipment

## **SAFE WORK METHOD STATEMENT**

Occupational Health & Safety Legislation requires anyone in control of a workplace to identify potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise the risk. Therefore, if you haven't already supplied one, you will be asked to complete a Safe Work Method Statement for all work being performed. Once your Safe Work Method Statement has been reviewed by the City Recital Hall Operations Manager, you will be allowed access to the venue.

## **QUALIFICATIONS**

The operation of plant, equipment, vehicles, and performance of tasks requiring recognised certification/licenses shall only be conducted by appropriately trained and licensed operators. The Contractor will ensure that none of its personnel undertake work unless they hold a valid license, permit, certificate of competency or qualification as per all applicable legislation.

Licenses and/or certificates of competence must be presented to City Recital Hall staff on request. You will need to be qualified or licensed for all the following:

- All building work
- All electrical wiring
- Plumbing, draining and gas-fitting work
- Air-conditioning and refrigeration work
- Cherry picker operation
- Working on data cables
- Use of explosive power tools
- Driving of forklifts, cranes, etc.
- And for all other plant equipment.

## **ELECTRICAL LEADS AND TOOL TAGGING**

All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought into City Recital Hall.

Where practicable all electrical leads will be kept off the ground on insulated hangers or insulated lead stands. Extension leads will not be joined together. Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed specifically for that purpose.

## **SAFE WORKING ON LADDERS**

The following guidelines apply to the safe use of ladders:

- Choose the appropriate ladder for the job e.g. electrical work should not be carried out using a metal ladder;
- Inspect ladder for serviceability;
- Do not overload ladders;
- Do not modify or in any way tamper with a ladder;
- Face the ladder when ascending or descending;
- Maintain three points of contact on the ladder at all times e.g. one foot and two hands;

- Do not stand on the top step and/or cross bracing;
- Use ropes to raise or lower tools and/or equipment in an appropriate tool pouch;
- Always keep your centre of gravity between side rails i.e. do not overreach sideways;
- Do not move, extend or retract a ladder which are standards approved;
- Carry ladders parallel to the ground;
- Ensure ladder is regularly inspected and maintained.

## **RESTRICTED AREAS**

Contractors are not permitted to enter any areas marked as restricted unless specifically authorised to do so. Contractors are not permitted in the public areas of the premises unless working in accordance with the contract scope of works. Contractors working in public areas must be suitably dressed.

## **PERSONAL PROTECTION EQUIPMENT (PPE)**

Personal Protective Equipment comprises of clothing and equipment that a worker wears to minimise contact and exposure with occupational hazards. It is the responsibility of all contractors to ensure their employees have the correct PPE to carry out their tasks in a safe manner, the use of this equipment where necessary is mandatory. Standards for selection, use and maintenance of protective clothing include AS2375, AS2919 and AS3765. Should the required PPE not be worn, contractors will be required to cease all work until the correct equipment is obtained.

## **HOUSEKEEPING AND WASTE**

All work areas must be kept clean, tidy, free and clear of hazards at all times, this is of utmost importance in public access areas and all thoroughfares. All work areas are to be maintained in a tidy and presentable manner with all rubbish and debris removed prior to leaving the site. At no time shall any waste, chemical, cement or sediment be allowed to enter storm water drains.

## **SMOKE FREE POLICY**

Smoking cigars, cigarettes, pipes and other substances is not permitted while working at a City Recital Hall. The only designated smoking area is outside Stage Door.

## **CONSUMPTION OF ALCOHOL**

Other than official catering, the bringing of alcohol onto and/or the consumption of alcohol whilst performing work or operating equipment at City Recital Hall is strictly prohibited. Contract workers are prohibited from reporting to work when under the influence of alcohol or other substances.

## **AMENITIES**

### Designated Eating Areas

Please check with the Operations Manager if you require an eating area. No food or drinks, except water, are permitted on the stage. No food is to be consumed in the work area.

## Toilets

Backstage - male and female toilets are located in the southern corridor between the stage and Green Room (Level 1). Toilets are located in each dressing room. A toilet with disability access is located next to Dressing Room 3. Toilets are also located on Level 4 – male (southern corridor) and female (northern corridor). Toilets (including disability access) are also located on each level in the foyers.

## **ACCIDENT INVESTIGATION**

All accidents, injuries and hazards (however minor) should be brought to the attention of the City Recital Hall Operations. The contractor may be required to complete an Incident or Hazard Form. These forms are reviewed and investigated by the City Recital Hall OHS Committee as part of their procedures for monitoring and maintaining a safe workplace.

## **NON COMPLIANCE**

The Contractor must ensure that its personnel comply at all times with all laws and City Recital Hall policies regarding harassment and discrimination. Any form of harassment (any uninvited or unwelcome behaviour/conduct that a reasonable person would consider as offending or intimidating) or discrimination will not be tolerated.

If any contractor does not satisfy all of the conditions outlined in this booklet before they begin work, this will be reported to the Contractor Company. The Contractor Company will need to respond to the report in writing and take steps to ensure the breach does not occur again. Failure to respond could lead to termination of current contract and/or any future work at the Contractor Company's expense.

All self-employed contractors, upon occurrence of the breach, will be put on notice and will have to provide a written response.

In the case of all other unsafe practices, the Contractor Company or the self-employed contractor will be advised of the unsafe practices and directed to correct the condition immediately and/or cease the work being performed. City Recital Hall reserves the right to require work to stop immediately and to require the contract worker to leave the site if any safety procedures are violated.

**CONTRACTOR ACKNOWLEDGEMENT**

Contractor: \_\_\_\_\_

Job: \_\_\_\_\_

Dates: \_\_\_\_\_

City Recital Hall Angel Place is committed to promoting a safe working environment for its employees, hirers and patrons. Before commencement of work, contractors must acknowledge (by way of signing this form) that they have been received an induction from a City Recital Hall staff member and have a received and will comply with the Contractor Guidelines.

CONFIRM THE FOLLOWING	Y/N	Comments
The contractor is aware of their obligations regarding incident reporting		
The contractor has been made aware of any hazardous materials and substances used in the workplace		
The contractor has been made aware of emergency procedures for the workplace		
The contractor and contractor's employees are aware of their obligation to observe the workplace no-smoking rules		
The contractor has prepared detailed Work Method Statements		
The contractor has provided MSDS with health and safety information about any hazardous substances/materials they intend to use in the workplace		
The contractor has appropriate signage to indicate restricted work areas where applicable		
The contractor has demonstrated a lockout, tag out system for electrical work, if required		
Electrical equipment and leads used by the contractor have been tested and tagged in accordance with AS - 3760		
The contractor is aware of their responsibility to provide PPE for their employees and to enforce compliance		
The contractor retains documented health and safety records including workplace inspection reports, minutes of safety and site meetings, risk assessments and incident/accident investigation reports		
On requested the contractor will provide OHS Reports		

**OHS Induction completed by:**

CRH Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OHS Induction completed by:**

Contractor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGN IN**

Date	Time-In	Signature	Time Out