



WORK HEALTH AND SAFETY MANAGEMENT PLAN – ‘National Multicultural Festival 2025’

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VERSION CONTROL

This document and its future versions will be reviewed by Community Services Directorate of the Australian Capital Territory (CSDT) on a regular basis. This WHS Plan will be updated upon identification if new hazards and risks, near misses, accidents, changes in work practices or procedures, changes in technology or equipment used, or upon changes for legislation, standards or codes of practice. Amendments and/or versions of this document are noted in the following table. Readers shall ensure that they refer to the most recent version.

Version:	Action/Amendment annotations:	Date:	Approved Date	Approved By
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DOCUMENT DISTRIBUTION

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1 INTRODUCTION

1.1 Project Description

This Work Health & Safety (WHS) Plan relates to the 'National Multicultural Festival 2025' in Canberra on:

- Friday, 7th of February 2025, between 17:00 and 23:00hrs,
- Saturday, 8th of February 2025, between 10:00 and 23:00hrs, and
- Sunday, 9th of February 2025, between 10:00 and 17:00hrs.

Community Services Directorate of the Australian Capital Territory (from here on referred to as CSDT) is the Event Organiser and Manager for the 'National Multicultural Festival 2025' and will manage the procurement of event contractor, service providers and suppliers, as well as bump-in, event, and bump-out operations. The event has been delivered successfully in previous years and indicates to be growing in popularity.

1.2 WHS Plan Context

This Work Health & Safety (WHS) Plan is developed to set the policies, procedures and practices required to undertake the works related to the 'National Multicultural Festival 2025' ensuring appropriate worker and public protection in line with relevant Standards, Codes of Practice and industry best practice. The WHS Plan is a pillar document in CSDT's approach to managing safety and must be read in conjunction with the 'National Multicultural Festival 2025' Risk Assessment and other supporting documents such as checklists and other reporting forms.

1.3 WHS Plan Objective

The Objective of this Work Health & Safety (WHS) Plan is to establish the platform for managing site safety (WHS and Public Safety) during the bump-in and bump-out periods of 'National Multicultural Festival 2025' principally.

Communication, Consultation, Coordination and Cooperation (C4) process and the 'National Multicultural Festival 2025' Risk Assessment will apply at all operational periods of the project. Adherence with this plan is mandatory for all 'National Multicultural Festival 2025' contractors, workers, supervisors and managers involved with the project. The plan will be made available to relevant contractors and discussed in site inductions to ensure that those whose safety the plan is intended to support are made aware of expectations and have been consulted over the elements of the plan.

2 POLICIES

CSDT established Policies to 'National Multicultural Festival 2025'. These are the WHS Policy, and the Risk Management & Consultation Policy (please refer to the following pages). These Policies will be communicated to all contractors and displayed at the Site Office (and also made available to anyone who wishes to read them).

2.1 WHS and Public Safety Policies

WORK HEALTH AND SAFETY POLICY

OBJECTIVE

- ✓ Community Services Directorate of the Australian Capital Territory (from here on referred to as CSDT) will manage a comprehensive National Multicultural Festival 2025 Workplace Health and Safety program;
- ✓ The program will protect and enhance the health and safety of National Multicultural Festival 2025's stakeholders:
 - General: CSDT Directors, Employees, self-employed persons, and visitors,
 - Event Activity Specific: National Multicultural Festival 2025-associated companies, contractors, event patrons/public;
- ✓ CSDT Managers and workers together will develop and implement the program;
- ✓ Everyone in the organisation will co-operate to make sure the program is successful;
- ✓ The event safety program will be applied to all associated stakeholders;
- ✓ The program will be reviewed in the lead-up, during, and after the National Multicultural Festival 2025 event.

PROCEDURES

CSDT Managers and Supervisors will:

- Senior management will support and lead the safety initiatives,
- Senior management will provide financial support for eliminating or reducing risks and achieving safety performance,
- Managers and Supervisors will provide, maintain, and be committed to a healthy and safe workplace,
- Managers and Supervisors will pro-actively communicate and consult about safety with event stakeholders and workers,
- Use risk identification, assessment, and control principles to reach WHS objectives,
- Inform, train, and instruct all CSDT workers and associated stakeholders in policies, procedures, and legal obligations,
- Actively seek current advice and knowledge to generate continuous improvement in the CSDT workplaces,
- Participate in CSDT Site Induction and Public Safety programs and implement all detailed safety procedures.

CSDT Workers will:

- Participate and support CSDT in its efforts to reach WHS and rehabilitation objectives,
- Follow reasonable health and safety instructions from supervisors,
- Report any hazards, near misses, accidents, injuries, or illnesses arising from event works to supervisors or designated representatives,
- Carry out work in a manner that does not create risk to themselves or others at the workplace,
- Safely use and maintain safety equipment, plant, tools, and general event equipment,
- Participate in Event Specific National Multicultural Festival 2025 Site Induction programs, adhere to Safe Work Procedures, and Safe Work Method Statements.

National Multicultural Festival 2025 Stakeholders, Sub-Contractors and Labour Hire Companies will:

- ❑ Provide safety risk assessments in advance to CSDT for their event activities as scheduled,
- ❑ Complete contractor compliance forms and return required information,
- ❑ Assist National Multicultural Festival 2025 Safety Officer and Site Managers to ensure all workers are inducted and can comprehend hazard warnings,
- ❑ Provide and check all employees have appropriate PPE,
- ❑ Provide CSDT a register of training/qualifications and ensure workers only carry out work they are qualified to safely do,
- ❑ Participate and support all CSDT representatives in their efforts to reach risk elimination or reduction, WHS and rehabilitation objectives,
- ❑ Follow reasonable health and safety instructions from CSDT representatives,
- ❑ Report any hazards, near misses, accidents, injuries, or illnesses arising from event works to the designated CSDT representatives,
- ❑ Always plan and carry out work in a way that is safe for themselves and others,
- ❑ Safely use and maintain all equipment,
- ❑ Make sure associated stakeholders – such as subcontractors – follow safety rules at work.
- ❑ Participate in National Multicultural Festival 2025 Event-specific Induction programs and implement all 'Public Safety Policy' and detailed safety procedures.

PUBLIC SAFETY POLICY

Introduction

CSDT, National Multicultural Festival 2025 contractor PCBU (Persons Conducting a Business or Undertaking), and individuals engaged to work at the event have a legal duty of care obligations towards workers, visitors, and the public. A breach of Work Health and Safety Legislation carries the potential of significant fines. Damages may also be claimed under common law or public liability for injured persons.

Policy Statement

CSDT will ensure the health and safety of the public while on National Multicultural Festival 2025 sites. CSDT will take pro-active steps towards eliminating or reducing risks to public.

A staff member must accompany all contractors and visitors whilst on site, until inducted into the CSDT's safety policies and procedures.

Definitions

Workplace - any location where CSDT conducts its business activities including public event areas.

Visitor - any person not normally assigned to work in that area e.g. any member of the public, staff member from another office or site, new contractor.

Self-employed person - any person engaged to perform work under a contract for the National Multicultural Festival 2025.

High Risk Areas - Any work process or condition which places a person at a high risk of injury or illness (works specified as High Risk Construction Work in the WHS law or deemed High Risk by a risk assessment).

Stakeholder – any person or company directly associated with the business activities of CSDT at an event.



Visitors

All visitors must report to the National Multicultural Festival 2025 Site Manager or Safety Officer. Visitors must remain within designated areas or be properly site inducted. Visitors must follow all site safety rules and particularly those relevant to access restrictions to high risk areas and Personal Protective Equipment.

Contractors & Self-employed persons

Contractors and self-employed persons (as determined by the CSDT Site Manager) will only be permitted on site themselves, after undergoing the National Multicultural Festival 2025 induction. Contractors will provide their WHS management systems documentation (such as risk assessments, safe work method statements, safe work procedures, plant and equipment registers, safety data sheets, insurances) prior to commencement of work activities as set out in contractor compliance guidelines. Contractors on site must be able to demonstrate they comply with this policy and with health and safety legislative obligations at all times.

Unauthorised Persons

To exclude access to unauthorised persons, National Multicultural Festival 2025 work sites will be isolated during build and dismantle, or if deemed necessary due to presence of a hazard to the public. Delineation equipment will be used in a manner that ensures work site perimeter integrity. Works must be suspended if an unauthorised person is on site at a restricted access work area. Any unauthorised person in such work area must be asked to leave and reported to the CSDT representative. Only once the person has left, works may commence again.

High Risk Areas

No visitor shall be permitted into high risk areas even when accompanied by a CSDT staff member unless they are adequately trained to deal with the risk (e.g. large structural assembly areas, areas of mobile powered plant operation).

Visitor’s Book

Where available, all contractors and visitors access must be logged (visitors book, access system reports etc).

REFERENCES

- Work Health and Safety Act 2011 ACT
- Work Health and Safety Regulation 2011 ACT
- ISO 31000:2018 ‘Risk management – Guidelines’
- ISO 45001:2018 ‘Occupational health and safety management systems - Requirements with guidance for use’
- Code of Practice ‘How to manage work health and safety risks’
- Code of Practice ‘Work health and safety consultation, co-operation and co-ordination’.

Approved by: _____

Position Title: _____

Date Approved: _____



2.2 Risk Management & Consultation Policy

RISK MANAGEMENT POLICY

OBJECTIVE

- ✓ Community Services Directorate of the Australian Capital Territory (from here on referred to as CSDT) will manage a comprehensive Event Risk Management program;
- ✓ The Risk Management program will protect and enhance the health and safety of CSDT's stakeholders:
 - General: CSDT Directors, Employees, self-employed persons, and visitors,
 - Event Activity Specific: National Multicultural Festival 2025-associated companies, contractors, event patrons/public;
- ✓ CSDT Managers will develop and implement the program in consultation with stakeholders (PCBU) and workers;
- ✓ Everyone in the organisation will co-operate to make sure the Risk Management program is embedded in event planning and work culture towards successful and reliable risk elimination or reduction;
- ✓ The event risk management program will be applied to all associated stakeholders;
- ✓ The program will be reviewed on the lead-up to the event, monitored during the event, and reviewed post-event.

PROCEDURES

CSDT Managers and Supervisors will:

- ❑ Senior management will exercise due diligence by enquiring and remaining informed of the inherent risks arising from CSDT operations and the viable means of eliminating or reducing these risks,
- ❑ CSDT Senior Management and Line Managers will harness the services of professional industry consultants and advisors, refer to available publications, standards, and legislation,
- ❑ Senior management will provide financial support for carrying out risk assessments on various levels, and implementing risk minimization strategies and measures,
- ❑ Managers and Supervisors will provide, maintain, and be committed to pro-active risk identification, risk analysis, and risk control,
- ❑ Managers and Supervisors will pro-actively communicate and consult about event risks with relevant stakeholders and workers,
- ❑ Inform, train, and instruct all CSDT workers and associated stakeholders in policies, procedures, and legal obligations, to support sound risk management,
- ❑ Review and approve risk assessments for implementation,
- ❑ Monitor and check the progress and quality of risk controls implementation,
- ❑ Check that risk controls are indeed in place and function as intended to minimise risks.

CSDT Workers will:

- ❑ Participate and support CSDT in its efforts with the Risk Management Program,
- ❑ Participate in any risk identification, and evaluation activities,
- ❑ Pro-actively provide viable input for about hazards, risks, and practical means of eliminating or reducing these risks,
- ❑ Report any hazards, near misses, accidents, injuries, or illnesses arising from the works to supervisors or designated representatives,

- ❑ Participate in any Event Specific Site Induction programs, and adhere to Safe Work Procedures, and Safe Work Method Statements.

Event Stakeholders, Sub-Contractors and Labour Hire Companies will:

- ❑ Provide safety risk assessments in advance to CSDT for their event scope of works as scheduled,
- ❑ Complete contractor compliance forms and return required information,
- ❑ Pro-actively identify hazards and risks and consult about them with CSDT,
- ❑ Propose and assist in the implementation of reliable risk controls in reference to the Hierarchy of Controls,
- ❑ Allocate resources for appropriate risk controls for risks under their direct control.

CONSULTATION POLICY

Introduction

National Multicultural Festival 2025, Event contractor PCBU (Persons Conducting a Business or Undertaking), and individuals engaged to work at the National Multicultural Festival 2025 have a legal duty to consult, co-operate and co-ordinate about safety.

The duties are two-fold:

- Horizontal consultation – consultation between PCBU (Persons Conducting a Business or Undertaking) who owe a duty of care and duty to consult, and
- Vertical consultation – consultation involving workers, supervisors, line managers, senior management of each organisation.

It is essential for Vertical and Horizontal consultation to function well and coordinated, in order to support the National Multicultural Festival 2025 event risk and safety management strategy.

Policy Statement

National Multicultural Festival 2025 will ensure that processes are in place to achieve effective safety and risk management consultation, co-operation, and co-ordination amongst event stakeholders. CSDT will support a process of engaging workers to consult about safety. CSDT will nurture a culture of openness, where input about safety is always welcome and appreciated.

Contractors & Self-employed persons

Contractors and self-employed persons will partake in safety and risk management consultation. This will be achieved by attending meetings, reviewing, and referring to documents, communicating via e-mail and telephone. Contractors will embrace CSDT's efforts to establish a platform for pro-active, concise, timely and reliable communication about safety.

Workers

Will provide input about safety as per the policy diagram (please refer to the Policy - separate document). Workers are a critical part of the process and are required to proactively participate in safety and risk management reporting, hazard and risk identification and search for solutions towards making the event safer for everyone.

REFERENCES

- Work Health and Safety Act 2011 ACT
- Work Health and Safety Regulation 2011 ACT
- ISO 31000:2018 'Risk management – Guidelines'
- ISO 45001:2018 'Occupational health and safety management systems - Requirements with guidance for use'
- Code of Practice 'How to manage work health and safety risks'
- Code of Practice 'Work health and safety consultation, co-operation and co-ordination'.

Approved by: _____

Position Title: _____

Date Approved: _____



3 ROLES AND RESPONSIBILITIES

Although safety is everybody's business, the following lists the specific roles and responsibilities in the context of this WHS Plan:

- CSDT is the Event Organiser of the 'National Multicultural Festival 2025' project and thus has significant decision-making power and associated responsibility for decisions made or not. CSDT, via endorsed Policy and safety processes for the project, must support efforts towards proactively eliminating or reducing hazards and safety risks. CSDT must also exercise diligence in monitoring contractor safety performance directly and via Event Safety Officer and consultants;
- CSDT Senior Management – Responsible for provision of directive and support for the implementation and maintenance of the Policies and relevant 'National Multicultural Festival 2025' plans towards achieving operational and safety goals and objectives. Responsible for exercising due diligence and overseeing the CSDT safety performance against internal KPIs;
- CSDT Project Managers, Production Manager and Site Manager – Responsible for being the main 'go-to' persons in relation to 'National Multicultural Festival 2025'. Responsible for establishing the site, communicating acceptable and unacceptable risk levels to contractors, and supporting safety consultation amongst CSDT and contractor workers and escalating matters to CSDT Senior Management as/when required. Responsible for enforcing CSDT safety policies and procedures with workers, and reporting worker safety performance;
- Contractor, Sub-Contractor, Supplier and Hirer (PCBU) – Responsible for scoping and planning, and conducting their work in line with appropriate Risk Assessments, SWMS, SWPs, and submitted SDS. Responsible for actively identifying hazards and risks, and providing their workers with instructions, training and equipment necessary to comply with their SWMS/SWP and other procedures and processes;
- Contractor and Sub-Contractor Workers – Responsible for conducting their work tasks in line with approved enterprise/employer Risk Assessments, SWMS, SWPs, SDS. Responsible for actively identifying hazards and risks, attending inductions, toolbox talks and briefings, using equipment as per its design and limitations, not participating in horseplay, wearing/using PPE and other equipment as per procedures;
- Patrons – 'National Multicultural Festival 2025' patrons will be expected to heed any safety signs or instructions displayed, follow instructions from event Security/Crowd Controller officers.

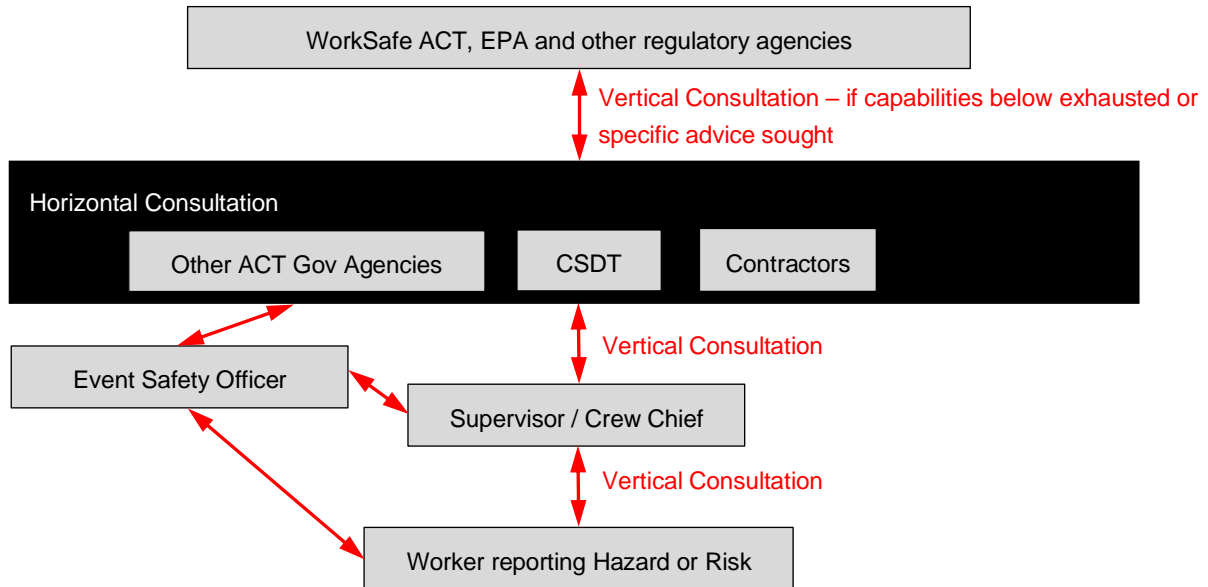
4 SAFETY COMMUNICATION, CONSULTATION, COOPERATION AND COORDINATION

4.1 Sharing of Safety Information at the Workplace

Safety information will be propagated at the workplace via:

- a) Face to face discussions, inductions, toolbox talks, briefings – before each work shift,
- b) E-mail – in the lead-up to scheduled work shifts, after works are completed,
- c) Safety Officer report forms such as Work Area Checklist, Public Area Checklist, Vendor Checklist,
- d) Summary reports,
- e) Meetings between Site Management, CSDT and other stakeholders.

4.2 Workplace Consultation Arrangements Chart



5 RISK MANAGEMENT

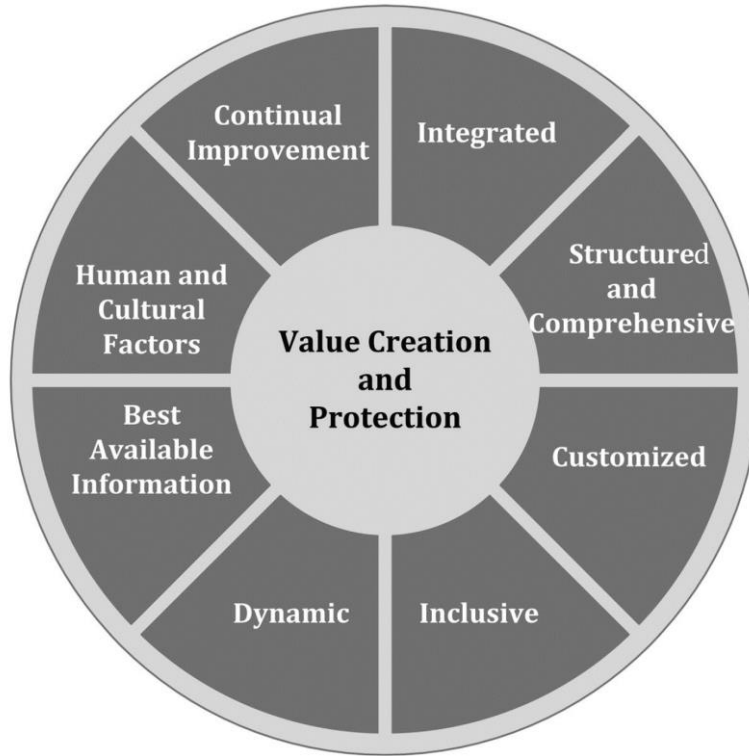
5.1 Risk Assessment

CSDT has a risk-averse culture and values worker participation in risk identification and risk assessment. CSDT will progress with the Targeted Risk Assessment of 'National Multicultural Festival 2025' (document: *ERA_CSDT_National-Multicultural-Festival-2025_2024-12-17_V1_email* and future versions thereof). Readers must refer to the RA document for risk assessment matters.

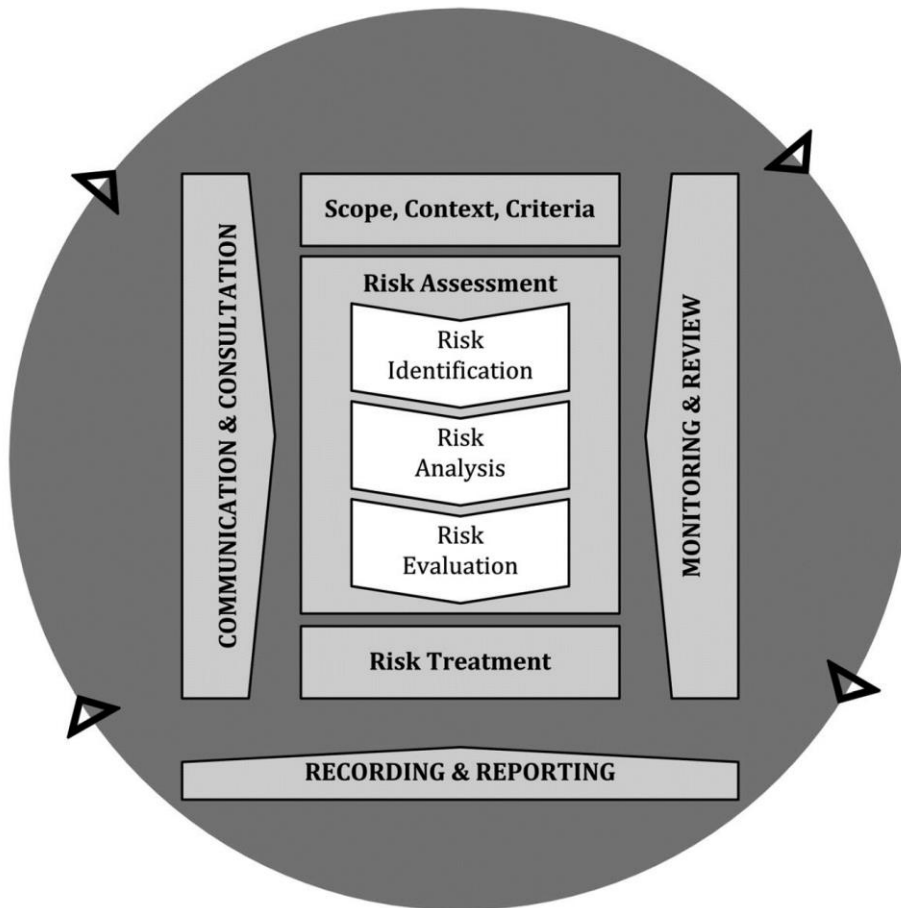
Document *ERA_CSDT_National-Multicultural-Festival-2025_2024-12-17_V1_email* is aligned with the Principles and Process of ISO 31000 and scoped to Work Health & Safety (WHS) and Public Safety risks. Extracts depicting these (extract source, ISO 31000:2018) are included in the following page.



Principles



Process



5.2 Hierarchy of Controls - Hazards

CSDT recognises the Hierarchy of Controls as best-practice approach to addressing the source of safety risks – Hazards. When a hazard is identified it shall be:

1. **Eliminated** (designed out, completely eliminated). Level 1 control – most reliable and optimal, but rarely available,
2. **Substituted** (i.e. if a hazardous work practice exists it should be replaced with non-hazardous or less hazardous work practice). Level 2 control,
3. **Isolated** (if nothing could be done in short term the hazard should be isolated, so it does not impose a risk to a person). Level 2 control,
4. **Controlled through Engineering** methods (guards over moving parts, guardrails against falls etc.),
5. **Controlled through Administrative** means (procedures/practices, inductions, instructions, workplace training etc.). Level 3 control – mainly complimentary, as it relies on individuals adhering to procedures and following instructional and warning signs,
6. **Persons protected by PPE** (Personal Protective Equipment). Level 3 control – Least reliable; potential to defend against some injury scenarios and capture residual risk elements.

The controls should be used in order as indicated - starting from Eliminate as the best approach and then working down the options. A combination of hazard controls from the list above could be used to address any one hazard at one time - a hazard control on its own is not exhaustive and can be used in a combination with one or more other controls from the list.

5.3 Specific arrangements for managing Human Factor Risks - Lone Worker, Drugs and Alcohol, Fatigue Management, Errors, and Omissions

5.3.1 Fatigue Management

CSDT and contractor workers must have breaks between consecutive shifts – minimum 8 hrs.

Site Management will coordinate work tasks via schedules consulted upon with Contractor and Sub-Contractor Management representatives. Contractor and Sub-Contractor Managers must consult and coordinate with workers so that task loads are shared. Any worker who believes that they are strained (physically or mentally) is encouraged to immediately discuss the matter with their respective supervisor (as per Subclause 4.2 of this plan) and notify the Event Safety Officer.

5.3.2 Vehicle and Plant Driving

Workers driving to and from work must have a current driver's license of appropriate class for the vehicle they are in control of. CSDT will not tolerate vehicle driving offences, including (but not limited to): Drivers or plant operators ignoring instructions by Site Management and/or Traffic Controllers, Violations of any Traffic Guidance Scheme as relevant, Aggressive or reckless driving on public roads.

5.3.3 Lone Worker

Workers at 'National Multicultural Festival 2025' are not permitted to work alone, especially when carrying out any high risk work or working at night. As a minimum, workers must work in pairs and within uninterrupted line of sight or good audibility between each other.

5.3.4 High Natural and Ambient Heat

As works will be undertaken outdoors, it is essential that all Employers (PCBU) associated with the festival make arrangements for their workers. CSDT will provide areas of shade however work scheduling and appropriate attire/PPE coupled with adequate supervision are critical for the safety and wellbeing of workers outdoors. UPF50+ (Ultraviolet Protective Factor) clothing should be used instead of relying on sunscreen. Pottable water will be available and workers should be encouraged to bring their own refill bottles. Works between 11:00 and 15:00hrs should be aimed to be conducted under shade or if this is not practicable – allow workers frequent breaks in shade. Supervisors must monitor works for signs of heat exhaustion and make allowances for affected workers to rest.

5.3.5 Drugs and Alcohol

Workers must not be under the influence of alcohol or illicit drugs while working at 'National Multicultural Festival 2025' site and any work zone related to the project. CSDT has a zero-tolerance stance on drugs and alcohol at the workplace. Contractor, Sub-Contractor and CSDT workers will be expected as part of best practice, to notify their direct supervisors if the worker in question is required to take over the counter, or prescription, drugs that may adversely affect their safety or the safety of others while at the workplace (this applies particularly to workers involved with operating plant items, carrying out rigging works, or handling electrical appliances and elements).

CSDT Management reserves the right to question the sobriety of any worker on site at any given time.

5.3.6 Errors and Omissions capture

The bump-in and bump-out works for 'National Multicultural Festival 2025' will involve assembly and disassembly of structures, works with electrical appliances and components, and work at height. CSDT expects that all Contractor and Sub-Contractor workers will attend work well rested, are physically and mentally fit for their designated work tasks and are capable of maintaining focus and situational awareness while at work.

CSDT encourages Contractors and Sub-Contractors to design their work process with adequate error-capture protocols; examples:

- a) Workers handling critical elements (assemblies, connections) to never leave the task half-way i.e. commence and complete the task, ask for assistance from co-workers (bring more materials or items, help support an element), but not leave the task position until completion;
- b) Key assemblies, connections, and other critical items to be cross-checked by at least two workers, and overall completion of segments to be checked/verified by the crew chief to ensure that an error/lapse of attention by one worker does not remain unnoticed,
- c) Never leave the site if there are structural, electrical or other elements not completed and verified before left unattended.

6 MANAGING SPECIFIC HAZARDS & RISKS

6.1 Inspections and Checks

Inspections will be carried out by the Event Safety Officer(s) at the commencement of work shifts and throughout the day. These will include visual inspections of equipment and particularly PPE and plant items. Appliances and mechanical devices will be subject to pre-start visual and function checks by operators/workers to ensure that any wear and tear, or damage, is reported. Inspections and checks support identification of hazards and risks.

6.2 Safe Work Method Statements [SWMS] and Safe Work Procedures [SWPs]

Site Management will collect SWMS from contractors in advance for all High-Risk Works and Safety Officer(s) will actively refer to them on site. Known high scoring hazards and risks are controlled via SWMS. SWMS must be in place for the following hazard/risk profiles: Working at Height with risk of fall from 2m or more, Rigging/Hoisting, Carrying out works associated with assembly and dismantle of Temporary Demountable Structures where temporary support to prevent collapse is required, operating a Mobile Elevating Work Platforms (MEWP), Crane operations, and Forklift Trucks (FLT), works near plant and near traffic corridor, works involving Hazardous Chemicals and electrical elements. Hard copies of the SWMS signed by all relevant workers shall be kept available for inspection at the site shed. Works other than High Risk Work, will be addressed via SWP (Safe Work Procedures). CSDT will request these from relevant contractors and service providers.

Plant and Vehicle Movements

Each plant operator must present, if and when requested, to the Safety Officer or Site Manager their licence/credential to operate the machine before the works start. A pre-start visual inspection and pre-start function checks of the plant must be carried out, following by completion of the pre-start checklist and plant log book. Plant operating surfaces, operating/envelope, overhead clearances, SWL and working radius and environmental conditions must always be checked by the operator as pre-planning to the works.

Vehicles that are required to be driven at pedestrian domains (off-street) or on public roads closed to traffic and populated by pedestrians must be driven in adherence to the following safety rules:

- 1) Plan approach and departure to avoid reversing, 3-point turns and U-turns; and
- 2) Check for any GVM/weight limits of the surfaces to be driven on and confirm they can take the weight; and
- 3) If 1) above is unavoidable – always engage a spotter to assist drivers,
- 4) Drive at walking pace speed ($\leq 5\text{km/h}$); and
- 5) Drive with headlights turn on. Use indicators to indicate intended turn; and
- 6) Engage a spotter if line of sight is obstructed in any way; and
- 7) Never leave the driver's seat if the engine is running and the vehicle is not secured; and
- 8) Always park on level surfaces, engage park brake and lock gear box. Turn engine off and remove keys from the ignition.

PPE

Site mandatory PPE is high visibility work wear rated for Day and Night use and closed shoes.

Other PPE will apply in line with the relevant SWMS or SWP and specific work tasks. PPE must be checked by users before, during and after each work shift. Damaged or expired PPE is to be disposed it and checks conducted in lie with manufacturer recommendations. PPE is issued to individual workers and never allowed to be shared. Helmets must be replaced annually or after sustaining an impact or pressure. High visibility worker wear must be replaced – every 10 months if exposed to high UV, and workers should be provided with UPF50+ garments for UV protection. High visibility work wear must be washed by workers regularly to ensure it is clean and suitable. Industrial access harnesses are checked by operators before, during and after each work shift. Working at height PPE that has been exposed to heavy shock loads, or a suspected to have been exposed to corrosive chemicals or strong solvents shall be destroyed and disposed of. Workers are responsible for storing, fitting and using PPE as per manufacturer guidelines. Contractor and Sub-Contractor Supervisors must check workers PPE regularly and monitor PPE discipline. A three-strikes-out system may be applied for workers who repeatedly violate PPE rules on site and those of their employer's SWMS/SWP or SDS.

6.3 Inductions and Toolbox Talks

Completion of event site face to face inductions with the Event Safety Officer (or online induction if available) are mandatory before workers may commence works. Toolbox Talks must be undertaken at the start of each work shift. Toolbox Talks ensure that content of the relevant SWMS is discussed, and support hazard and risk identification through open communication about the work environment – weather, changes in work conditions, any special requirements, any concurrent or adjacent works that can pose a risk or change the profile of a known risk. Workers are instructed during inductions of the availability of amenities and facilities - toilets, break areas, first aid arrangements, emergency evacuation, safety reporting and consultation, site hazardous areas.

6.4 Near Misses, Accidents and Reporting

Near misses and accidents must be captured as they provide valuable learning about hazards and risks. As per CSDT Policy, all workers at the 'National Multicultural Festival 2025' project must report near misses and accidents as soon as possible to their supervisor and to the Event Safety Officer. Accident report reviews will be conducted by the Safety Officer to identify root causes and contributing factors in order to eliminate these in the future or capture and limit their effect on worker safety. The following applies to incident reporting.

All Contractors and Sub-Contractors will –

- a) Report all incidents that occur during a work engagement for CSDT via direct face to face contact, followed by recorded Incident Report log on the contractor or CSDT format,
- b) Ensure sufficient information about an incident is disclosed to enable CSDT to fulfil its duty as a PCBU,
- c) Conduct investigations as required and provide report to CSDT,
- d) Collaborate in CSDT-led investigations when required,
- e) Implement corrective actions identified from investigation reports.

Reporting - Health and Safety, and Process Safety Events

What to report?	When to be reported in writing?
Minor (near miss/first aid; small laceration or incision with a cleanup by a first aider and injured worker continuing work tasks; a truck driver almost revising into a light pole, but not striking it)	Within 15min of knowledge.
Moderate (Lost time <7 days/Medical treatment in a clinic or hospital/Restricted duties/Serious Near Miss that could result in the potential for a moderate injury). This includes occupational disease or illness.	Immediately upon knowledge. Telephone call followed by written report within not more than an hour.
Major (Lost time > 7 days; WorkSafe ACT-notifiable Fatality, Dangerous Incident or Serious Injury; Serious Near Miss that could result in the potential for a major injury, permanent disability or death). This includes occupational disease or illness.	Immediately upon knowledge. Telephone call followed by written report within not more than an hour.

A WorkSafe ACT Notifiable event is any of the following:

- ✓ Workplace death, and/or
- ✓ Serious Injury, and/or
- ✓ Dangerous Incident.



Reporting – Environmental Occurrences and Incidents

What to report?	When to be reported in writing?
Minor (Effects of environmental event managed without external assistance, Examples: Accidental splash or spill of diesel fuel e.g. 150ml cleaned up by using absorbent granules; Minor accidental spill of grey water e.g. 100ml cleaned by using absorbent granules and wash off or residual surface deposit; Biodegradable food remains found dumped by a food vendor, collected by waste management team and disposed of as required; No further remediation required.)	Within 15min of knowledge.
Moderate (effects of environmental event contained with external assistance e.g. a spill that requires attendance of Fire and Rescue team for safety and additional assistance for spill control. No further remediation required. May be notifiable to Regulator.).	Immediately upon knowledge. Telephone call followed by written report within not more than an hour.
Major (temporary ecological damage - actual or foreseeable off or on-site contamination of soil, ground water, surface water and atmosphere and remediation required. <1 year to remediate. May be notifiable to Regulator / Council.) And Catastrophic (long-term or permanent ecological damage - actual or foreseeable off or on-site contamination of soil, ground water, surface water and atmosphere and remediation required. >1 year to remediate. Notifiable to Regulator / Council.).	Immediately upon knowledge. Telephone call followed by written report within not more than an hour.

7 TRAINING AND COMPETENCIES

7.1 Basic criteria

CSDT has set criteria for worker qualifications and experience. The minimum qualification required from local crew is a Construction Induction Card.

7.2 Inductions

All workers must undergo site inductions before they are allowed to carry out works. Site Safety Inductions are a critical part of the worker training for ‘National Multicultural Festival 2025’. Completion of online inductions and/or participation in face to face inductions with the Event Safety Officer are mandatory before workers may commence works. Completion of custom CSDT inductions for workers are mandatory before works may commence. Workers who have not successfully completed/undergone Site Safety Inductions are not allowed to commence work.

7.3 Working at Height (WAH)

Works at height (WAH) give raise to an obvious hazard and a risk of fall from 2m or more and in many instances – a fatal risk. Workers carrying out WAH must be competent (e.g. scaffolding work above 4m requires a Scaffolding HRWL, nationally recognised courses addressing ascending and descending metal structures/telecommunication towers, working safely on roofs are commonly selected by PCBU and workers enrolled to complete them subject to operational profiles) and use equipment that is appropriate and frequently checked. Each PCBU must plan and address WAH in their relevant SWMS referring to the Code of Practice guidelines related to controlling risks of falls at workplaces.

7.4 Plant Operation – FLT and MEWP

All workers designated to operate mobile powered plant must hold the relevant and current licence or competency card for the plant item (Mobile Elevating Work Platform – MEWP, Forklift Truck – FLT). Site Management will establish a regime of plant key control and issue keys to individual operators against verification of their credentials.



Contractors must ensure that their workers are licensed and competent in the following as a minimum:

- Legal requirements,
- Understanding of the plant Operator Manual,
- Hazard management – identifying, assessing and controlling hazards,
- Equipment and safety features,
- Prestart (pre-operational) inspection – visual inspection and functional checks,
- Control facilities and positions,
- Limits of the machine – rated capacity, wind rating – and machine weight,
- Moving and positioning of the plant,
- Working near overhead obstructions or power lines, and traversing around underground services access lids,
- Using a harness,
- Refuelling tools and battery charging,
- Reporting problems and incidents,
- Emergency retrieval systems,
- Emergency response actions (FLT) and rescue plan (MEWP with platform control failure or catapulted operator).

SWMS compliance and competence of workers linking to the approved SWMS will be verified by CSDT Site Manager observations during works. MEWP travelling between work areas must be assessed on case by case basis and escorts – both on foot and by means of a vehicle with flashing warning amber lights – be used for public safety.

8 CONTRACTOR AND SUB-CONTRACTOR MANAGEMENT

8.1 Contractor and Subcontractor performance monitoring

To ensure on-site safety and contractor performance monitoring CSDT will implement the following:

1. All contractor/subcontractor – Contractor PCBU – must submit to CSDT evidence of current Public Liability and Workers Compensation insurance,
2. Prior to works start Contractor PCBU must submit to CSDT Risk Assessment, SWMS or SWP (as relevant subject to the risks level associated with the works), worker qualifications register,
3. Prior to works commencing Contractor PCBU with workers handling Hazardous Chemicals must submit to CSDT current Safety Data Sheets (SDS) related to the chemicals (not older than 5 years),
4. CSDT, or a professional on CSDT behalf, will collate the documentation in a site folder and review. Feedback will be provided if discrepancies or weak compliance with relevant Codes of Practice are identified,
5. Event Safety Officer will oversee those workers required to work under a SWMS sign the SWMS on site before commencing works and have partaken in a Toolbox Talk,
6. Event Safety Officer will monitor the works and intervene if any observable lack of hazard or risk management is identified and/or it is in conflict with the PCBU's SWMS/SWP or Risk Assessment,
7. Any near miss or incident will be managed by appropriate response (as per procedures contained herein, incident reporting rules and WorkSafe ACT notification requirements; latter – where and if necessary) and investigated by the Safety Officer, Site Management and CSDT.

9 INJURY MANAGEMENT

Site Management, on behalf of CSDT, will make arrangements for First Aid capabilities on site. First Aiders will be pointed out to workers during Site Safety Inductions, and first aid kit location and signposting identified. Contractors who carry out works on site when there are no Site Management or CSDT representatives on site have a Duty of Care to their workers and must have their own tested and reliable first aid capabilities to cater for foreseeable injuries based on the scope of works and mechanism of injury (PCBU should refer to the Code of Practice for first aid in the workplace). Contractor PCBU must manage worker injury, reporting, treatment and return to work plans as per their insurance policies and arrangements as does CSDT. All Contractor PCBU must keep CSDT informed of the status of a worker who may have been injured on site and has been referred for medical assessment. All first aid treatment incidents on site will be recorded via Incident Report forms – CSDT and/or Contractor PCBU format.

10 EMERGENCY MANAGEMENT

Emergencies will be managed by as per the Event Emergency Management Plan.

Closest Hospitals with Emergency Department:

Canberra Hospital - Yamba Drive, Garran, ACT 2605

Tel: 02 51240000. Life threatening injury – 000,

Canberra Private Hospital - Building 2 Level 3 Equinox Business Park, 70 Kent Street, Deakin ACT 2600,

Tel: 02 61733733. Life threatening injury – 000.

11 WASTE MANAGEMENT

The scope of 'National Multicultural Festival 2025' works do not suggest significant waste generation, particularly to the extent when packaging, wrapping or debris from equipment could pose a trip and fall, slip, and fall, or another hazard. Site Management in will make arrangements for general rubbish, comixed recyclables bins to be available and instruct all worker to either pack and remove left overs or rubbish from site or use the bins provided.

Waste generation is considered to be no more than that 720L (6 x two-wheel SULO type bins) during bump-in and same during bump-out (TBC).

12 ANNEXURES

12.1 Safe Work Method Statements [separate documents]

Contractor SWMS will be added to this list when available or be available as separate PDF binder sheets.

12.2 Reference Law and Publications (not exhaustive)

- <https://www.multiculturalfestival.com.au/the-2025-national-multicultural-festival/>
- Work Health & Safety Act 2011, ACT, and Work Health & Safety Regulation 2011, ACT,
- ISO 31000:2018 'Risk Management – Guidelines',
- AS/NZS IEC 31010:2020 'Risk management – Risk assessment techniques'
- SA/SNZ HB 205:2017 'Managing health and safety related risk',
- SA/SNZ HB 436:2013 'Risk Management Guidelines – Companion to AS/NZS ISO 31000',
- AS 3745 – 2010 'Planning for Emergencies in Facilities',

- AS 2550.11 'Cranes, hoists and winches - Safe use, Part 11: Vehicle-loading cranes',
- AS 2550.10 'Cranes, hoists and winches - Safe use, Part 10: Mobile elevating work platforms',
- AS 2359 'Powered industrial trucks - Part 2 - Operations',
- AS/NZS 1596 'The storage and handling of LP Gas',
- AS 1657:2018 'Fixed platforms, walkways, stairways and ladders - Design, construction and installation',
- AS 4586:2013 – 'Slip resistance classification of new pedestrian surfaces',
- Codes of Practice: 'How to Manage Work Health & Safety Risks', 'Work Health & Safety Consultation, Co-operation and Co-ordination', 'Managing the Risks of Plant at the Workplace', 'Managing the Risk of Falls at Workplaces', 'Managing Psychological Hazards in the Workplace', 'Managing Electrical Risks in the Workplace', 'Hazardous Manual Tasks', 'Managing Risks of Hazardous Chemicals in the Workplace', 'First Aid in the Workplace',
- 'Temporary Demountable Structures - Guidance on procurement, design and use' 4th Edition, IStructE,
- BRE Digest Dg520 'Wind Microclimate Around Buildings',
- ABCB Standard - 'Temporary Structures Standard' 2015,
- 'Guide to Safety at Sportsgrounds' – 'The Green Guide', 6th Edition, GB.