



Harbour Trust Events & Venues WHS Guidelines

A Guide for Venue Hirers and Event Organisers

Work Health and Safety - Events held at Harbour Trust Sites					
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INTRODUCTION

The Sydney Harbour Federation Trust (The Harbour Trust) protects and manages extraordinary foreshore sites on Sydney Harbour. Each site is rich in history, with artefacts from Sydney's naval, industrial and convict history as well as strong ties to First Nations countries.

The Harbour Trust looks to the potential for these locations to create vibrant public domains where visitors can engage with local history and enjoy unique experiences.

The Harbour Trust offers a variety of unique venues, suitable for cultural, creative, corporate, and private events. Our commitment is to work with event organisers and venue hirers to ensure delivery of successful and safe events.

This guideline is designed to assist venue hirer and event organisers to meet the safety requirements as required under the Work Health and Safety Act (2011) and the specific safety requirements of the Harbour Trust.

Event organisers and venue hirers are to ensure they undertake the necessary work or engage an appropriately qualified and/or competent person to meet the safety obligations. A Harbour Trust representative is happy to assist should you have any questions

The Harbour Trust sites include:

- North Head Sanctuary, North Head
- Headland Park, Mosman
- Macquarie Lighthouse, Vaucluse
- Cockatoo Island
- Sub Base Platypus, North Sydney
- Woolwich Docks & Parklands

REQUIREMENTS FOR VENUE HIRERS OR EVENT ORGANISERS

Any person conducting a business or undertaking (PCBU) at a Harbour Trust property must read, understand, and adhere to the contents in this document to ensure that their operations are in compliance with the requirements outlined.

The Licensee or Permit Holder (PCBU) shall provide a safe system of work for the duration of the contract. They may be required to produce evidence of safe work procedures, Safe Work Method Statements (SWMS), training records and their Work Health and Safety policies. All personnel on site will be expected to follow safe work procedures and comply with relevant legislation.

All personnel will be expected to undertake a WHS induction. The Venue Hirer shall keep records of all participants who have undertaken the induction and the induction process. The Venue Hirer is also required to undertake a site-specific Harbour Trust WHS induction.

This guide will be complemented by, and should be read in conjunction with the following:

- Harbour Trust Venue Hire Application Form
- Harbour Trust Requirements of the Licence Agreement
- Harbour Trust Event Safety Check List

An Event Plan will ensure that you have adequately thought through all aspects of your event, and that you have a plan to manage each aspect. WHS is one component of your Event Plan.

PROTECTING HERITAGE SITES

Cockatoo Island's cathedral-like Turbine Shop and Convict Precinct and Australia's oldest Lighthouse, Macquarie Lighthouse in Vaucluse, are prominent examples of the heritage buildings that exist on our lands. These structures, and others under our protection, are living examples of Sydney's past and through their adaptive reuse, they contribute to the city's identity and visitor economy. Care must be taken to protect these Harbour Trust assets.

All buildings, no matter what their appearance, are important in telling a part of the story about its past uses. Evidence of past uses must not be damaged, removed or obscured without prior Harbour Trust approval and the appropriate recording of that evidence documented. Retaining evidence is important in assisting to interpret these past uses to the public.

While planning your event respect the building or structure and its fabric. For special events, temporary protection measures will be required and will require Harbour Trust approval. These measures must be fully reversible and without any damage to the fabric.

While planning and undertaking your event, respect the building or structure and its fabric. Ensure diligence as extra precautions and different methodology are often required when working on heritage sites, and compliance is the responsibility of the event user.

DEFINITIONS

Bunding: A bund, in simple terms, is a containment wall around an area where hazardous liquids are handled, processed or stored.

Control measures: Actions taken to eliminate or minimise health and safety risks so far as is reasonably practicable. A hierarchy of control measures is set out in the WHS Regulations to assist duty holders to select the highest control measures reasonably practicable.

Event Risk Assessment (ERA): An Event Risk Assessment identifies all the potential risks that may arise from holding an event and then lists the steps event organisers will take to reduce or mitigate identified risks.

Emergency Response Plan (ERP): ERPs are legally required in all workplaces. They outline an effective response to any emergency.

Harbour Trust: Sydney Harbour Federation Trust.

Harbour Trust Representative: The Harbour Trust Representative is the initial point of contact for a venue hirer and will work alongside them as they develop their Event plans.

Hazard: A hazard is anything with the potential to cause injury or property damage.

Incident: An unplanned sequence of events which resulted in injury/illness or damage to property or had the potential to do so. In simple terms, this has incorporated the traditional definition of accidents and near miss.

Near Miss: A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so.

Notifiable Injury or Illness: A work injury or illness that is required to be reported to Comcare and/or SafeWork NSW.

Person conducting a business or undertaking (PCBU): The principal duty holder under the Work Health and Safety Act 2011 is a 'person conducting a business or undertaking'. For the purposes of this document they will be the venue hirer or event organiser.

Personal Protective Equipment (PPE): is clothing and equipment worn as protection against workplace hazards including (but not limited to) safety eye protection goggles, ear protection muffs, boots, helmets, long sleeved clothes, or gloves

Risk: The likelihood that harm (death, injury, illness or damage) might occur when exposed to a hazard.

RSA: Responsible Service of Alcohol

Safe work method statement (SWMS): SWMS outline the high-risk construction work activities to be carried out at a workplace, the hazards that may arise from these activities, and the measures put in place to control the risks.

Safety Data Sheets (SDS): SDSs are issued by the manufacturer of a hazardous chemical to provide detailed information on the safe use, handling, and disposal of said chemical and recommended first aid treatment.

Venue Hirer: A venue user that is under a license agreement that allows them to utilise a Harbour Trust site to host an event.

USEFUL LINKS

[NSW GOVERNMENT COVID-19 Information](#)

[Harbour Trust information relating to each Venue](#)

[Live Performance Australia is the peak body for the Live Performance industry and provide 'New Safety Guidelines for the Live Entertainment and Events Industries'](#)

[NSW Premier and Cabinet provides an Event Starter Guide to assist people navigate the many issues involved in organising events](#)

[Safe Work Australia provide a guide 'Identify, assess and control hazards'](#)

[Safe Work Australia – Emergency plans fact sheet – provides general guidance for PCBU and workers on preparing and maintaining general emergency plans for fixed workplaces](#)

[Safework NSW – Dogging, Rigging & Scaffolding Licences](#)

<https://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

<https://www.foodauthority.nsw.gov.au/retail/caterers>

<https://www.liquorandgaming.nsw.gov.au/working-in-the-industry/serving-alcohol-responsibly>

<https://www.liquorandgaming.nsw.gov.au/working-in-the-industry/licensees-and-approved-managers>

ROLES AND RESPONSIBILITIES

Work Health and Safety is the responsibility of the PCBU as the venue hirer. The PCBU must ensure compliance with this document. The PCBU is also responsible for all contractor's involved in an event, and it is recommended to seek independent professional advice on safety risk management obligations.

Work Health and Safety obligations are non-transferrable and concurrent. This means that:

- Each business or person with safety obligations must comply with the WHS requirements.
- If more than one business or person has a duty under the law, they will be required to consult, cooperate, and coordinate activities with each other so far as is reasonably practical.

The venue hirer will be required to hold and maintain appropriate insurance (as required).

REFERENCES

The following publications and organisations have been referenced in the preparation of this Guide:

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)
- [Safe Work Australia Codes of Practice](#)
- [Comcare Regulatory Guides](#)
- [Australian / New Zealand / ISO Standards](#)
- [Safe Work Australia Guidance Material](#)
- [National Construction Code 2015 \(NCC\)](#)
- [SafeWork NSW](#)

EVENT RISK ASSESSMENT (ERA)

PURPOSE

An Event Risk Assessment (ERA) is required to ensure that there has been a systematic approach to managing workplace health and safety risks for the particular event.

SCOPE

An ERA includes the identification of foreseeable hazards that could cause risk or injury to the health and safety of workers, contractors, and visitors as well as damage to a venue. The ERA should outline how these risks will be eliminated or minimised.

REQUIREMENTS

It is a legal requirement for an event organiser, or venue hirer to identify and manage risks that may arise from an event. The Harbour Trust requires this to be provided in the form of an ERA.

This procedure details the compliance requirements of an ERA, that ensures a structured approach, and follows the risk management process defined under the Australian/International Standard: Risk Management (AS/NZS ISO 31000-2018).

An ERA:

- is specific for the venue and event
- includes all phases of the event: bump-in (set up), event delivery including interaction with the general public and bump out (pack down)
- includes any hazardous chemicals being used
- Include a risk rating (e.g. Low, Medium, High, Severe) based upon the potential likelihood and consequence of the hazard
- Identifies the person who will be responsible for ensuring that the agreed risk controls are in place and followed
- Ensures that any tasks as defined as high risk under WHS legislation such as working at heights, mobile plant, hazardous manual tasks are well documented (SWMS) and control measures put in place which are regularly reviewed to make sure they work as planned
- Encourages a proactive approach to continuous improvement in the management of all health and safety related risks

The Harbour Trust shall assist in the preparation of an ERA by providing the venue hirer with relevant information regarding the venue as well as any applicable Harbour Trust protocols, policies, and procedures. It is the responsibility of the venue hirer to prepare a detailed and functionally adequate ERA for consideration by the Harbour Trust. Requested amendments and updates by the Harbour Trust remain the responsibility of the venue hirer. Approval from the Harbour Trust does not indicate that the Harbour Trust endorses the contents of the ERA.

TIMELINE

ACTION	RESPONSIBILITY
As early as possible Draft ERA	Provide draft ERA to the Harbour Trust.
6 weeks prior to Bump-In Final ERA	Provide updated ERA to the Harbour Trust (including any variation, subject to the Harbour Trust approval).
1 week prior to Bump-In Accepted ERA	Distribute the approved ERA to all event workers (including, suppliers, contractors and their employees)
Before commencement of bump-in	All workers including suppliers, contractors and their employees involved in the delivery of an event are to undertake a site induction. As the Primary PCBU of the event it is your responsibility that all workers and contractors undertake an induction to understand the safety issues, emergency management, first aid, incident reporting, risk control measures and decision-making protocols.
At the start of each crew shift	All workers working on the event attend a daily 'toolbox' talk to discuss the risks of the day. This daily briefing is a compulsory component of event delivery and attendance records should be kept. A member of the Harbour Trust will attend this meeting to assist with any venue questions where required.

REFERENCES

[Comcare Risk Management](#)

[SafeWork NSW Code of Practice How to Manage Work Health and Safety Risks Code of Practice August 2019](#)

[Australian Standards Risk Management – Guidelines AS/NZS ISO 31000:2018](#)

Event Risk Assessment Tool

EXAMPLE			
EVENT RISK ASSESSMENT TOOL			
Event	<i>Filming for Art Program</i>	Assessment Prepared by	<i>John Doh -Art Film Company</i>
Location	<i>Cockatoo Island - Building 124</i>	Date of Assessment	<i>15/01/2020</i>
Date of Event	<i>15/03/2020 - 16/03/2020</i>	Date Assessment last updated	<i>20/02/2020</i>
Further Information	<p><i>DESCRIBE WHAT ACTIVITY IS TAKING PLACE AND ANY ELEMENTS THAT MIGHT BE DEEMED AS A HAZARD. We will be filming with a small crew of 15ppl inside Building 124. We will have two cameras, portable lighting and some sound equipment. We will need to amplify sound between the hours of 3pm-6pm on both days of shooting. We will be moving items around the space to create a set.</i></p>		

#	Hazard/Risk Source	Risk – What could happen and how could it happen?	Consequences	Likelihood	Inherent Risk Rating	Risk Controls	Consequences	Likelihood	Residual Risk Rating	Risk Owner
1	Manual Handling Injuries	Sprains and strains of muscles, ligaments and tendons, back injuries, joint and bone injuries or degeneration, nerve injuries or compression & muscular and vascular disorders, soft tissue injuries such as hernias and acute pain	2	3	Medium	Use of two-person lift or trolleys for large/bulky items and/or items over 25kg. Appropriate lifting techniques to be used, including plan route prior to lifting, lift with straight back and bent at the knees, avoid twisting.	2	1	Low	1. Event Company

Risk Assessment example taken from the Event Risk Assessment Tool. Please contact the Harbour Trust Representative for further information.

Risk Matrix

A Risk Matrix is used to assist the prioritising and judgment for the severity and likelihood of potential risks. To find the Risk Rating assess:

- The consequence – the outcome of an event affecting objectives (i.e. what will happen, the extent of harm); and
- The likelihood – The chance of something happening.

This Risk Matrix below can be used as a guide to assist in the identification of risks. Other risk rating systems or those recommended by a health and safety regulator such as SafeWork NSW can also be used.

		Consequence Label				
		1. Insignificant Injury that does not require first aid. Impact contained to business unit level. No damage to assets or environment	2. Minor Minor injury requiring first aid. Impact contained to business unit level. Minor instances of environmental or asset damage that is reversible	3. Moderate Injury requiring medical treatment with no time lost. Impact outside the business. Isolated but significant instances of environmental or asset damage	4. Major Severe injury causing lost time or disability. Severe loss of environmental or asset amenity and danger of continuing environmental, asset or reputational damage	5. Extreme Single or multiple fatalities. Major widespread loss of environment or assets and progressive, irrecoverable environmental asset or reputational damage
Likelihood	5. Almost Certain Can be expected to occur in most circumstances; Approximately once daily	Medium	High	High	Severe	Severe
	4. Likely Will probably occur in most circumstances; Once a week to once a month	Medium	Medium	High	High	Severe
	3. Possible Might occur at some time; Once a month to once a year	Low	Medium	Medium	High	High
	2. Unlikely Could occur at some time; Has been known to occur	Low	Low	Medium	Medium	High
	1. Rare May only occur in exceptional circumstances; Not known to have occurred	Low	Low	Low	Medium	Medium

Risk Matrix Example

An example of how the risk matrix works is as follows:

1. What would be the consequence should that incident occur? Go across the top of the consequences and decide on what the outcome of that incident would be. E.g. it would be minor (**2. Minor**)
2. What is the likelihood of an incident occurring? Go down the likelihood side and decide on when you think it would be likely to occur E.g. it is possible (**3. Possible**)
3. Join them together on your risk matrix and the ranking would be (**Medium**) then follow your risk treatment below the matrix.

Inherent risk is the amount of risk that exists in the absence of controls.

Residual risk is the risk remaining after existing controls are in place.

Risk Controls

The outcome of the risk assessment is an overall risk rating from low to severe which assists in prioritising actions and risk treatment.

Risk Treatment	
Low	<p>Proceed with activity Risks have been controlled to such a degree that a low residual risk remains</p>
Medium	<p>Use Caution - Management Consent Required - Activity must be carried out under the supervision of a supervisor / manager, and - Activity must be covered by a current SWP (which may involve a permit system) or an approved SWMS, and - Worker undertaking activity must be deemed adequately trained/instructed and deemed competent - Controls and procedures should regularly be reviewed to determine if risk control improvements are feasible (IE risk can be eliminated or isolated)</p>
High	<p>Use Caution - Proceed with activity with supervisor consent Activity is managed using approved documented procedures and controls. Controls and procedures should regularly be reviewed to determine if risk control improvements are feasible (IE risk can be eliminated or isolated).</p>
Severe	<p>Do not start activity Risk level is unacceptable. Inform Manager/Supervisor immediately</p>

EVENT EMERGENCY RESPONSE PLAN (ERP)

PURPOSE

The ERP is designed to ensure all emergency situations have been identified with an effective response that has been developed for each situation. The plan must be based on an assessment of the hazards at the workplace, including the possible consequences of an incident occurring as a result of those hazards.

SCOPE

This document details the requirements when developing an ERP. An emergency may be a fire, explosion, gas leak, chemical spill, medical emergency, natural disaster, bomb threat or violence. The ERP is to be referenced in conjunction with the ERA and include:

- Evacuation methods that integrates into the Harbour Trust Emergency Response Procedures for the site the event is being held;
- Notifying emergency services at the earliest opportunity;
- Medical treatment and assistance;
- Effective communication with everyone at the workplace;
- How often the emergency procedures are tested;
- What3Words on Harbour Trust signage; and
- Instruction and training about implementing the emergency procedures.

REQUIREMENTS

The Harbour Trust has an ERP for all Harbour Trust staff, contractors, volunteers, tenants, and visitors on any Harbour Trust site in accordance with relevant legislative requirements.

The Harbour Trust will provide the Emergency Response Plan Guidelines & Requirements to hirers in order to ensure an effective emergency response, including but not limited to, control of an emergency situation or evacuation in the event of an emergency during an event on Harbour Trust site.

The ERP:

- be developed in consultation with the Harbour Trust and relevant/applicable emergency services i.e. NSW Police Force, Fire and Rescue NSW, the NSW Rural Fire Service and NSW Ambulance. Where applicable also in consultation with NPWS and Sydney Ferries
- integrate with Harbour Trust Emergency Response Procedures for the site
- reference the use of What3Words at Harbour Trust sites, including training to staff on application and use in contacting emergency services
- identify the person or role that is responsible for managing the emergency response at the event (often the site manager or someone who has extensive knowledge of the site and its layout) and include the chain of command should an emergency occur
- Have clear instructions on how the person in charge will be contacted should an emergency occur.
- be distributed to all agencies and relevant parties
- be included in the induction and made visible at all times in designated locations
- Access to and monitoring of weather forecast data (event specific).

REFERENCES

[Work Health and Safety Regulations 2011, Division 4 Emergency Plans, Regulation 43 Duty to prepare, maintain and implement emergency plans](#)

Sydney Harbour Federation Trust Emergency Response Plan (ask your Harbour Trust Representative for a copy)

[AS 3745 – Planning for Emergencies](#)

[About What3Words](#)

FORMS AND TOOLS

[Safe Work Australia – Emergency plans fact sheet – provides general guidance for PCBU and workers on preparing and maintaining general emergency plans for fixed workplaces.](#)

MEDICAL/FIRST AID PLAN

PURPOSE

To establish the minimum requirements for the provision of First Aid, to ensure that immediate treatment or care is given to a person suffering from an injury or illness until more advanced care is provided.

SCOPE

This document applies a risk management approach to tailor first aid to suit the circumstances of your event, and is summarised by:

- Identifying hazards that could result in an injury or illness;
- Assessing the type, severity and likelihood of injuries and illness;
- Providing the appropriate first aid equipment, facilities and training; and
- Reviewing your first aid requirements on a regular basis or as circumstances change.

REQUIREMENTS

It is a legal requirement of the venue hirer to ensure personnel have access to first aid equipment and facilities. Additional first aid requirements may vary depending on the nature of the work, type of hazards, workplace size and location, as well as the number of workers.

First Aid arrangements:

- Have appropriate first aid kits readily available and close to the areas where there is a higher risk of injury or illness
- Provide appropriate facilities for administering first aid for the type and size of the event
- Ensure these facilities are easily identified by workers, contractors, visitors
- Ensure an adequate number of workers are trained to administer first aid, or workers have access to an adequate number of other people who have been trained to administer first aid and at a level (e.g. first aid, nurse, paramedic doctor) for the type of event.
- Ensure this information is provided to all stakeholders e.g. induction for workers
- Take into consideration the nearest hospital or medical centre
- Take into consideration ambulance access (for Cockatoo Island consider access by water or air)
- Integrate with your Emergency Response arrangements

REFERENCES

[Work Health and Safety Regulation 2011](#)

[Safe Work Australia Code of Practice – First Aid in the Workplace, July 2019](#)

CROWD SAFETY

PURPOSE

This section outlines the requirements to ensure that health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

SCOPE

Crowd safety at an event on Harbour Trust sites involves many aspects, these are, but not limited to: security, cleaning and housekeeping (amenities services), transport, access/egress, food preparation and the responsible service of alcohol.

As part of the crowd safety planning process, the following phases should be considered:

- Bump in (set up) phase
- Event delivery
- Bump out (pack down) phase

REQUIREMENTS

Crowd safety planning should take into account how crowd management has been considered, the identification of specific crowd hazards, the suggested control measures and how the crowd will be monitored and managed in both normal circumstances and emergency situations.

Some venues are near water e.g. wharf. Crowd management plans will need to be in place to ensure the safety of all visitors and staff, particularly if alcohol is to be served at the event.

Crowd management plan:

- includes predicted numbers and flow times (during peak and non-peak)
- management of lost children (as applicable)
- specifies event capacity and establishes procedures for managing the event if it has reached capacity, including signs and barriers to prevent persons without tickets accessing the event or mingling outside
- includes how crowds (including people with disabilities) will arrive and leave, including if circumstances change (power outages) and transport options have been impacted
- includes Security requirements, ensuring all are appropriately trained/accredited, depending on the requirements of the event
- includes cleaning and housekeeping requirements based on the predicted crowd numbers. Ensure all amenities are safely secured, with suitable signage, and address accessibility needs
- confirms all licences have been sought/approved, are in place, and available for inspection. This will apply to security arrangements, the responsible serving of alcohol and safe preparation and serving of food.

REFERENCES

[Work Health and Safety Regulation 2011, Division 2 General Working Environment, Clause 40 Duty in relation to general workplace facilities](#)

[Food Regulation Act 2015](#)

[Liquor Regulation 2018](#)

[Security Industry Regulation 2016](#)

ELECTRICAL EQUIPMENT AND INSTALLATIONS

PURPOSE

To provide guidance and requirements to ensure electricity supplies and electrical devices are managed in a safe way to mitigate the risk of electrical related incidents.

SCOPE

This applies to all electrical installations and electrical equipment used for the purposes of an event at a Harbour Trust site.

REQUIREMENTS

Electrical installations:

- Must be installed by a licensed and appropriately qualified person e.g. electrician
- Must comply with applicable Australian Standards e.g. AS/NZS 3000:2018 Australian Standard for Wiring Rules, AS/NZS 3002:2008 Electrical installations—Shows and carnivals

Electrical equipment:

- Must be used in accordance with manufacturers specifications e.g. internal cables only to be used inside
- Placed to mitigate the risk of a person tripping over or becoming entangled e.g. under protective covers, clear of walkways, etc.
- Must be tested and tagged as per AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment. Records maintained and available for inspection.
- All portable equipment, tools and appliances are to be connected to portable residual-current devices (RCDs).

Working on live electrical circuits, or near to exposed electrical conductors within distribution boards is prohibited.

REFERENCES

[Safe Work Australia \(Managing electrical risks in the workplace\) Code of Practice October 2018](#)

AS/NZS 3000:2018 Australian Standard for Wiring Rules [AS/NZS 3000:2018 - Standards Australia](#)

AS/NZS 3002:2021 Electrical installations—Shows and carnivals [AS/NZS 3002:2021 - Standards Australia](#)

AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment [AS/NZS 3760:2010 - Standards Australia](#)

FALLING/MOVING OBJECTS

PURPOSE

To ensure a safe work environment, falling objects are to be controlled or the risk of falling objects is to be eliminated.

SCOPE

A falling object includes any object or material falling from a height and may also be an object that is propelled upwards or sideways, that could injure a person or a Harbour Trust asset that is struck by it.

REQUIREMENTS

The venue hirer must implement appropriate controls to reduce the risk of falling/moving objects. Control measures include but are not limited to:

- Creating safe work areas to separate workers and others from higher risk activities
- Utilising appropriate risk control measure to protect others from the work activities e.g. barriers, screening nets, catch platforms
- Utilising an appropriate means to raise, lower, move heavy or large objects e.g. crane, forklift etc
- Using tooling lanyards (where appropriate)
- Using a spotter when operating moving plant equipment

REFERENCES

[Safe Work Australia Falling Objects fact sheet](#)

[Work Health and Safety Regulations 2011, regulation 55 - Minimising risk associated with falling objects](#)

HAZARDOUS CHEMICALS AND DANGEROUS GOODS

PURPOSE

This document aims to reduce the risk of incidents and injuries from the use of hazardous chemicals and dangerous goods. This will not only improve safety for people on site, but also reduce environmental damage resulting from pollution or contamination.

SCOPE

The Harbour Trust must be made aware of any chemicals or dangerous goods that are classified as hazardous on Harbour Trust premises/parklands.

REQUIREMENTS

The use of chemicals and or dangerous goods can be managed with the appropriate controls in place.

When using or storing chemicals or dangerous goods the Harbour Trust requires the following:

- Current Safety Data Sheets (SDS) are kept at the venue for every chemical and dangerous good used or stored during the event/activity (an SDS is current for 5 years from the date of issue)
- Any gas cylinders used must be in date
- Safety Data Sheets readily available for staff and during an emergency
- Staff use the appropriate Personal Protective Equipment for the specific chemical or dangerous good
- All chemicals and dangerous goods are to be appropriately stored and secured. E.g. in a proper storage cabinet with bunding or secured in an area with bunding
- Spill kit available (where applicable)
- The management of the products will be contained within the risk assessment
- All chemicals and or dangerous goods to be removed from site at conclusion of use or at bump out.

REFERENCES

[Work Health and Safety Act 2011, section 274 \(Approved Codes of Practice\)](#)

[Work Health and Safety \(Managing Risks of Hazardous Chemicals in the Workplace\) Code of Practice 2015](#)

[Work Health and Safety \(Preparation of Safety Data Sheets for Hazardous Chemicals\) Code of Practice 2015](#)

[Work Health and Safety \(Labelling of Workplace Hazardous Chemicals\) Code of Practice 2015](#)

HIGH RISK LICENCE WORK

PURPOSE

Any high-risk work is carried out by a competent person with the appropriate qualifications in order to minimise the risk of injury or incident.

SCOPE

All events workers who are required to undertake work that is classified as high risk licence work shall ensure they have the current certification for the task and competent in the use of the equipment/machinery/plant. This includes but not limited to:

- Scaffolding work
- Dogging / Basic Rigging
- Crane and Hoist Operation
- Forklift Operation
- Pressure Equipment Operation
- [Clause 291 WHS Regulation](#) Meaning of High-Risk Construction work

REQUIREMENTS

- Any work that has been defined as 'High Risk Work' must only be carried out by a worker who has a High-Risk Licence
- All workers must carry their licences at all times and show their licence by a Harbour Trust staff member when requested
- High Risk work is identified in the ERA
- A copy of all SWMS is provided to the Harbour Trust as part of the event approval process
- A SWMS is prepared and signed by the affected workers for each high-risk activity prior to the commencement of any works

REFERENCES

[Work Health and Safety Regulations 2011, Part 4.5 High Risk Work, Division 1 Licensing of high-risk work](#)

[Safe Work Australia Safe Work Method Statement for High Risk Construction Work Information Sheet](#)

[SafeWork NSW High risk work licences](#)

LIGHTING (STROBE, UV AND LASERS)

PURPOSE

Any lighting (strobe, UV and lasers) and equipment used at events, are done so appropriately, and with a view to the safety and wellbeing of all persons present.

SCOPE

The use of such lighting equipment (including but not limited to strobe, UV and lasers) typically involves the presence of visitors and this needs to be considered in all procedures to minimise or eliminate all potential risks.

REQUIREMENTS

- Strobe lighting warning signage must be placed in the entry to the venue to advise/warn patrons
- Avoid UV lighting if possible, if using, maintain a reasonable distance from the source and ensure sources are enclosed or shielded and are well maintained to prevent leakage to eliminate reflection where possible.
- Lasers must be used in accordance with AS/NZS 2211.1 'Safety of Laser Products Equipment classification and user's guide
- The use of lasers is to be included in ERA (if to be used) and include display plan and elevation positions of laser sources, mirrors and target areas
- The use of lasers outdoors will require specific control measures to ensure there is no interference with the installation and control of reflection for surrounding structures or interference with air traffic or shipping activities
- Laser use will require an onsite safety officer for the duration of laser use
A lighting plan with associated ratings, spill, and design (as required)

REFERENCES

[Safe Work Australia guide on laser classification and potential hazards](#)

[Australian Standard AS/NZS 2211.1:2004](#)

NAKED FLAMES

PURPOSE

Any naked flames to be used on Harbour Trust land are done so appropriately, and with a view to the safety and wellbeing of the venue hirer, their contractors and employees, visitors and Harbour Trust assets.

SCOPE

The use of naked flames at events typically involves the presence of visitors and near Harbour Trust Assets. The safety of all persons and Harbour Trust assets needs to be considered in all procedures to minimise or eliminate all potential risks.

REQUIREMENTS

- Naked flames such as candles, LPG, flame gel and smoking are generally not permitted inside any Harbour Trust venues
- Naked flames may be permitted on our external locations if demonstrated within the ERA as to how the risk of fire will be eliminated or controlled
- Establish an easily accessible means of extinguishing any naked flames
- Ensure there are appropriate firefighting measures readily available
- Ensure staff are trained in the use of firefighting equipment
- Appropriate licences/approvals are obtained (where required)
- Ensure emergency services have been notified of intended use (where required)

REFERENCE

Nil

NOISE MANAGEMENT

PURPOSE

This document aims to reduce the risk of injury/incident resulting from excessive noise to venue hirer, their contractors and employees, event guests, general public, and residents in surrounding areas.

The *Work Health and Safety Act and Regulations 2017* state that workers must not be exposed to noise levels of 85 decibels or above over the equivalent of 8 hours, or a peak of 140 decibels.

SCOPE

This document applies to all events at Harbour Trust sites in which there is noise generated or likely to be generated.

REQUIREMENTS

- Assessment of noise included in ERA e.g. times and expected noise level
- Where there will be a noise impact on surrounding neighbours a detailed noise assessment is required
- Where a noise assessment is undertaken other activities required include a letter drop to affected residents, point of contact for any complaints e.g. hotline and enlisting noise monitoring consultants

NB: Further requirements can be discussed with the Harbour Trust Representative

REFERENCES

[Safe Work Australia \(Managing noise and preventing hearing loss at work\) model Code of Practice July 2020](#)

[Australian Standards AS/NZS 2107:2016 Acoustics – Recommended design sound levels and reverberation times for building interiors](#)

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

This policy outlines the appropriate use of Personal Protective Equipment (PPE) to prevent injuries to workers and contractors.

SCOPE

This policy applies to all workers and contractors involved in the facilitation of an event at a Harbour Trust site.

REQUIREMENTS

- All PPE must comply with the relevant Australian Standard
- PPE must be worn when required.
- PPE must be appropriate to the task and be well maintained.
- Workers / contractors be instructed in its proper use.
- PPE required is to be included in the ERP, Safe Work Method Statement or Safety Data Sheet

REFERENCES

[Work Health and Safety Regulation 2011, Chapter 3, Part 3.2, Division 5 Personal Protective Equipment, Clause 44 Provision to workers and use of personal protective equipment](#)

[Safe Work Australia Personal Protective Equipment](#)

PLANT AND EQUIPMENT

PURPOSE

Plant and equipment are properly maintained and compliant with relevant legislative requirements in order to reduce the risk of equipment failure and arising safety issues.

SCOPE

This document applies to any plant or equipment brought onto a Harbour Trust site in the course of conducting an event. Plant includes machinery, boom lifts, Elevated work platforms, equipment, appliances, containers, implements and tools and components or anything fitted or connected to those things.

REQUIREMENTS

- All equipment brought onto Harbour Trust land is appropriately registered for public roads, inspected or maintained in accordance with relevant legislative or manufacturers requirements
- Only qualified operators to operate plant and equipment
- All guarding/fencing or other controls remain in place when in use
- Make available to Harbour Trust staff any licence upon request
- All workers who use any plant and equipment are inducted
- Ensure all procedures for working with plant and equipment are followed and workers can readily access this information
- Certificates of inspection for certain types of equipment may need to be provided prior to the event.
- For events on Cockatoo Island all equipment and vehicles are transported via barge. Contact your Harbour Trust Representative for further information.

Venue hirer will not be permitted to use any Harbour Trust plant or equipment unless specified in the licence agreement.

REFERENCES

[Safe Work Australia Managing the Risks of Plant in the Workplace, Code of Practice May 2018](#)

[Australian standard AS 2550.1-2011 Cranes, hoists and winches-safe use-general requirements](#)

[Australian standard AS 2550.4-2004 Cranes, hoists and winders-safe use-tower cranes](#)

[Australian standard AS 1418 Part 4 Cranes, hoists and winches-tower cranes](#)

[Safe Work Industrial lift trucks guidance material](#)

RIGGING

PURPOSE

To ensure that rigging work is carried out appropriately in order to avoid injuries or damage to Harbour Trust assets.

SCOPE

Rigging work means the use of mechanical load shifting equipment (and associated gear) to move, place or secure a load using plant, equipment or members of a building or structures, to ensure the stability of those members or the setting up or dismantling of cranes or hoists.

REQUIREMENTS

- Appropriate PPE is worn
- Appropriate safe systems of work are applied
- Appropriate licences are held for the type of work
- If rigging is sought from a venue's trusses, hoists and anchor points, engineering certification, work permits and sign off records are required and provide to the Harbour Trust prior to any works commencing and approval given.

REFERENCES

[SafeWork NSW – Dogging, rigging and scaffolding licences](#)

<https://www.safeworkaustralia.gov.au/system/files/documents/1703/dogging-hrwl-information-sheet.pdf>

SCAFFOLD

PURPOSE

This document aims to ensure that any scaffold erected to support access or working platforms, Scaffolds are commonly used to provide workers with a safe, stable work platform when work cannot be done at ground level to minimise the risk of injury or damage to any item/object including Harbour Foreshore assets.

SCOPE

This document applies to all Harbour Trust sites.

REQUIREMENTS

- All scaffolding used must meet or exceed the applicable legislative requirements
- Be erected in accordance with manufacturer specifications or engineering certification.
- Be erected and dismantled by a suitably qualified and/or competent person in accordance with applicable legislative requirement or standard.
- Scaffold certification is available (where required)

REFERENCES

[Safe Work Australia, Scaffolds and scaffolding work – a general guide](#)

[SafeWork NSW – Dogging, rigging and scaffolding licences](#)

[AS/NZS 1576 Suite of Scaffolding requirements](#)

[AS/NZS 4576:2020 Guidelines for Scaffolding](#)

TEMPORARY STRUCTURES, STAGING, PLATFORMS, MARQUEES, GRANDSTANDS, DRAPING

PURPOSE

To ensure that staging, platforms, marquees, or any other temporary structures are constructed and maintained in a safe manner to minimise the risk of incident or injury. It includes all event decorations which are to be structurally sound and have a low risk of fire.

SCOPE

This document applies to the design, construction, maintenance and dismantling of any temporary structure used during an event on a Harbour Trust site.

REQUIREMENTS

- Temporary structures, staging, platforms, and marquees etc built for events must comply with relevant legislation
- Be constructed in a manner that minimises the risk of injury to workers, contractors and visitors
- No pegging into ground*
- Sufficient fire protection grading commensurate with the risk (certified as required)
- 2 or more alternative means of egress to walkways (dependent upon risk and event)
- Use of barriers and fencing designed to yield to pressure without toppling
- All stages, platforms are erected by personnel with appropriate training and certification
- All stages, platforms are signed off by a certified rigger/scaffolder and copies provided to the Harbour Trust
- Ensure that any built structure is compliant with engineering specifications
- Ensure that any built structure is certified with an engineer's certificate once construction is complete to ensure the structure is compliant and will withstand the likely weather conditions for the site. Copy to be provided to the Harbour Trust
- Provide adequate access and egress around all staging, platforms for all personnel at general times and in an emergency.
- There is to be no erection of any structure unless authorised by the Harbour Trust

All event decoration must be built from materials that conform to C1.10 of the National Construction Code (NCC) and Australian Standard AS/NZS 1530 relating to fire retardation. This is as follows but not limited to:

- All curtains and blinds must be rated as Flame-Retarded and tested in accordance with AS 1530.2 & 3; and
- Drapes require manufacturers' certification, labeling or other documentation certifying use of a fire-retardant material.

***NB:** Due to the former uses of the land and buildings, hazardous materials may be present. Contamination has been identified in some sub-surface soils, sediments and structures associated with the Sites.

Subsurface contamination has been “capped” using geofabric and/or other surface treatments - these caps must not be penetrated. The use of temporary structures for events must be weighted down rather than using pegs which will penetrate this layer.

The Harbour Trust has prepared a hazardous material register identifying known hazardous materials and contamination. Where hazardous materials are identified or where there is no confirmation that a material is not hazardous, it must be considered hazardous or potentially hazardous and treated accordingly.

REFERENCES

[Work Health and Safety Code of Practice Safe Design of Structures 2015](#)

[Work Health and Safety \(Spray Painting and Powder Coating\) Code of Practice 2015](#)

[Work Health and Safety \(Welding Processes\) Code of Practice 2015](#)

[Work Health and Safety \(Construction Work\) Code of Practice 2015](#)

[NCC 2019 Fire hazard properties](#)

[Australian Standard AS/NZS 1530](#)

THEATRICAL SPECIAL EFFECTS

PURPOSE

To ensure that any special effects and equipment used at events, such as flames, fireworks, smoke and snow machines, foggers and hazers, when approved for use apply appropriate risk management strategies to minimise the risk of injury, incident or damage to Harbour Trust assets.

SCOPE

This document covers all Harbour Trust sites and activities including explosions, flashes, flames, fireworks or other pyrotechnic driven effects used in the entertainment industry are referred to as theatrical special effects. Special effects may also include effects such as smoke or haze generated by heating proprietary fluids in a dedicated machine or dry ice and liquid CO₂ for smoke effects.

REQUIREMENTS

- Prior Harbour Trust approval is required for the use of pyrotechnics
- A pyrotechnics plan detailing location, the number of machines, type of pyrotechnics, estimated launch height, timings, area of coverage, any debris etc
- Pyrotechnics that involve naked flames or have an explosive charge are not permitted at North Head Sanctuary (due to high bushfire risk)
- A valid copy of the SafeWork NSW Fireworks and Pyrotechnics Licence and notification relating to the performance provided to Harbour Trust
- Safe Work Method Statement, including storage, handling, operation and disposal;
- A current Australian SDS for the fluid used in these devices
- Comply with the conditions of the NSW Explosives Act 2003 and the NSW Explosives Regulation 2013
- Evidence of local emergency services being notified of the proposed activity
- Older style oil-based crackers are not permitted
- Current mineral oil-based crackers, such as the MDG and DF50, are not permitted
- The ERA must cover storage, spillage containment, use and removal
- Ensure all chemical units are used with the manufacturer's specified fluids. No substitutions are permitted
- The use of these machines and chemicals are conditional on Harbour Trust approval
- Implement safety exclusion zones for the equipment and chemicals
- Only trained and certified personnel work with the equipment and chemicals
- Appropriate signage at the entrance to the event informing patrons of the use of theatrical special effects.

REFERENCES

[SafeWork NSW - Fireworks](#) | [NSW Explosive Act 2003](#) | [Explosives Regulation 2013](#)

WORKING AT HEIGHTS

PURPOSE

This document aims to reduce the risk of injuries or incidents when workers and/or contractors are working at heights.

SCOPE

This document applies to all workers and contractors whilst working at heights during an event at a Harbour Trust site.

REQUIREMENTS

- Where working at heights occurs this must be included in the ERA
- Controls measures are implemented as per ERA and in line with industry best practice including any legislative requirements or codes of practice
- SWMS are provided for any high-risk work as defined under WHS legislation
- Certificated equipment is in date e.g. Harnesses, lanyards static lines etc
- Equipment is stored securely when not in use

REFERENCES

[Work Health and Safety Regulations 2011, Part 4.4 Falls](#)

[SafeWork NSW \(Managing the Risk of Falls at Workplaces\) Code of Practice August 2019](#)

[Work Health and Safety \(Managing the Risk of Falls in Housing Construction\) Code of Practice 2018](#)

WORK HEALTH AND SAFETY INCIDENT MANAGEMENT PROCEDURE

PURPOSE

This document provides guidance on the Harbour Trust requirements should a safety incident occur during an event. This includes any notifications to a statutory authority.

SCOPE

This document covers all events and activities on Harbour Trust land including medical treatment/hospitalisation type incidents, statutory notifications, near misses, damage to property/assets, environmental issues and occupational illnesses.

REQUIREMENTS

- Comply with statutory requirements for reporting of maritime, environmental or WHS incidents including preservation of site when required
- All medical treatment/hospitalisation incidents are to be immediately notified to the Harbour Trust when safe to do so
- All damage to Harbour Trust infrastructure or assets is to be immediately notified to the Harbour Trust when safe to do so
- All notifications made to statutory authorities are to be notified to the Harbour Trust immediately after the notification is made
- Complete an incident report and submit to the Harbour Trust within 12 hours
- Complete an initial safety investigation and submit to the Harbour Trust within 48 hours
- Minor first aid incidents that do not require medical treatment or hospitalisation are not required to be forwarded on to the Harbour Trust. A copy of the incident report must be held on file by the venue hirer
- Any near misses are to be reported immediately notified to the Harbour Trust when safe to do so

REFERENCES

[AS/NZS ISO 45001 – Occupation health and safety management systems](#)

[WHS Act 2011 - Part 3 Incident notification](#)

[Comcare – Guide to incident notification](#)

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