

Event Health & Safety Plan

Event name	Overload NZ Anime & Manga Convention				
Event type	Trading/ Exhibition				
Location	THE CLOUD				
Event Start Date	24/04/2021	Event End Date	24/04/2021	Document prepared by	Seong Oh
Event Start Time	10:00 AM	Event End Time	06:00 PM	Date prepared	08/09/2020
Pack In Start Date	23/04/2021	24/042021	Pack Out Start Date	24/04/2021	Maximum number of participants (approx.) 4500 (incl. exhibitors, staff, contractors & public attendees)
Pack In Start Time	12:00 PM	8:00AM	Pack Out Start Time	06:00 PM	
Client roles			Subcontractor(s) and roles * <i>May require additional H&S documentation</i>		
Seong Oh (Event Manager)			St. John (First Aid), Rubbish Direct (Rubbish),		
Marc Knowles (H&S Officer), Azul Alysum (H&S Officer)			Perfect Sound Solutions Ltd (Stage company), Exhibition Hire (Furniture)		
Thomas Yang (Event Warden), David Keenleyside (Event Warden)					
Volunteers and roles			On the day communication procedure		
<p><i>Who responsible, how, where</i></p> <p>Azul Alysum (H&S Officer). Manages all on site volunteer work.</p> <p>List of volunteers to be finalised on the day, available from Azul Alysum or Event Manager.</p>			<p><i>Who responsible, method of communication etc.</i></p> <p>Seong Oh (event Manager) contact by mobile phone.</p> <p>Marc Knowles (H&S officer), Azul Alysum (H&S Officer), Tomas Yang (Event Warden), David Keenleyside (Event Warden) all report directly to Event Manager.</p>		
Event Description					
Overload is a one-day festival with about 300 artists, 60 volunteer staff, 100 sponsor staff and we are expecting around 4000 visitors during the day.					

Hazard Identification and Plan of Control (please add additional lines if required)

* Use attached risk matrix to determine pre & post control risk levels.

Pack-In/out Hazards e.g. moving vehicles, manual handling, shared workspaces, work at heights etc									
Hazard Description	What could go wrong?	Likelihood	Consequence	Pre-control risk level	Description of controls	Likelihood when controls in place	Consequence when controls in place	Post-control risk level	Person responsible
Moving Vehicles	-Being trapped between a vehicle and a structure -Vehicles colliding with each other or a structure -Being hit by a vehicle -Items that fall off vehicles -falling from a vehicle.	3. Possible	4. Major	Significant Risk	Driving outside the building: Comply with speed limit and applicable road rules, be alert to pedestrians and maneuvering vehicles. Driving inside the building: Speed limit 5kph at all times, guide/spotter external to the vehicle to be used. Operators of other mobile devices to comply with specific safety requirements for moving the device. Additionally, due to the presence of the one roller door (through which the vehicles will travel through), all traffic will be regulated/monitored to maintain safety.	1. Rare	2. Minor	Low Risk	All drivers/ Operators
Manual Handling, Lifting / Moving objects.	Can have Injuries and conditions can include: -Muscle sprains and strains	4. Likely	2. Minor	Moderate Risk	All queens Wharf VRS/ Overload Staff and exhibitors working during setup should safety lift and move heavy or awkward loads. Staff shall be	2. Unlikely	2. Minor	Low Risk	Queens Wharf VRS / Overload Staff / Exhibitors

	<ul style="list-style-type: none"> -Injuries to muscles, ligaments, intervertebral discs and other structures in the back -Injuries to soft tissues such as nerves, ligaments and tendons in the wrists, arms, shoulders, neck or legs -Abdominal hernias -Chronic pain 				<p>educated on and follow safe lifting techniques.</p> <p>Staff shall not lift more than they are capable of lifting to a maximum of 20kg.</p> <p>Reduce the range of movement when lifting/moving objects (e.g.do not lift and twist body).</p> <p>Physical moving devices (e.g.a trolley) should be used where possible to reduce potential harm whilst moving objects.</p>				
Shared Workspace	<ul style="list-style-type: none"> -Workers unaware of other workers and their activities which may involve vehicles, tools, or heavy equipment may suffer injuries due to: -Being trapped between a vehicle and a structure -Vehicles colliding with each other or a structure -Being hit by a vehicle -Items that fall off vehicles -falling from a vehicle. <p>and various other situations where tools or equipment harm others than the</p>	<i>5. Almost Certain</i>	<i>2.Minor</i>	<i>Moderate risk</i>	<p>All Queen Wharf VRS/Overload staff and exhibitors involved in pack-in/out to be aware of potential hazards from manoeuvring vehicles and devices, falling objects where others are working above or from tall structures being erected, trip from temporarily uncovered wiring being run, used packaging awaiting disposal etc. Care should be taken to minimise such hazards by appropriate safe working methods for height and rigging, posting signage or barriers where trip hazards are present, considerate placement of used materials before disposal, and constant vigilance regarding potentially distracted workers nearby.</p>	<i>4. Likely</i>	<i>1. Insignificant</i>	<i>Low risk</i>	Queens Wharf VRS / Overload Staff / Exhibitors

	operator, if care is not taken to be aware of the location of other workers in the vicinity.								
Working at heights	-falling from high place -Items dropped from high place	3. Possible	5. Severe	High risk	All work at heights to be carried out by trained/competent persons. All workers areas below work at heights ro be isolated to prevent entry by public and unauthorised personnel. All worker above 2 metres must be performed using appropriate harness. All persons below work at heights must wear a hard hat and other appropriate PPE such as Safety shoes/boots when working around mobile devices. Height rescue plan to be prepared before work begins using MEWP or occurring above 4m.	2. Unlikely	3. Moderate	Low risk	Overload Staff / Exhibitors
Extreme weather -Heat exhaustion and dehydration -Rain	-Workers can be dehydrated -being slipped by water on the ground	4. Likely	1. Insignificant	Low Risk	Staff are to assess the weather on the day and wear appropriate clothing if required to work outside. Drinking water and access to shade/cover to be available. Care to be taken when working in wet or cold conditions with regard to slippery surfaces and proximity to fall hazards.	4. Likely	1. Insignificant	Low Risk	Queens Wharf VRS / Overload Staff / Exhibitors / Other contractors required to be outside.

Blocking of Emergency Access	In emergency situations, people may not be able to escape and emergency services may not be able to access the building.	3. Possible	4. Major	Significant risk	All Queens Wharf VRS/Overload staff to be vigilant regarding emergency access areas. immediate action to be taken to remove any blockage, by shifting materials or other impediments out of the way, requiring drivers to move vehicles etc. Vehicles to be towed or otherwise moved if they are without a driver.	1. Rare	1. Insignificant	Low risk	Queens Wharf VRS / Overload Staff
Uneven Ground	-Being tripped over or fall.	3. Possible	1. Insignificant	Low risk	Care to be taken avoid being distracted when walking around site.	1. Rare	1. Insignificant	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Cables run along ground	-Being tripped over or fall.	3. Possible	1. Insignificant	Low risk	Where possible all cables should be run overhead Cables are to be taped down or covered. Cable run in high pedestrian areas are required to be cable trayed or covered using industry standard cable protection, (i.e. 'YellowJacket' etc)	1. Rare	1. Insignificant	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Outdoor furniture	-Being tripped over or fall. -Being potential for collision	3. Possible	2. Minor	Moderate risk	All furniture to be placed in pedestrian only areas or out of roadways.	1. Rare	2. Minor	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors

internal/external temporary structures (stage, rigging, etc.)	-Being tripped over or fall. -Being potential for collision -Being collapse of structure	<i>3. Possible</i>	<i>3. Moderate</i>	<i>Moderate risk</i>	All temporary structure or furniture should be safely and securely set up and all health and safety requirements met. Temporary structures must not block emergency access.	<i>1. Rare</i>	<i>1. Insignificant</i>	<i>Low risk</i>	All Queens Wharf VRS/ Overload Staff/ Exhibitors
General Equipment / machinery hazards	-Being tripped over or fall. -Being in fire -Being potential for collision	<i>3. Possible</i>	<i>3. Moderate</i>	<i>Moderate risk</i>	All equipment brought into the venue by Overload and exhibitors should be safely placed/used. Care to be taken not to create a tripping hazard, fire hazard, place items where they may obstruct access, overbalance or fall. Machinery brought into venue should be stable and securely placed. Appropriate barriers / distance / signage etc. should be used where applicable to keep people away from potentially hazardous machinery or artefacts.	<i>1. Rare</i>	<i>1. Insignificant</i>	<i>Low risk</i>	Queens Wharf VRS / Overload Staff / Exhibitors
Specific Food / drink vendors equipment related hazards	-Being tripped over or fall. -Being potential for collision	<i>3. Possible</i>	<i>2. Minor</i>	<i>Moderate risk</i>	All equipment / machinery / furniture / structures brought on site by food and drink vendors must be safely set-up and installed and comply with relevant regulatory requirements and Overload Terms and Conditions. Any gas and power usage must be safe and not pose a hazard. See Hazard regarding use of gas.	<i>1. Rare</i>	<i>2. Minor</i>	<i>Low risk</i>	Food / Drink vendors

Use of gas	-Risk of asphyxiation, fire or explosion.	3. Possible	5. Severe	High risk	<p>Activities requiring gas use generally prohibited aside from food vendors, and specifically prohibited within the building Any work requiring gas use to be assessed and approved, with full safety plan submitted and authorised by both Queens Wharf and Overload management before any work begins.</p> <p>Smoke isolation shall be in place when gas is in use (excludes plant machinery).</p> <p>There shall be no more than 100 kg of LPG stored in each Queens Wharf Building. Groups of cylinders shall be separated by at least 15 metres. Cylinders shall not be stored as spares indoors. Refer also to Hazard regarding Fire hazard management.</p>	1. Rare	5. Severe	Moderate risk	Food / Drink vendors, other contractors
<p>Hire Equipment</p> <p>-Scissor Lift/MEWP</p> <p>-Fork Lift</p> <p>-Vehicles/Hiab Crane</p> <p>-Harnesses</p> <p>-PPE</p>	<p>-Equipment colliding with each other or a structure</p> <p>-Being hit by a Equipment</p> <p>-Items that fall off from Equipment</p> <p>-falling from a Equipment</p>	3. Possible	5. Severe	High risk	<p>Equipment only to be hired to approved and certified users.</p> <p>User to carry appropriate certification and use safely at all times.</p>	1. Rare	3. Moderate	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors

Use of Scissor Lift/MEWP	-Scissor Lift/MEWP colliding with each other or a structure -Being hit by a Scissor Lift/MEWP -Items that fall off from Scissor Lift/MEWP -falling from a Scissor Lift/MEWP	<i>3. Possible</i>	<i>5. Severe</i>	<i>High risk</i>	Certified users only. All users to wear harnesses and appropriate PPE. To be used in line with industry best practice. User to have spotter. User to have a rescue plan. All persons below elevated work are to wear hard hats. Queens Wharf Management is to ensure MEWP's are maintained to a usable standard.	<i>1. Rare</i>	<i>3. Moderate</i>	<i>Low risk</i>	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Use of Forklift outside building	-Forklift colliding with each other or a structure -Being hit by a Forklift -Items that fall off from Forklift -falling from a Forklift	<i>3. Possible</i>	<i>5. Severe</i>	<i>High risk</i>	All users to have F endorsement and Work Safe NZ approved certificate. All users to wear Hi Vis, closed over shoes and appropriate PPE. User to inspect forklift prior to use. Forklift to have current registration and warrant when on use. Guide/spotter/traffic management to be used where appropriate. Forklift to be maintained to a safe useable standard.	<i>1. Rare</i>	<i>3. Moderate</i>	<i>Low risk</i>	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Use of Forklift inside building or confined area	-Forklift colliding with each other or a structure -Being hit by a Forklift -Items that fall off from Forklift -falling from a Forklift	<i>3. Possible</i>	<i>5. Severe</i>	<i>High risk</i>	Work area must be isolated with; no potential for moving vehicles, no entry or exit by public. Guide/spotter to be used where appropriate. All users to have Work Safe NZ approved certificate. All users to wear Hi Vis, closed over shoes and appropriate PPE. User to inspect forklift prior to	<i>1. Rare</i>	<i>3. Moderate</i>	<i>Low risk</i>	All Queens Wharf VRS/ Overload Staff/ Exhibitors

					use. Forklift to have current registration and warrant when in use. Forklift to be maintained to a usable standard. All drivers to be shown the entrance/exit to be used as per The Cloud's recent roller-door upgrade.				
Use of Hiab crane	-Hiab crane colliding with each other or a structure -Being hit by a Hiab crane -Items that fall off from Hiab crane	<i>3. Possible</i>	<i>5. Severe</i>	<i>High risk</i>	Lifting area to be isolated and clearly defined. Hiab to be used by certified user. All staff to wear appropriate PPE.	<i>1. Rare</i>	<i>3. Moderate</i>	<i>Low risk</i>	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Fire	-Risk of asphyxiation due to smoke inhalation, or burns.	<i>3. Possible</i>	<i>5. Severe</i>	<i>High risk</i>	Activities with open flame/high temperatures generally prohibited aside from food vendors, and specifically prohibited within the building. Any work requiring open flame or high temperatures to be assessed and approved, with full safety plan submitted and authorised by both Queens Wharf and Overload management before any work begins. Fire Warden roles may filled by; Event security, Venue Service Representative/s and Event Security, Venue Service Representative/s and Event Management Staff, for numbers reqd. Refer to Queens Wharf Venue Health	<i>1. Rare</i>	<i>3. Moderate</i>	<i>Low risk</i>	All Queens Wharf VRS/ Overload Staff/ Exhibitors

					and Safety Plan for Event P6. Fire extinguishers available around the venue. Staff adequately trained on the use of fire extinguishers. All staff briefed on emergency evacuation plan. Refer fire evacuation procedure in Queens Wharf Venue Health and Safety Plan for Events, P7.				
Wharf User falls on water	-Wharf User falls in water -Being drown	3. Possible	5. Severe	High risk	Emergency life rings placed throughout the wharf. Staff to remain vigilant to wharf users falling in the water. All staff trained on how to use life ring. Emergency plan in place. Refer Water Rescue Procedure in Queens Wharf Venue Health and Safety Plan for Events, P8	1. Rare	3. Moderate	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Animal Risk	-Being bite by animals.	3. Possible	3. Moderate	Moderate risk	No animals are allowed in the event, with the exception of guide dogs, hearing dogs and mobility dogs.	1. Rare	2. Minor	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
UAV/Drone	-Objects fall and causing injury.	3. Possible	3. Moderate	Moderate risk	UAV/Drones are not allowed at the event	1. Rare	2. Minor	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Drug/ Alcohol impaired or abusive persons	-Serious injuries may result from aberrant behavior, and possibly fatal toxic reaction to drug.	1. Rare	5. Severe	Moderate risk	Nil tolerance policy applies, any person who is identified as being under the influence of drugs or alcohol, or behaves abusively or offensively shall be required to leave the site	1. Rare	2. Minor	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors

					immediately. Failure to comply shall be referred to Queens Wharf security personnel, Event Wardens and/or Police as appropriate. Alcohol & Drug ban applies to entire site at all times. Emergency services shall be called when an individual seems to be suffering toxic effects of drugs.				
Natural Disaster/ Fire evacuation / Bomb threat / Tsunami etc	-Burns, crush injuries, or drowning depending on specific disaster. -In the event of bomb threat injuries may be suffered due to crowd panicking.	1. Rare	5. Severe	Moderate risk	Refer emergency plan in Queens Wharf Venue Health and Safety Plan for Events, p6 onwards. For other serious unforeseen events proceed as for fire evacuation if appropriate, immediately contact public emergency services.	1. Rare	3. Moderate	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Overload stage setup specific hazards	-Being tripped over or fall -Being colliding with stage or a structure -Items that fall off from stage or structure -falling from stage or structure.	3. Possible	4. Major	Significant risk	Refer to separate Overload 2019 Event stage Setup Hazard Report & Overload 2019 Stage General Rigging Plan.	1. Rare	1. Insignificant	Low risk	All Queens Wharf VRS/ Overload Staff

Event Hazards e.g. electrical, set or staging structures, noise, lasers, trips, falls etc

Hazard Description	What could go wrong?	Likelihood	Consequence	Pre-control risk level	Description of controls	Likelihood when controls in place	Consequence when controls in place	Post-control risk level	Person responsible
--------------------	----------------------	------------	-------------	------------------------	-------------------------	-----------------------------------	------------------------------------	-------------------------	--------------------

Overload stage setup specific hazards	-Being tripped over or fall -Being colliding with stage or a structure -Items that fall off from stage or structure -falling from stage or structure.	3. Possible	4. Major	Significant Risk	Refer to separate Overload 2019 Event stage Setup Hazard Report & Overload 2019 Stage General Rigging Plan.	1. Rare	1. Insignificant	Low risk	All Queens Wharf VRS/ Overload Staff
Moving Vehicles	-Being trapped between a vehicle and a structure -Vehicles colliding with each other or a structure -Being hit by a vehicle -Items that fall off vehicles -falling from a vehicle.	3. Possible	4. Major	Significant Risk	Driving outside the building: Comply with speed limit and applicable road rules, be alert to pedestrians and maneuvering vehicles. Driving inside the building: Speed limit 5kph at all times, guide/spotter external to the vehicle to be used. Operators of other mobile devices to comply with specific safety requirements for moving the device. Due to the presence of the one roller door (through which the vehicles will travel through), all traffic will be regulated/monitored to maintain safety. During the events, traffic will be limited at a layby area near the roundabout so as to mitigate vehicles approaching the cloud/public areas.	1. Rare	2. Minor	Low Risk	All drivers/ Operators
Manual Handling, Lifting /	Can have Injuries and conditions can include:	3. Possible	2. Minor	Moderate Risk	All queens Wharf VRS/ Overload Staff and exhibitors working during setup should	2. Unlikely	2. Minor	Low Risk	Queens Wharf VRS /

Moving objects.	-Muscle sprains and strains -Injuries to muscles, ligaments, intervertebral discs and other structures in the back -Injuries to soft tissues such as nerves, ligaments and tendons in the wrists, arms, shoulders, neck or legs -Abdominal hernias -Chronic pain				safety lift and move heavy or awkward loads. Staff shall be educated on and follow safe lifting techniques. Staff shall not lift more than they are capable of lifting to a maximum of 20kg. Reduce the range of movement when lifting/moving objects (e.g.do not lift and twist body). Physical moving devices (e.g.a trolley) should be used where possible to reduce potential harm whilst moving objects.				Overload Staff / Exhibitors
Blocking of Emergency Access	In emergency situations, people may not be able to escape and emergency services may not be able to access the building.	3. Possible	4.Major	Significant risk	All Queens Wharf VRS/Overload staff to be vigilant regarding emergency access areas. immediate action to be taken to remove any blockage, by shifting materials or other impediments out of the way, requiring drivers to move vehicles etc. Vehicles to be towed or otherwise moved if they are without a driver.	1. Rare	1. Insignificant	Low risk	Queens Wharf VRS / Overload Staff
Uneven Ground	Being tripped over or fall.	3.Possible	1. Insignificant	Low risk	Care to be taken avoid being distracted when walking around site.	1.Rare	1. Insignificant	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors

Cables run along ground	-Being tripped over or fall.	3. Possible	1. Insignificant	Low risk	Where possible all cables should be run overhead Cables are to be taped down or covered. Cable run in high pedestrian areas are required to be cable trayed or covered using industry standard cable protection, (i.e. 'YellowJacket' etc)	1. Rare	1. Insignificant	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Outdoor furniture	-Being tripped over or fall. -Being potential for collision	3. Possible	2. Minor	Moderate risk	All furniture to be placed in pedestrian only areas or out of roadways.	1.Rare	2. Minor	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
internal/external temporary structures (stage, rigging, etc.)	-Being tripped over or fall. -Being potential for collision -Being collapse of structure	3. Possible	3. Moderate	Moderate risk	All temporary structure or furniture should be safely and securely set up and all health and safety requirements met. Temporary structures must not block emergency access.	1.Rare	1. Insignificant	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
General Equipment / machinery hazards	-Being tripped over or fall. -Being in fire -Being potential for collision	3. Possible	3. Moderate	Moderate risk	All equipment brought into the venue by Overload and exhibitors should be safely placed/used. Care to be taken not to create a tripping hazard, fire hazard, place items where they may obstruct access, overbalance or fall. Machinery brought into venue should be stable and securely placed. Appropriate barriers / distance / signage etc. should be used where applicable to	1.Rare	1. Insignificant	Low risk	Queens Wharf VRS / Overload Staff / Exhibitors

					keep people away from potentially hazardous machinery or artefacts.				
Specific Food / drink vendors equipment related hazards	-Being tripped over or fall. -Being potential for collision	<i>3. Possible</i>	<i>2. Minor</i>	<i>Moderate risk</i>	All equipment / machinery / furniture / structures brought on site by food and drink vendors must be safely set-up and installed and comply with relevant regulatory requirements and Overload Terms and Conditions. Any gas and power usage must be safe and not pose a hazard. See Hazard regarding use of gas.	<i>1.Rare</i>	<i>2. Minor</i>	<i>Low risk</i>	Food / Drink vendors
General Exhibitor hazards	-Being tripped or fall. -Being potential for collision. -Crush injuries.	<i>3. Possible</i>	<i>3. Moderate</i>	<i>Moderate risk</i>	Exhibitor are required to submit individual reports where they may be likely to introduce any hazard to the site. There are assessed and issues resolved with reference to the protocols in this Hazard ID list and those contained in the Queens Wharf Venue Health and Safety Plan for Events.	<i>1.Rare</i>	<i>1. Insignificant</i>	<i>Low risk</i>	Queens Wharf VRS / Overload Staff / Exhibitors
Crowd control/Overcrowding	-Psychological distress. -Being tripped or fall. -Being potential for collision -Crush injuries.	<i>3. Possible</i>	<i>3. Moderate</i>	<i>Moderate risk</i>	Overload Ticketing staff do not admit more attendees than the PAX limit for The Cloud building for this event, which is currently 3500 persons. Event wardens to ask attendees to move/disperse if localised overcrowding occurs. To avoid potential crushing injuries, in the event	<i>1.Rare</i>	<i>1. Insignificant</i>	<i>Low risk</i>	Queens Wharf VRS / Overload Staff / Exhibitors

					of an evacuation, staff are to direct people to an alternate emergency exit if any particular exit appears to be blocked or becomes overcrowded.				
UAV/Drone	-Objects fall and causing injury.	3. Possible	3. Moderate	Moderate risk	UAV/Drone are not allowed at the event.	1.Rare	2.Minor	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors
Natural Disaster/ Fire evacuation / Bomb threat / Tsunami etc	-Burns, crush injuries, or drowning depending on specific disaster. -In the event of bomb threat injuries may be suffered due to crowd panicking.	1. Rare	5. Severe	Moderate risk	Refer emergency plan in Queens Wharf Venue Health and Safety Plan for Events, p6 onwards. For other serious unforeseen events proceed as for fire evacuation if appropriate, immediately contact public emergency services.	1.Rare	3.Moderate	Low risk	All Queens Wharf VRS/ Overload Staff/ Exhibitors

High Risk Hazards e.g. work at heights, flying operations, pyrotechnics, confined spaces, hazardous substances, moving set pieces									
Hazard Description	What could go wrong?	Likelihood	Consequence	Pre-control risk level	Description of controls	Likelihood when controls in place	Consequence when controls in place	Post-control risk level	Person responsible
Manual Handling, Lifting / Moving objects.	Can have Injuries and conditions can include: -Muscle sprains and strains -Injuries to muscles, ligaments, intervertebral discs	4. Likely	2. Minor	Moderate Risk	All queens Wharf VRS/ Overload Staff and exhibitors working during setup should safety lift and move heavy or awkward loads. Staff shall be educated on and follow safe lifting techniques.	2. Unlikely	2. Minor	Low Risk	Queens Wharf VRS / Overload Staff / Exhibitors

	<p>and other structures in the back</p> <ul style="list-style-type: none"> -Injuries to soft tissues such as nerves, ligaments and tendons in the wrists, arms, shoulders, neck or legs -Abdominal hernias -Chronic pain 				<p>Staff shall not lift more than they are capable of lifting to a maximum of 20kg.</p> <p>Reduce the range of movement when lifting/moving objects (e.g.do not lift and twist body).</p> <p>Physical moving devices (e.g.a trolley) should be used where possible to reduce potential harm whilst moving objects.</p>				
Shared Workspace	<p>-Workers unaware of other workers and their activities which may involve vehicles, tools, or heavy equipment may suffer injuries due to:</p> <ul style="list-style-type: none"> -Being trapped between a vehicle and a structure -Vehicles colliding with each other or a structure -Being hit by a vehicle -Items that fall off vehicles -falling from a vehicle. <p>and various other situations where tools or equipment harm others than</p>	<i>3. Possible</i>	<i>2.Minor</i>	<i>Moderate risk</i>	<p>All Queen Wharf VRS/Overload staff and exhibitors involved in pack-in/out to be aware of potential hazards from manoeuvring vehicles and devices, falling objects where others are working above or from tall structures being erected, trip from temporarily uncovered wiring being run, used packaging awaiting disposal etc. Care should be taken to minimise such hazards by appropriate safe working methods for height and rigging, posting signage or barriers where trip hazards are present, considerate placement of used materials before disposal, and constant vigilance regarding potentially distracted workers nearby. All drivers to be shown the entrance/exit to be used as</p>	<i>3. Possible</i>	<i>1. Insignificant</i>	<i>Low risk</i>	Queens Wharf VRS / Overload Staff / Exhibitors

	the operator, if care is not taken to be aware of the location of other workers in the vicinity.				per The Cloud's recent roller-door upgrade.				
--	--------------------------------------------------------------------------------------------------	--	--	--	---------------------------------------------	--	--	--	--

Additional Health & Safety information relating to this event:

Note any additional information here.

Subcontractor/contractor plans attached or covered in this plan Yes No Not applicable

Any other relevant H&S documentation? Yes No Not applicable (If yes, please attach)

Consequence X Likelihood = Risk level

Consequence

Likelihood

Level	Descriptor	Description
1	Insignificant	No injuries or First Aid injury and no lost time

2	Minor	Medical Treatment and/ or less than 2 weeks of reduced hours or modified duties and/or no lost time.	
3	Moderate	Notifiable event and /or less than 6 days lost time and/or less than 3 months of reduced hours or modified duties.	
4	Major	Notifiable event and/or more than 5 days lost time and/or more than 3 months of reduced hours or modified duties.	
5	Severe	Fatality and /or permanent disability	
Level	Descriptor	Description	Frequency
1	Rare	May occur in exceptional circumstances	Once in 10 years
2	Unlikely	Could only occur very occasionally	Once in 5-10 years
3	Possible	Might occur from time to time	Once in 2-5 years
4	Likely	Will probably occur often	Once in 1-2 years
5	Almost Certain	Is expected to occur in almost all circumstances	More than once a year

Level of risk

Consequences	Insignificant	Minor	Moderate	Major	Severe
Likelihood					
Almost Certain	L	M	S	H	H
Likely	L	M	S	S	H

Possible	L	M	M	S	H
Unlikely	L	L	L	M	S
Rare	L	L	L	L	M

- H - High risk:** Stop work and assess. Immediate mitigating action required to eliminate or minimise the risk of the hazard. Line managers and senior management notified. Escalated to Business Unit Director.
- S - Significant risk:** Immediate mitigating action required to eliminate or minimise the risk of the hazard. Consider stopping work if risk level cannot be reduced. Line managers and senior managers notified.
- M - Moderate risk:** Continue work, monitor current controls, explore additional controls to eliminate or minimise the risk of the hazard. Line managers notified.
- L - Low risk:** Continue work, manage by routine procedures