

PORT FAIRY Jazz Festival - Set up and dismantle Volunteer Induction

*Phone numbers for positions mentioned are on Lanyards along with other relevant info.

JSA Forms

Job Safety Analysis Forms (known as JSAs) are documented evidence for consideration of the risks and safety precautions identified when undertaking high risk activities. High risk has been identified as risks to volunteers that may cause injury. JSAs **must be** completed for any activity that has been identified by the OHS/Emergency Officer. To assist in this requirement templates have been prepared, which list activities, risks and safety precautions. These templates are a guide only and are to be modified where necessary. ALL JSAs must be kept and returned to the OHS/Emergency Officer at completion of the festival. JSAs will be referred to as evidence or to assist in investigation in the event of any incident. There is a possibility of hazards appearing that have not been previously identified, hence there are also blank JSA forms for use if required.

Lanyard

A lanyard will be provided to you as a reference in the event that you require assistance. Your lanyard has phone numbers that might need to be utilised in the unlikely event of an incident.

Manual Handling

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object.

A risk assessment has been undertaken and identified that manual handling is a hazard for various activities undertaken by volunteers in the area of venue and instrument set up and pack up.

Instructions for manual handling

1. When manual handling (as defined above) considerations for the activity include:
2. When moving an object that involves force, bend at the knees when lifting and lowering and hold the object close to your body whilst in transit
3. When lifting an object utilise a second or third person if the weight of the object is estimated to be greater than 15 kg (or less than 15 kg but at an estimated weight greater than you feel you can safely lift) or if the object that you are lifting is shaped in a way that it may behave unnaturally when moved.
4. When moving (not lifting) an object that may become uncontrolled (such as moving over an area that involves a slope), utilise a second person if the weight or nature of the object may result in an injury or if surroundings pose other risk of injury (e.g. nearby open fire).
5. When lifting or lowering an object (even a lightly weighted object), if the activity involves positioning your body in an unnatural or uncomfortable position, consider the duration and distance to be moved and if necessary consider alternative options, aids or assistance from others.

Slips, trips and falls

- Slips occur when a person's foot loses traction with the floor. The most common causes are slippery floor surfaces (highly polished, wet or greasy) and inappropriate footwear.
- Tripping occurs when a person unexpectedly catches their foot. In most instances, the objects people trip on are small and unobtrusive, such as cracks in the floor or electrical leads (hence please be mindful about avoiding the creation of trip hazards and utilise tape appropriately).
- Falls can result from a slip or trip, but many occur during falls from low heights, such as steps, stairs and curbs.
- If you identify a potential slip, trip or fall that can be rectified, please advise the Logistics Coordinator.

Fall from height

A fall from height is defined as a fall from 2 metres or greater, but falls resulting in injury can happen at lower heights too. The activities that have been identified for volunteers (not hired parties) involving the risk of fall from height, are set up/pack up of the screening, known as "blacks" and the set up/pack up of banners and clocks.

Scaffolding will be utilised for screening as the weight, height and duration of activity have been deemed to require it. The scaffolding will be erected and dismantled by a licensed person. The scaffold may also be utilised for set up/pack up of banners and clocks. Do not use scaffolding or ladders unnecessarily. Ladders (full and step) may also be utilised for banners and clocks. Other light weight signage may in some instances involve the use of a ladder/step ladder (e.g. suspended signing in Jazz Office).

Before working at height, prevent risks by asking:

1. Can the activity be completed on the ground or on a solid platform?
 2. Can construction or repair of the item or part of it be undertaken on the ground?
 3. Can the item be relocated to ground level to eliminate the need to work at height temporarily or permanently?
 4. Can the scaffolding be used? (seek advice from Logistics Coordinator on this)
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1. When working from height, consider:
 - a. Is it windy or slippery?
 - b. Is there poor lighting?
 - c. Are there sloping surfaces?
 - d. Are there other hazards above or below the work area?
 - e. Do you have to face away from the ladder when going up and down or working on it?
 - f. Is there a place to stand after alighting from the ladder unsafe in anyway?
 - g. Does the ladder show any faults?

If you answer YES to any of the above, seek further safe guards (which may be as simple as getting someone to hold the ladder).

Electrocution Risk

Whilst the risk to volunteers is deemed low, there is a risk of electric shock. Most work involving electrocution risk is being undertaken by the Audio Coordinator who is licensed and experienced in testing and tagging. All equipment used should have been tested and tagged by the Audio Coordinator. If you go to use equipment that isn't please contact the Logistics Coordinator, so that it can be arranged before use.

In the event of electrocution of a person, **call 000** immediately and ask for ambulance. Provide the location and describe the incident to the receiver. **Do not attempt to touch the person** (as you may also be electrocuted). After emergency services has been engaged, contact the OHS/Emergency Officer immediately to notify them of the incident, to fulfill further notification requirements.

We value your assistance and we want to assist you

The committee has put together a number of posters that will appear at venues to assist you if required. The committee has will also utilise its members to assist during the event. Don't hesitate to ask for assistance at any time.

- **Chilled bottled water** - Set up and dismantle can be sweaty work. There are supplies of bottled water for musicians which you are welcome to also if required. They will be located in various venue fridges during set up and dismantle, please help yourself or ask the Logistics Coordinator if you can't find any.
- **AED here poster** – AEDs (also known as defibrillators/defibs) are located are various Festival venues and other locations in Port Fairy itself. Where an AED is located at a Festival venue a poster will be displayed and the AED put in a prominent location. The poster includes Frequently Asked Questions. We encourage all volunteers and patrons alike to read the poster for their information. In the unlikely event that an incident occurs requiring use of an AED you may elect to utilise the device if you feel comfortable. Any patron is also welcome to utilise the device in the unlikely event of an emergency.
 - **A short demo** (less than 3 ½ min) on **how to use an AED**, created by St John's ambulance is available to view by clicking on the following link:
<https://www.youtube.com/watch?v=Fs5-EF9PQb4>