



Book Fair Australia

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BOOK FAIR AUSTRALIA WORK HEALTH AND SAFETY POLICY AND GUIDELINES

Updated: June 2022

Book Fair Australia Pty Ltd (**BFA**) is committed to providing a safe and healthy workplace, safe working methods and the safe use of equipment in all its workplaces including at any Book Fair Australia events (**Event**) at any venue (**Venue**) where an Event is held.

WHS POLICY

This policy sets out the responsibilities of BFA and our employees. Together, we are committed to ensuring that each of our employees, exhibitors, volunteers, contractors, service providers and visitors are provided with a safe and healthy place to work in and to visit.

Insofar as this policy sets out BFA's work health and safety obligations on BFA (that is, those that are additional to ones set out under legislation), those obligations are not contractual and do not give rise to contractual rights. To the extent that this policy may describe benefits and entitlements for employees, (that is, those additional to ones set out under legislation), they are discretionary in nature and are also not intended to be contractual.

Changes: BFA may unilaterally introduce, vary, remove or replace this policy any time.

The objectives of this policy are, as far as reasonably practicable to:

- achieve a safe and incident free workplace
- consider work health and safety (WHS) in project planning and work activities
- involve employees and subcontractors in the decision-making process through regular communication and consultation
- ensure employees and subcontractors identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance employees' WHS knowledge through a program of education and training.

BFA, as a person conducting a business or undertaking (PCBU), is committed to:

- integrating workplace health and safety into all aspects of our operations
- identifying hazards, assessing risk and implementing control strategies to minimise risk of injury to people and property
- ensuring that relevant health and safety laws that apply to working conditions and the work environment are observed and enforced
- developing and implementing safe systems of work
- providing adequate safety information, training and supervision
- maintaining safe sites and machinery
- ensuring that the workplace under our control is safe and without undue risks to health
- ensuring that the behaviour of all persons in the workplace is safe and without undue risks to health
- attempting to remedy all problems relating to WHS
- consulting with workers and other parties to address safety issues and improve decision making on WHS matters



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- supporting and assisting workers in affective injury management and rehabilitation

All employees and contractors are required to:

- adhere to safe work practices, instructions, guidelines and rules
- immediately report any unsafe work condition or equipment to us
- not misuse, damage, refused to use, or interfere with anything provided in the interest of workplace health and safety perform all work duties in a manner which insures individual health and safety and that of all other people in the workplace
- encourage fellow employees and others to create and maintain a safe and healthy work environment
- cooperate with all other employees and others to enable the health and safety responsibilities of all employees

The success of BFA's WHS management depends on the commitment of all persons to achieving the policy objectives, planning work activities with consideration to WHS, undertaking the risk management process in an effective manner and communication and consultation between workers and contractors. We are committed to fulfilling the objective so this policy and expect the same of all workers and subcontractors working on our behalf.

Workplace Injuries – Rehabilitation and return to work

BFA is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work programme for injured workers. We support:

- prompt injury notification
- communication and consultation with all parties to develop an appropriate return to work programme
- accountability and responsibility for injury management being clearly understood

The company shall work in conjunction with employees to review and update this policy and other policies and procedures relating to work health and safety as regularly as is necessary.

BFA WHS GUIDELINES

BFA will make every reasonable effort to minimise and prevent accidents, to control hazards, to prevent injury and to preserve health. Following is a series of safe working rules and guidelines on specific work health and safety matters arising from workplace activities.

When a person is not working on a task that requires compliance with specific set of safety procedures, these guidelines are of primary importance.

Health and safety in the workplace is both an individual and shared responsibility. Accident prevention is very important. It is essential that hazardous conditions are reported and that all employees, exhibitors, contractors, personnel and service providers involved in an Event ensure that they are not exposed to dangers which could result in injury.

BFA recommends that all exhibitors develop their own in-house safety policies and procedures for their staff or volunteers.

General



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- Persons in control of **workplaces used by non-employees** or members of the public must ensure that a healthy and safe environment exists. This includes the environment that is within the confines of and areas surrounding the stands displays, any stage, or any open space that is designated to a particular organisation, employer, exhibitor, contractor or participant.
- **Smoking** is prohibited inside the Venue at all times. Smoking is prohibited within 4 metres of a Venue's building doorway, and within 10 metres of a children's playground or food service area. Other restrictions are dependent upon state legislation, or venue guidelines. Please contact the Venue operator if you have any questions in this regard.
- **Enclosed footwear** with hard soles must be worn at all times during bump in and bump out. No sandals, flats, thongs, or shoes with narrow, platform or high heels will be allowed to be worn. A person's failure to comply with this requirement will result in them being required to leave the work area.
- **Rubbish** must not be piled in walkways where it may cause a hazard to others in the vicinity. This requirement also applies during bump in and bump out periods. All workers are required to keep the work area tidy, to remove rubbish or to keep rubbish out of the way until it can be removed safely. Please comply with any Venue or event authority that requests you to move rubbish where it obstructs other exhibitors or safe passage of persons or vehicles.

Employer responsibilities

All participant organisations that are employers are required to ensure the health and safety of everyone at their workplace. This means that they should:

- make the workplace safe for staff so far as reasonably practicable;
- ensure the safe use, handling, storage or transport of equipment and substances;
- provide sufficient information, instruction, training and supervision for their staff;
- ensure that healthy and safe systems of work are in place;
- ensure that operators of complex or potentially dangerous equipment or processes are appropriately trained and, where necessary, properly certified; and
- ensure non-employees – visitors and members of the public – are not exposed to health and safety risks during workplace activities or processes.

Access restrictions

During bumping in and bumping out, the Venue is classified as a 'construction site'. At that time, only bona fide workers and volunteers normally covered by appropriate WorkCover or Group Injury Insurance will be permitted onsite.

Any person under the age of **16 years** is prohibited from:

- accessing the loading docks and halls at the Venue during bump in and bump out periods
- remaining in a vehicle without constant supervision of an adult while it is loading/unloading or parked on the dock at or near the Venue
- entering the Venue until the Event has officially opened

A person suspected of being under the influence of **alcohol or illicit drugs** or who is in possession of such items within the drug and alcohol free zones of the Venue is not permitted within any workplace that is under the control of BFA or the Venue operator. Failure to comply will result in immediate removal of the unauthorised person by authorities, security personnel, occupational health and safety personnel or the Venue organiser.

Working at height

Where there is a risk of a fall from any work from a height, all persons involved have duties to:

- perform the task on the ground, if possible;
- install a fall arrest system to limit the risk of injuries in the event of a fall; and



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- use a fixed or portable ladder and use of ladders or steps that are compliant with AS:1892

In addition, when working from a height:

- workers must maintain three points of contact when using an approved ladder
- the use of a chair, table or box as a work platform is STRICTLY PROHIBITED as they are not safe work platforms
- workers must work at 2 metres or above and their work must be performed using a cage on a forklift or a scissor lift or a mobile scaffold that has fall protection
- extension ladders must be tied off, where possible.

Safety vests

It is mandatory for all exhibitors and personnel to wear approved safety vests where the Venue is classified as a construction site. Those not wearing the appropriate safety attire will not be granted entry to the designated work space or loading dock. BFA cannot guarantee that there will be any safety vests available on site.

Vehicles and plant

- If you have a display vehicle or trailer to bring to the Venue, you must provide spotters/walkers whose job it is to separate pedestrians from the vehicle's path and ensure safe passage for the vehicle.
- A strict "walking place only" speed limit of 5 kmph will apply to all vehicles on site and will be enforced.
- Vehicles must have hazard lights flashing when moving within a shared use area.
- Use the horn to signal your presence in a vehicle when necessary.
- Riding unrestrained on the back of utilities, running boards, up on forklifts and moving forklifts is not permitted.

General hazards

Common hazards are:

- a slippery floor surface;
- fluids on floors such as rain walked inside exhibition building or Venue;
- spills and contaminants;
- sudden changes in floor surfaces, say from carpet to polished concrete;
- a downwards slope or edge in the floor such as a ramp, or stairs/ledges;
- the wrong type of footwear; and
- debris strewn in corridors, aisles or in and around stands.

All exhibitors, staff and contractors must be aware of the hazards around them at all times.

Elimination of the hazard is the ultimate outcome. If this cannot be done, reduction or control of the hazard should be considered. Personal Protective Equipment (PPE) should only be used when no other options are available.

If you are concerned about any hazards around you, please report these to BFA or the Venue operator or security for immediate action.