



econetwork
port stephens

Occupational Health and Safety Guidelines Sustainable Futures Festival

Occupational Health and Safety

Eco-Network Port Stephens is asking stall holders to read, acknowledge and implement these guidelines to the extent possible. We would like to thank you in advance for helping us ensure to the extent possible that stall holders, volunteers and attendees have a happy, healthy and safe experience at the festival. We ask you to take the necessary safety precautions and alert us to any potential issues as soon as possible. The following guidelines may help to identify any potential risks and put preventative strategies in place.

To ensure we have a healthy and safe festival we are asking stallholders to:

★ Move around the festival grounds safely

- Adhere to traffic control management instructions
- Ensure pedestrians have right of way
- Drive with hazard lights on, 5km/hour and with extreme caution on school premises
- Use safe manual handling lifting techniques when lifting equipment and trolleys
- Ensure stall site is clean and tidy with minimal objects on floor and all items packed up at the end of the day
- Use commercial weights and no pegs or ropes as tie downs
- Ensure that all signage, stands, racks and display items are secured and weighted
- Fuel all generators or compressors prior to coming on school grounds
- Refuel cold generators using safe refuelling procedures in an isolated area, clear of public and not on grass

★ Plan for weather

- Monitor weather for extreme conditions
- Secure and weight all structures and objects
- Agree to cancel event if lightning is present
- Ensure adequate weatherproof protection and marquees for wet weather
- Ensure stall is protected from the sun and stall holders keep hydrated and sunsafe

★ Be COVID safe

- Monitor personal and local area alerts
- Implement COVID safety plan for stall
- Offer hand sanitiser
- Adhere to instructions given by COVID safety marshal

★ Respond appropriately in an emergency

- On arrival, be aware of where help and First Aid assistance can be found
- Liaise with Eco-Network volunteers in the event of an evacuation
- Ensure emergency vehicles have access and right of way
- Notify First Aid responders and Eco-Network volunteers if assistance is required
- Respond calmly to any situation