



Induction

SGAC

- EVENTS -

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WELCOME

You are an important visitor to larger RHR Group site at Rooty Hill. Our SGAC complex is an amazing venue and whatever the role you play or the areas you work/visit in, you have a contribution to make and will help make a difference.

We value teamwork and know that getting on and helping and encouraging one another is paramount to enjoying our venue and staying safe.

We ask you to treat everyone with courtesy and respect, just as you would like to be treated.

VISITING SGAC

We as an organisation want to ensure that you are as safe as possible while you are visiting our facilities. We require whilst you are utilising our venue, that you assist by:

- take reasonable care for your own health and safety
- take reasonable care to ensure you don't affect the health and safety of others
- carry out your tasks in a safe way
- follow the reasonable work health and safety instructions given to you by the organisation you work/operate within
- co-operate with the reasonable policies and procedures of the organisation you work for or are visiting that relate to work health and safety.

Essentially, reasonable care would be what a reasonable person would do in the circumstances considering things like:

- your knowledge
- your role
- your skills and the resources available to you
- your qualifications
- the information that you have
- the consequences to health and safety of a failure to act in the circumstances.



EMERGENCY PROCEDURES

Warning Tones:

- The emergency procedures ensure employees, visitors, contractors and any other persons on site are safeguarded in the event of an emergency. There is an audible public address siren that will alert you of an emergency situation
- Each area has Fire Wardens who are trained to deal with emergency situations. To keep yourself and others safe, follow instructions given by your Fire Warden or Security (after hours)
- In the event that you do need to evacuate the premises, **DO NOT PANIC**
- Walk to the closest and safest fire exit. Use only the marked fire doors with an illuminated exit sign so as not to enter unsafe areas
- Do not stop to go and collect belongings (*ie. do not go back to your seat, office, meeting room or lunch room to collect such things as keys or handbags*)
- Do not smoke, as there may be explosive gases in the area
- Should you see others, advise them to evacuate the building
- Proceed quickly and safely to the nominated 'Assembly Area' (car park next to AMF) where a roll will be called.
- Regardless of the time, you are not to leave the site until advised that it is safe to do so.
- **DO NOT** re-enter the evacuation area until you have been authorised to do so by your Supervisor/Security Representative or during business hours, the Chief Warden/Comp Rep.

**WHEN FIRE
ALARM SOUNDS
EVACUATE
IMMEDIATELY**

It Is Important You Know The Location Of:

- All exits, paying particularly notice to the area you are working or visiting in
- Designated safe assembly area (s)
 - Next to AMF on far side – walk past AMF
 - Car park across road on North Parade – walk past multi-story car park at entrance to SGAC
- Portable fire extinguishers, use only if trained and confident to do so

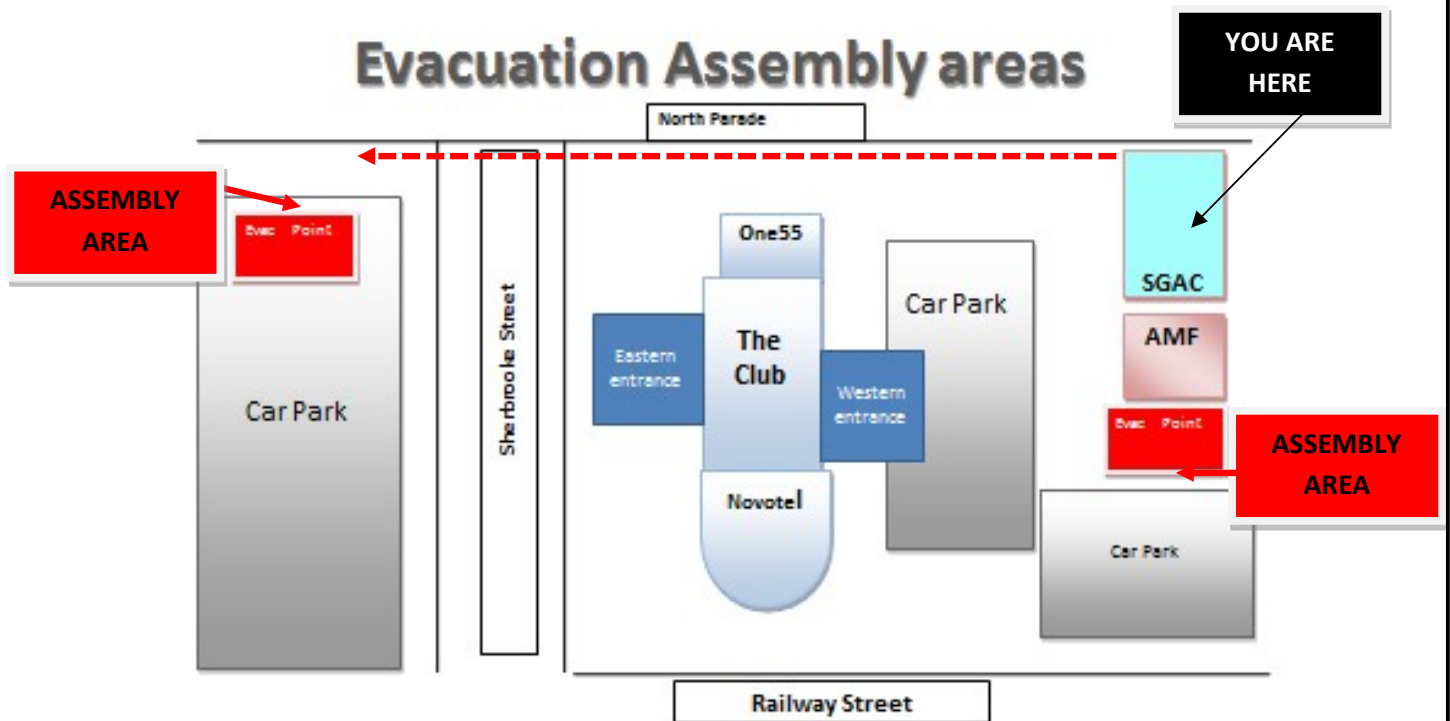
If You Discover Smoke Or Fire:

- Rescue/move any persons from the immediate danger to safety (if safe to do so)
- Close doors wherever possible
- Notify Supervisor/Security
- When directed to do so, evacuate by the nearest exit and report to the assembly area (see diagram next page)

Fire Safety:

Fire prevention and safety are a priority within the SGAC building. There are a number of things we can all do to ensure everyone's safety:

- Keep fire exits clear of obstacles
- Sign in if this is a requirement of your event (where applicable)



rhr group



EMERGENCY EVACUATION PROCEDURES

SGAC only has ONE tone that is the Evacuation tone

On the EVACUATION TONE (WHOOOP, WHOOOP) remain calm, take only small personal items with you if they are close by and leave the building immediately:

- Do not use lifts
- Follow instructions as given by Wardens
- Proceed directly to assembly area (car park next to AMF Bowling)
- Should you be present in the building and this tone is activated, please follow the instructions by the Warden team and proceed to the nearest assembly area immediately
- Once in the assembly area, report to your supervisor/company rep
- Do not leave the assembly area or re-enter the building until advised to do so
- Do no smoke whilst in the assembly area

FIRST AID

If needed, first aid will be provided by an SGAC first aid attendant. If outside normal operating hours, your first aid assistant will be the Security Representative located at Reception. They will arrange for first aid assistance as required.

In case of emergency, dial 000.

INCIDENT REPORTING

If an incident/near miss occurs, you need to ensure that you let a representative of SGAC know as soon as possible as well as your event coordinator/Club representative.

GENERAL OVERVIEW

- Advisory signs – to be obeyed at all times
- No smoking on site
- Amenities for your use are available on site
- Alcohol and Drugs – No person will be permitted on SGAC premises under the influence of alcohol or non-prescribed drugs
- Pool on site, please supervisor your children at all times
- Café available during normal operating hours
- Gymnasium / viewing area must be kept clean and tidy
- First Aid available
- Equipment shall not be tampered with

HAZARDS

Every site has potential hazards. The important thing is to know what to do when you see a hazard, even when you are a visitor.

WHAT IS A HAZARD?

A hazard is something that could cause you or someone else an injury or illness. This could be:

- Wet and slippery floors, blocked exit doors, bags in doorways, rubbish, etc

WHAT TO DO WHEN YOU SEE A HAZARD

- If you are unable to do anything about the hazard immediately, let other people know about it so that it can be rectified as soon as possible by the right people.
- Report the hazard to a supervisor or other business/club representative



HOW TO REPORT HAZARDS

- Tell an SGAC Representative and / or club representative
- You may complete a Hazard Report Form and pass on to a supervisor or leave at Reception for further action if unable to rectify immediately

Hazards – see them, fix them and/or let someone know.

HOUSEKEEPING

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries.

To avoid these hazards, a workplace must "maintain" order throughout a working day/evening. This may include:

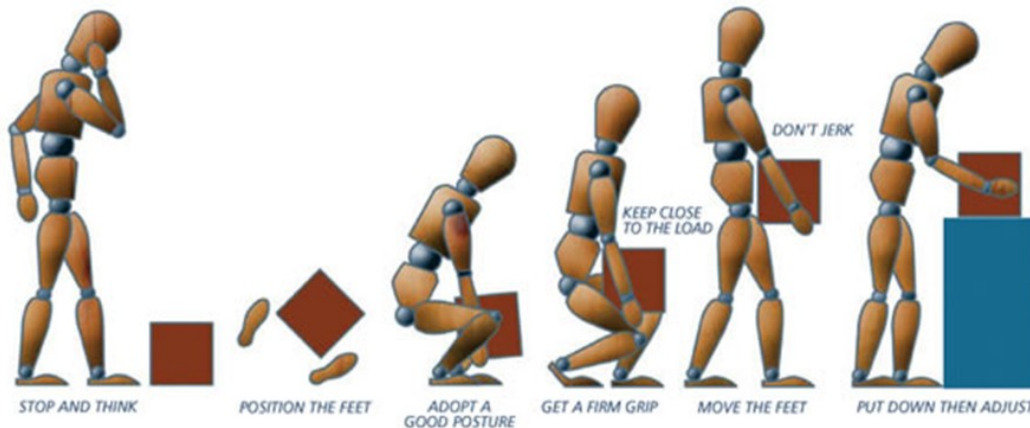
- Ensuring all trip hazards are removed from the area
- Do not leave items scattered around the floor for people to trip over
- Clean up any spills and leaks as identified and/or escalate to your supervisor
- Store equipment safely when not in use
- Do not block walkways or exit doors
- Place all rubbish in bins provided

MANUAL HANDLING

Manual handling is any activity that involves lifting, pushing, pulling, carrying or moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements.

Safe Lifting Technique

Correct lifting procedures are to be used at all times. There are 7 positive steps to follow to minimise the risks of injury when lifting.



1. PREPARATION

The first step in any lifting operation is preparation. Plan how you will carry out the lift and clear away any obstacles. By visualising the lift, you will automatically make your stomach muscles contract. These muscles brace your back and will significantly contribute to injury prevention.

2. SIZE UP THE LOAD

By moving the load sideways and forwards you will be able to ascertain whether it is within your capacity. Always imagine that the object you are about to lift is much heavier than it actually is.

3. PROPER FOOT POSITION

As a general rule the front foot should be beside the object. The back foot should be slightly behind and be hip width from the front foot. This achieves a stable base and allows for even distribution of weight

4. PROPER HOLD

Ideally with the proper hold the hands should be diagonally opposite for security and comfort. Use the full length of the fingers and where possible the palms to avoid fatigue.

5. BEND THE KNEES

Bend your knees to get down to the load and use the legs to lift it. This way thigh and leg muscles are used and these are the strongest part of your body (your back muscles are only for bracing).

6. STRAIGHT BACK

Keep your back as near to straight as possible; raise your head, keeping your chin in. This will keep your spine straight and enable you to see where you are going.

7. STRAIGHT BACK

During the lift, keep the arms as straight as possible, and the elbows into the side. Don't change your grip while carrying and directly face the spot on which the load will rest. Never combine lifting with the twisting of your body. If you must turn, do it by moving your feet. Twisting causes the worst type of back injuries.

Always remember that regardless of the shape of the object, the principles of safe lifting remain the same. When setting down objects the reverse procedure to lifting should be applied.

By following these simple steps you will significantly reduce the risk of injury when lifting. The golden rule when lifting is, know your limitations. The essential lifting message is that the more you bend your knees, the less you use your back.

Team lifting

Whenever team lifting is used, it is essential to co-ordinate and carefully plan the lift. When organising a lift, ensure:

- An adequate number of employees are chosen to help in the lift.
- Team members are of similar height.
- One person is appointed "leader" of the team to perform the lift.
- There is enough area for the team members to manoeuvre as a group.
- Team members know their roles and responsibilities.
- Training in team lifting has been provided and the lift is rehearsed.
- Emergency procedures are in place.

SUMMING UP

It is crucial that if you feel an item is outside of your limitation that you gain assistance with the lift or obtain mechanical assistance. If you are not able to do this, see your Supervisor or /club representative.

STORAGE AND HANDLING OF GYM EQUIPMENT

The storage and handling of the equipment will depend on the layout required and the duration of the change. These are event specific and all questions should be directed to the Manager of that business.

CONTACT DETAILS FOR SGAC

Sydney Gymnastics Centre Manager

Sarah Jane Gilbey

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sgilbey@sgac.com.au

Aquatic Centre Manager

Lloyd Rothwell

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lrothwell@sgac.com.au

ACKNOWLEDGEMENT FORM

VISITOR/MEMBER DETAILS:

NAME:

ADDRESS:

PHONE NO:

ORGANISATION/CLUB/AGENCY:

YOUR EMERGENCY CONTACT PERSON:

YOUR EMERGENCY CONTACT PHONE NO:

I acknowledge that I have participated in the SGAC Induction and understand the Work Health and Safety requirements of the site and agree to abide by them at all times whilst visiting and/or working at SGAC.

SIGNATURE:

DATE:

SGAC / CLUB REPRESENTATIVE DETAILS:

NAME OF PERSON CONDUCTING
INDUCTION:

SIGNATURE OF PERSON CONDUCTING
INDUCTION:

DATE OF INDUCTION:

- The Site Induction is only valid for 12 months from date of completion.
- File on site for future reference