

Contractors

Event Approval



Contractor Inductions

For events involving contractors working onsite, all contractors are required to complete a site induction.

Contractor guidelines, including details on the induction process, are provided on the following pages.

A digital copy can be accessed [here](#).

Please ensure this document or link is shared with all relevant contractors. Site inductions must be completed no later than one week before the event.

Please note that vehicle access requirements are strictly enforced by Council. Contractors without the necessary access passes may be denied entry. Access passes can be arranged through your BEDA event liaison.



CONTRACTOR GUIDELINES

If you have been contracted by an event organiser to supply a service for an event, please be aware that the event organiser has agreed to a number of conditions to secure the booking. These conditions extend to cover all of their subcontractors, and ideally this has been communicated to you prior to receiving this document.

A copy of the conditions [can be found here](#), and in some cases additional conditions may have been set for the event organiser. Additional conditions may include provision of certification of equipment or structures (Qld Gov form 15, form 16)

This document provides information about basic requirements that apply when working on an event in Queen Street Mall or Reddcliff Place.

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Induction

An [online induction form can be found here](#) - please read this document before completing the induction, as the answers can be found in this document. **You will only pass if you read this first.**

Contractors working on-site must successfully complete the induction.

General Principle

Safety is the responsibility of everyone onsite - we are all responsible for our own safety, the safety of our teammates, and that of the general public.

We work competently and safely at all times, respecting those around us.

Behaviour

Offensive language, behaviour or harassment of any type is unacceptable.

Offensive behaviour and/or language includes anything that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, gender, pregnancy, parental status, sexual orientation, marital status, disability or medical condition.

Witnessing any of these actions, and not reporting or asking the person responsible to stop, may be viewed as condoning this kind of behaviour.

Brisbane Economic Development Agency Staff

Brisbane Economic Development Agency (BEDA) staff will be present during bump-in or out of an event.

They are there to ensure that our conditions are met, and in some cases assist with set-up. If you arrive earlier than scheduled, you are not to commence work until a BEDA representative is onsite. Vehicle access is restricted in Queen Street Mall, if you arrive early, security will not allow you onsite.

All event staff, including contractors, must follow directions given by BEDA staff promptly. If anyone is given a direction to stop work for safety reasons, this must be followed as soon as it is safe to do so.

Everyone on site is responsible for working safely, and all can be held liable for their actions by law.

The BEDA representative onsite is authorised to stop all work onsite or cancel an event if they believe that the work being done will damage the venue or create an unsafe environment.

Legal Compliance

BEDA employees, contractors, and all other persons conducting work at the venue, must comply with all provisions of the Work Health & Safety Act and Regulations, Electrical Act and Regulations and all Codes of Practice as well as relevant Australian Standards.

If you identify a hazard and cannot undertake necessary rectification work to prevent a possible injury, notify your Manager or the BEDA representative.

No activity or task is too important that any person should breach or compromise safety requirements.

Everyone can be prosecuted under the WHS Act

Hazard Reporting

As you go about your work, you may identify hazards that could present a safety risk to yourself, other workers or the general public. If you cannot immediately rectify these concerns, please report the hazard to the BEDA representative onsite.

It is everyone's responsibility to report hazards.

Incidents

You must report all incidents & near misses to the BEDA representative onsite, and to any other authority required by law as soon as possible.

You must not, by act or omission, damage the Mall or Reddacliff Place anything in, on or forming part of it. You will be held liable for damage.

Alcohol and Other Drugs

No persons may be under the influence of alcohol or drugs whilst conducting work within the venue.

Smoking & Vaping

Smoking and vaping is illegal within Queen Street Mall.

Risk Assessment & Safe Work Method Statements

You will be required to submit a risk assessment and/or work method statement to BEDA one week prior to work commencing. Should the plans not appear adequate, you will be notified as soon as practical. Work will not be permitted to start until adequate plans are submitted.

Managing risk is one of the key requirements of the WHS act. All activities need a risk management plan.

Safe Work Area

Should your work area require any form of fencing to provide a safe work environment, you are required to supply this at your own expense, and BEDA's permission must be sought five days prior to commencing work.

At a minimum, bollards with hazard tape are required.

Hours of Work

As a general rule, significant builds involving construction are to occur between midnight and 7am. Minor works and general event set-up can occur during business hours. A schedule should be included in, or with your work method statement.

Electrical Safety

- All power leads, portable electrical tools and Residual Current Devices (RCDs) used onsite must be tested and tagged in accordance with AS 3760 and legislative requirements.
- Only qualified and licensed persons are to conduct electrical work (those with restricted electrical licenses may complete work in line with the restrictions of the license)
- Electrical leads are to be positioned to ensure they will not be damaged or exposed to wet areas.
- Electrical leads must not cross pathways and must be concealed using cable covers or securely taped down to avoid trip hazards or flown at 4,500mm
- Before using power tools and electrical equipment, check the leads, plugs guards, switches and accessories for damage and check the test tag
- Do not use any power tool without connecting to a fixed or portable safety switch that has a current test and tag present
- Double adaptors are not to be used onsite
- All areas for electrical works are to be isolated at the switchboard and tagged prior to proceeding with any works
- "Lock out" and "tag out" procedures apply. (see below)
- Be aware of overhead and underground electrical power lines and cables if working outdoors

Lock out & Tag out - Two main warning systems are used for tagging electrical and non-electrical equipment to indicate isolation before work begins.

They are:

- "Danger Do Not Operate" tags; and
- "Out-Of-Service" tags.

"Danger Do Not Operate" Tag - "Danger Do Not Operate" Tags are red and black on a white and red striped background and are used to ensure that individuals working on equipment can do so safely. These tags are used to isolate and prevent unauthorized or inadvertent operation of equipment being repaired or installed.

"Out-Of-Service" Tag - "Out-Of-Service" Tags are black on a yellow background and are used to identify equipment or machinery that is faulty or not suitable for use and has been taken out of service. This tag can also apply to non-energised equipment (eg. ladder, hand tool). is tag can also apply to non-energised equipment (eg. ladder, hand tool).

Manual Handling

Manual handling is involved in nearly all work performed in our industry. Manual handling must be conducted in a manner that enables you to avoid sprain and strain injuries, especially to your back. Remember BEND your Knees NOT your back.

Injuries are sustained through:

- incorrect lifting or handling practices
- poor habitual postures
- bad working habits
 - bending
 - twisting
 - slouching
- Arms raised; and
- carrying a load too far from your body.
- repetitive work; and
- vibration

Working at Heights

Where a person can fall, the person must be protected, ways to ensure this is by:

- a guardrail (edge protection)
- a fall protection barrier; or
- A personal fall protection system

A work method statement is required for any height work over 2m. If there is a possibility of falling when working at heights, ensure that you are secured or protected by guard rails or a fall protection system (harness and lifeline).

Ladders - Ladders must be of the approved type (industrial ladders).

If you use an extension ladder:

- check all ropes and pulleys
- clean and remove mud and grease from the treads
- place the ladder at a safe angle, 75° to horizontal (ratio of 1:4)
- ensure the ladder is on a firm footing
- ensure the ladder extends 1 metre above the landing
- fix the ladder securely at the top to stop it moving
- ensure that three points of contact with the ladder at all times (eg. 2 feet and 1 hand); and
- face the ladder when climbing

If you use a portable step ladder:

- check the restraints on the ladder
- use only in the fully open position
- do not stand on the top 2 steps to
- perform work; and
- never use a ladder that you consider
- unsafe. Affix a 'Caution Out of Order' tag.

Scaffolding - If you use scaffolding to perform work ensure:

- the scaffolding was erected by a certified person if above 4 meters;
- safe access to and from the work platforms;
- handrails, guardrails and kick boards are in place; and

- Report any faults.

If erecting scaffolding, ensure the equipment has been maintained and all locking pins are operative.

Mobile scaffolding - If you use mobile scaffolding:

- ensure the equipment is not moved with
- people or unsecured tools on it;
- use the internal ladder for access to and
- from the platform;
- wheels are to be locked before use; and
- ensure that the height of it is not more than 3 times the base width

Boom Lifts

The use of boom lifts or EWPs by workers and contractors within the venue require that the operator is certified competent and retains the appropriate license.

The use of the boom or EWP creates a higher risk for an accident or injury if the correct rules are not observed. These include:

- inspection to be conducted prior to the use of the boom on a daily basis;
- inspecting the boom prior to each use;
- always ensure that the area surrounding the boom is appropriately barricaded;
- wearing a fall arrest harness on a boom lift at all times; and
- ensuring that all equipment to be used is secured

Forklifts

To drive a forklift onsite you must have a current High Risk Forklift Licence. You must comply with the vehicle rules listed in this document and comply with the following:

- if visibility is obstructed because of the load or high volume of pedestrians use another person in a high visibility vest to walk in front to clear a path
- if possible use barriers to isolate the forklift from pedestrians
- never allow a passenger on the forklift or someone to ride on the tynes
- never leave the key in the forklift when the forklift is unattended
- if you are operating a forklift you must wear safety shoes; and
- when operating a forklift always wear your seatbelt

Power Tools

When using power tools:

- always use with a fixed or portable safety switch
- don't operate in wet conditions
- regularly check to ensure it has been tested, tagged and in good condition
- if a power tool is faulty, attach a danger – 'out of service' tag
- store power tools properly when not in use; and
- wear the appropriate protective equipment

Hand Tools

Hand tools are sometimes not seen as dangerous, however a large number of injuries involving hand tools occur.

When using hand tools always:

- use the right tool for the job
- regularly inspect your hand tools for wear
- use the tool correctly
- always maintain your tools in good order
- store tools correctly when not in use; and
- wear appropriate personal protective equipment

Emergency Access

Access for emergency service vehicles must be maintained at all times, and access to emergency exits must also remain unimpeded as required by law.

Minimum clearance is 4,000mm wide by 4,500mm high with a reasonable allowance made for turning.

In Queen Street Mall the access route is defined by a series of darker pavers running either side of a central line.



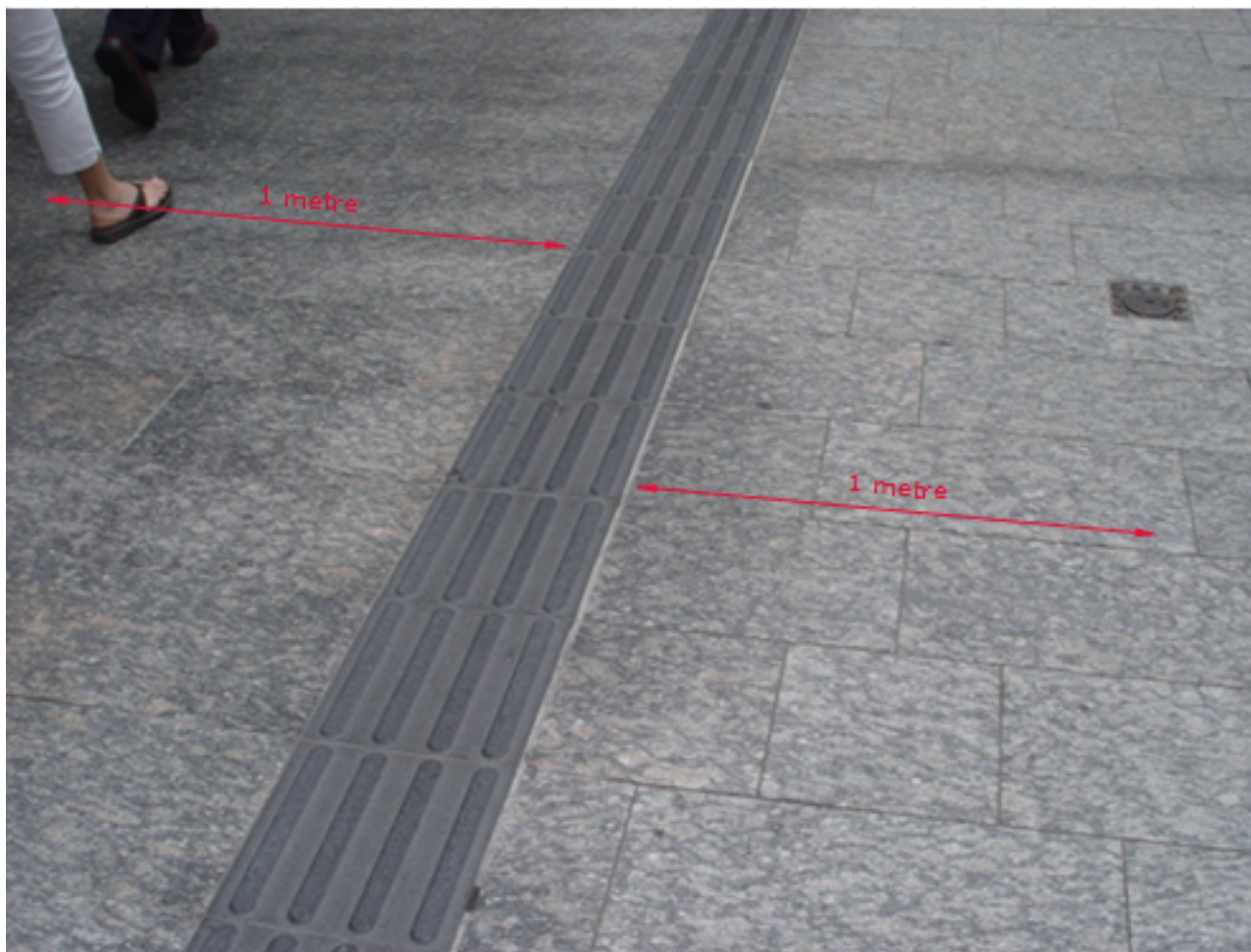
Braille Trail

Queen Street Mall & Reddycliff Place both have braille trails installed. Visually impaired people use braille trails to safely navigate areas of the city.

The braille trails are not to be blocked without prior approval from BEDA (usually at least two weeks notice is required).

Blocking a braille trail is a last resort - best efforts must be made to design the site to allow the braille trail to remain open. This is a requirement under state legislation.

1m clearance is required on each side of the braille trail



Vehicle Access

Vehicles are required to display a vehicle access pass issued by BEDA. [You can apply for a vehicle access pass here.](#)

If you do not have a pass you may be fined by BCC and/or be asked to leave the site. In some cases venue security will not allow you to enter the Mall.

Please note that instructions will be provided once the pass that is issued.

- Parking onsite is not provided
- The speed limit on-site is 5kph
- Pedestrians have right of way in all cases
- Max vehicle weight in Queen Street Mall is 12t
- Max loading in Reddacliff Place is 9.5t per dual wheel axle or 10kpa
- Please be aware of other vehicles on-site, including forklifts, elevated work platforms etc Queen Street Mall & Reddacliff Place are both used for deliveries for surrounding traders, depending on time of day there may be other vehicle traffic onsite requiring access.
- You do not have exclusive access to the Mall

Cleaning & Rubbish Removal

What's brought on-site, must be removed from site. The bins in Queen Street Mall & Reddacliff Place are for public amenity, and are not to be used for event waste.

Should any oil or similar substances spill, please contain the spill and contact the Brisbane EDA representative onsite, or a council cleaner as soon as possible.

If additional cleaning is required, the event organiser will be billed for the service. BCC are the only approved cleaning contractors for use in Queen Street Mall & Reddacliff Place.

Deliveries & Storage

Very limited storage is available at the Stage in Queen Street Mall. No storage is available in Reddacliff Place. BEDA does not accept deliveries prior to the event, nor will we arrange couriers for you post event.

Temporary Structures

Any scaffolding, tent, marquee, staging or similar temporary structure erected during the event period must be:

- erected to the standard and satisfaction of any BEDA representative
- erected and secured in accordance with the manufacturers / structural specifications to ensure they are structurally sound and can withstand likely wind in the locality and any likely live loadings
- erected in accordance with relevant standards
- free standing and not attached to any other structure in the Mall or Reddacliff Place
- erected and removed at the times required by any BEDA representative
- in the case of scaffolding, erected by a licensed contractor
- be managed by authorised staff at all times that public may have access inside the structure
- constructed in a manner that allows entry/exit points to afford a ready means of egress from all parts of temporary structures, and must provide a minimum unobstructed height of 2,000 mm

Temporary Structures - Engineering Approval

Engineering approval may be required for large purpose built or unusual structures, and in some cases rigging items from structures. The Brisbane EDA will advise if you require engineering approval, which will be a [Form 15](#) and possibly [Form 16](#).

The event organiser is to bear full responsibility for all costs and will manage all aspects of the process required to obtain engineering approval.

The BEDA cannot expedite approvals through Brisbane City Council or any other regulatory body.

Engineering certification must be obtained for all tents and marquees over 100 square metres and all stages and grandstands, regardless of size.

Emergencies

Please call 000, and advise the BEDA representative onsite once you are able to. If an evacuation is required, please follow instructions provided to you by the Brisbane EDA staff.

Venue Emergency Management plans are available on request.

First Aid & Toilets

A basic First Aid kit is available onsite, and all BEDA event staff have received first aid training.

24hr public toilets are located at the intersection of Queen and Albert Streets.

Contact

Should you have any questions, please contact,

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