

**Site Safety Instructions****Site Evacuation:**

In the event of an emergency evacuation an announcement will be made over the public address system. Stop work immediately and leave the premises by the nearest available safe exit. The emergency wardens will also advise and direct you to the nearest external assembly area.

**Safe Working Practices:**

You are required to follow all safe working practices to safeguard your own health and that of others, high visibility vests / clothing appropriate footwear is required to be worn at all times on site. Additional PPE as prescribed in work instructions may be required. Under no circumstances are drivers or contractors to work at heights without proper equipment and pre authorisation by the site manager. All mobile plant equipment requires a spotter whilst operating within GCCEC.

**Accident/Hazard Reporting & First Aid:**

Report all hazards, Near Misses or Injuries to a Metcash site supervisor/or site security immediately. You can receive first aid treatment for injuries by contacting security. Names and contact details are displayed at various locations around the site. All incidents will be captured through an incident reporting platform.

**Dangerous Goods:**

No hazardous chemicals or dangerous goods are to be brought on to the premises without prior approval from a site supervisor. All goods must be declared, be appropriately labelled and have corresponding Safety Data Sheets before entering the site.

**Smoking, Alcohol and Drugs:**

Smoking/Vaping is not permitted inside any buildings and then only in designated signed outdoor smoking areas. Alcohol and or illegal drugs are not permitted on site. Please ensure you present fit for work each day.

**Electrical Safety**

All electrical equipment and leads should be tested and tagged to the Australian standards, this includes 'new items'. No double adaptors permitted on site. The Electrical standards do not allow for double adaptors to be used in a workplace. These electrical items will be inspected throughout the event.

**Unauthorised Access:**

Personnel are not permitted to enter restricted areas unless authorised to do so by the site supervisor. There should be no need to access other areas on site apart from main hall and receiving areas. No Children under the age of 15 are permitted in the main hall or receiving area during Bump in or Bump out. This is classed as a construction zone.

**Pedestrian and Traffic Management**

Remain alert to your surroundings. Personnel must remain inside protection barriers and walk within defined walkways, follow all site directions limiting interaction with mobile plant wherever possible.

**Safe Truck Loading / Unloading:**

Authorized persons only to operate forklifts. Forklift operator to provide copy of their current licence. Forklift to be checked daily before operation. Checklists in OHS manual with Metcash manager.

**Exits and walkways to be Kept Clear**

Cardboard, rubbish, boxes or items that could cause tripping hazards to be removed. Building fire regulations require that exits are left free from items that could hinder escape or create a fire hazard. All fire cabinets and equipment need to remain clear of obstructions and easily accessible.

**Housekeeping and Cleanliness:**

Slips and trips can occur without a high standard of cleanliness and your input will assist. Please ensure the area is kept clean and tidy during and at the completion of your task, maintaining a clear aisles policy.

**Failure to Comply:**

The purpose of these instructions is for the safety of everyone. Misconduct will result in personnel being asked to leave site and may extend to possible disciplinary action. Personnel should adhere to all reasonable requests or instruction from a manager or site supervisor.