



2018 INDUCTION

INTRODUCTION

The Grampians Grape Escape (GGE) is an annual event which commenced in 1992 and will attract between 6,000 and 8,000 visitors over the festival weekend. Attendance is largely weather dependant and there will not be more than 5,000 people on site at any given time.

The purpose of the event is to showcase The Grampians and its food and wine producers included in over 120 stall holders.

The festival is a family friendly event with a long history of attracting well-behaved crowds and meeting its licensing requirements.

Held against the rugged backdrop of the Grampians National Park, the event takes place within an open venue with various temporary structures erected by a licensed operator.

The venue is secured and patrons charged an entrance fee to attend.

KEY CONTACTS

Kate Kirkpatrick
Festival Co-Director
0408 414 660
director@grampiansgrapeescape.com.au
kate@oregionalcollective.com.au

Vanessa Briody
Festival Co-Director
0402 997 926
hello@grampiansgrapeescape.com.au
ness@oregionalcollective.com.au

Cait Ashdown
Volunteer Coordinator
0419337238
cait@oregionalcollective.com.au

INDUCTION OVERVIEW

Along with specific event information, this induction will give you an outline of guidelines, procedures and the applicable standards and regulations that are required to be adhered to when involved within the GGE. The information contained in this induction is applicable to ALL participants involved with the GGE.

The induction document will be emailed to every Exhibitor, Volunteer & Contractor (**Stakeholders**) and it is expected that person will ensure all group members are familiar with the information contained.

The induction is compulsory for everyone, and participation will not be possible without acknowledgement that this document has been read and is understood. You will be required to confirm this by signing the Induction Register when you arrive on site or sign on.

INDUCTION OBLIGATIONS

By completing this induction, **you agree** to:

- abide by all obligations under the Occupational Health and Safety Act (Vic) 2004 and all other relevant legal requirements applicable to the tasks you have been engaged to carry out
- ensure your words, actions and behaviour will comply, at all times, to GGE's requirements for a bully and harassment free workplace
- ensure all incidents and identified hazards are reported to GGE
- appropriately investigate all safety incidents, and/or participate in incident investigations when required
- identify any task that may have a manual handling injury risk and perform that task in such a way as to eliminate or reduce the risk of injury, by use of equipment, assistance or other effective means
- abide by GGE's documented Alcohol, drugs and Smoking policy
- notify Event Organisers should you believe involvement with the event on the day, before or after, will involve work relating to:
 - Use of Plant and Equipment, Working at height, No Go Zones, Confined Space, Hot Works, Electrical Safety, Hazardous Substances and Dangerous Goods, Asbestos Management, Personal Protective Equipment & Clothing (PPEC), High Risk Construction Works

OCCUPATIONAL HEALTH AND SAFETY – Workplace Safety

GGE takes all reasonable and practicable steps to provide a safe working environment. To achieve this, the full cooperation of all Stakeholders is required. Stakeholders must accept the following responsibilities as a condition of involvement in GGE:

- to willingly cooperate in maintaining and supporting a safe and healthy workplace
- have a duty to take the care of which they are capable for their own health and safety and that of others affected by their actions
- to wear and/or use, in a proper manner, any safety equipment provided by GGE
- to comply with the safety procedures and directions agreed between Management and the designated and elected Occupational Health and Safety Representatives
- refer to the OHS Induction Manual for GGE's OHS Policies

DEFINITIONS

Induction: Process of providing employees, volunteers and contractors with a range of information about Council requirements.

Occupational Health & Safety (OHS): The management of safety and work-related issues within GGE.

Workers: A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: an employee; or contractor or subcontractor; or an employee of a contractor or subcontractor; or an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or an outworker; or an apprentice or trainee; or a student gaining work experience; or a volunteer; or a person of a prescribed class.

EXTRACTS FROM THE OCCUPATIONS HEALTH AND SAFETY ACT (VIC) 2004

Contractors must at all times, as a minimum, demonstrate compliance with the Occupational Health and Safety Act (Vic) 2004.

Duties of employers to employees

An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health

- provide or maintain plant or systems of work that are, so far as is reasonably practicable, safe and without risks to health
- make arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage or transport of plant or substances
- maintain, so far as is reasonably practicable, each workplace under the employer's management and control in a condition that is safe and without risks to health
- provide, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under the management and control of the employer
- provide such information, instruction, training or supervision to employees of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health

Duties of employees

While at work, an employee must—

- take reasonable care for his or her own health and safety; and
- take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace
- co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations
- maintain, so far as is reasonably practicable, each workplace under the employer's management and control in a condition that is safe and without risks to health

While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

Duties of employers to other persons

An employer must, so far as is reasonably practicable, ensure that persons other than employees of the employer are not exposed to risk to their health and safety arising from the conduct of the undertaking of the employer.

CODE OF CONDUCT

Requirements

- A desire to be a part of the festival
- Good communication and time management skills
- A sound work ethic and a good dose of initiative
- Flexibility
- Have a reasonable understanding of the line of accountability within the Festival
- Ability to work as a team member
- Ability to deal with a range of personalities and behaviours
- Ability to work under pressure

You have the responsibility to:

- Be reliable
- Arrive on time
- Notify the Festival Director if your circumstances change
- Respect confidentiality
- Represent the interests of the organisation
- Carry out specific roles as described in the Volunteer Duty/Task Statements
- Be accountable and accept evaluation
- Acknowledge and respect decisions made by the Festival Directors and Board
- Undertake any training required and to have a good understanding of the organisation
- Ask for help when it is needed
- Treat all patrons and fellow workers with consideration and respect

You have the right to:

- Work in a healthy and safe environment
- Be assigned voluntary roles in accordance with equal opportunity and anti-discrimination legislation
- Be provided with orientation and an induction to the Festival
- Be provided with sufficient training to participate confidently
- Have your work valued by the organisation
- Regularly receive constructive feedback
- Feel safe on the job
- Be covered by our insurance

EQUAL OPPORTUNITY - Managing Diversity

GGE embraces the principles of Equal Employment Opportunity and ensures that all stakeholders, in all their diversity, are treated at all times solely on the basis of merit, and in accordance with the principles of equal opportunity, equal employment opportunity and managing diversity.

In order to ensure that stakeholders have the opportunity to attain their full potential, GGE will:

- strive to identify and eliminate all discriminatory practices, both direct and indirect
- ensure that the process of all personnel procedures is equitable and fair
- eliminate harassment and bullying as defined
- provide clear instructions, procedures and appropriate training to all
- recognise the needs and cultural diversity of stakeholders

SITE SPECIFIC RULES

TRADING HOURS

- Sat 5 May 2018 from 10:00am to 6:00pm (Gates Open to pre-paid ticket holders at 9.30am)
- Sun 6 May 2018 from 10:00am to 4:30pm (vendors finish at 4:30, Music at 5pm)

BUMP IN

Enter through the **Exhibitor Entrance ONLY** and NOT the Festival Entrance

- Friday 4 May 12pm to 7pm
- Saturday 5 May 7am to 9.00am
- Sunday 6 May 7am to 9:30 am

BUMP OUT

- Saturday 5 May 6.30pm to 7.30pm
- Sunday 6 May APPROX 5.15pm to 6.00pm

EVENT COORDINATION CENTRE

The festival **Information Booth Marquee** will also serve as the **Event Coordination Centre**. The marquee will be staffed throughout the event by volunteers and serve as the first and main point of contact for patrons. It will also have open lines of communication to the Festival Director and Chief Warden.

An **event logbook** will be kept at the **Info Stand**. The logbook will record details of incidents, anti-social behaviour, health related issues, planning deficiencies etc.

SITE SPEED LIMIT

- Vehicles must travel at walking pace/ 5km per hour speed limit with windows down and hazards lights on
- But vehicles must not to be driven around the site when it is open to the public. All vehicles must be offsite by 9.00am and 9.30am Sunday
- If you arrive late you must carry any items from the car park

CONDITIONS OF ENTRY

- You acknowledge that you enter GGE at your own risk
- During the event, all Stakeholders must follow directions by Festival Directors
- Management reserves the right to refuse admission for behaviour likely to cause damage, injury, nuisance or annoyance or for failure to comply with reasonable requests
- Intoxication, aggressive or anti-social behaviour is unacceptable and will result in ejection from the site. Those ejected from the site will not be re-admitted to the Event and any money will not be refunded
- Parking is at owner's risk. In the event that the onsite parking is affected by wet weather, offsite parking will be made available
- Trespassers and anyone assisting trespassers will be evicted from the site
- Prohibited items will be confiscated by the Festival Directors who accepts no responsibility for confiscated items
- No animals (except guide dogs) are permitted in the site

- Space is limited and as such you may be directed the Festival Directors to condense your setup if it is deemed excessive
- By entering an event site, you consent to being filmed and photographed during GGE. Footage or images may be reproduced and published by GGE without restriction including but not limited to marketing and promotional use and in all media
- GGE is an outdoor venue and whilst all care has been taken to make the site safe, the site may contain dangerous and uneven surfaces
- Stakeholders should exercise all care and caution when entering or on the site
- In the Event of an emergency situation or evacuation, you must follow all official directions

HOUSEKEEPING AND CLEANLINESS

Good housekeeping is a safety measure - a clean event is a safe event. Each stakeholder must maintain his/her work area in a clean and orderly state. Aisles and walkways throughout the GGE site must be kept clear and all exits must be free of obstructions.

Housekeeping (whether good or bad) creates a lasting impression on patrons and guests. The courteous reception they receive from stakeholders and the neat appearance of the site greatly influence the impressions and opinions they form.

NON-SMOKING POLICY

GGE is a non-smoking event. Smoking is only permitted outside of the Event site.

ALCOHOL

The festival is a family friendly event with a long history of attracting well-behaved crowds and meeting its licensing requirements.

Alcohol will be available for tasting and purchase from exhibitors. Every exhibitor serving alcohol is required to hold and meet the requirements of a major event liquor licence. Consequently, exhibitors serving alcohol must hold a Responsible Serving of Alcohol qualification and display appropriate signage. All festival patrons are issued with a coloured wrist-band appropriate to their age and ticket type which assists exhibitors to identify minors.

DRUGS

It is the GGE's goal to establish and maintain an event that is free from the effects of illegal drugs (non-prescription, marijuana, cocaine etc.), or drugs taken for non-medical purposes. GGE requires that all stakeholders are in a condition that is suitable to ensure the satisfactory performance of their duties. Stakeholders are required to inform the Festival Directors if they are required to take prescribed medication which may affect their work performance.

SECURITY

A private security company has been contracted to be present on the site 24 hours a day, to provide vigil during the night and assistance with crowd control if required during the day. This will be effective from the Friday evening before the event until the morning of Monday after the event.

Stakeholders are required to act conscientiously in ensuring security of patrons and other stakeholders. All matters concerning security are to be referred to the Festival Director. This includes the issue of any personal threat to staff by a patron. Should this occur, please inform a Festival Director

immediately if a concern arises so that the situation may be observed and Police attendance requested if necessary.

THEFT OR MISAPPROPRIATION OF GGE PROPERTY

Any person found to be in possession of GGE Property (including cash, foodstuffs, alcohol and tools/equipment) outside the course of their engagement or without reasonable excuse may be subject to disciplinary action.

GGE reserves the right to deal with theft/misappropriation of property by requesting the involvement of the Victoria Police. Theft or misappropriation of property may lead to immediate termination of engagement at GGE.

ADDITIONAL OH&S REQUIREMENTS

PROTECTIVE CLOTHING

Some employees may also be required to wear protective or safety apparel and/or equipment. If you are required to wear protective or safety apparel/equipment, you will be advised to do so by your Supervisor.

If personal protective clothing and equipment is a requirement, it is GGE's policy that an employee wear/use such equipment when specified.

MANUAL HANDLING

All stakeholders must ensure manual handling risks are identified and effective control measures put in place to reduce the risk of incidents and musculoskeletal injuries.

Manual handling is the use of force to: LIFT, CARRY, LOWER, PUSH, RESTRAIN, PULL any object, person or animal, or could involve performing:

- repetitive tasks
- awkward tasks
- tasks that involve exposure to sustained vibration

MACHINERY AND EQUIPMENT

Stakeholders can only operate machinery once they have had adequate training by a registered training organisation. If a fault is detected with machinery, operations should cease immediately and the fault should be reported. All machinery should be operated correctly according to required standards and driven at a safe speed at all times.

ELECTRICAL SAFETY

Electricity has the potential to seriously injure or cause death. Damaged or faulty electrical tools, equipment and wiring can put employees at risk of electrocution, electrical shock or injuries from a fire. It is a requirement to:

- remove or replace any electrical cords with exposed wires, torn insulation or cracked or melted sockets.
- make sure switchboards and power boards have residual current devices (RCDs), also called safety switches, wired into them

- have RCDs, portable electrical equipment, portable electrical tools and extension cords tested and tagged by a competent person. The frequency of inspection will depend on the environment of the workplace, but on average it is six to 12 months
- install additional power points, where possible, rather than relying on multiple double adaptors, power boards or using multiple extension leads, and use insulated lead stands or insulated cable hangers to keep leads off the ground.
- avoid running leads across the floor or ground, through doorways or over sharp edges
- before every use, plant (including portable electrical tools, equipment, appliances and flexible extension cords) should be visually inspected for wear and mechanical damage by the person using the equipment prior to its connection to the electrical supply. All defective equipment should be removed from service and tagged as such
- electrical equipment such as, flexible extension cords should be disconnected (unplugged) from the electrical supply prior to its removal or relocation
- the Festival Director reserves the right to refuse or limit power if information provided for any appliance is incorrect.

EMERGENCY MANAGEMENT

SAFETY OFFICER

A POPE will be issued for the event and displayed in the Entrance Marquee. GGE has engaged a Safety Officer for the event. Their role will include:

- safety inspections at exhibitor marquees
- sower and generator cabling
- overall festival site safety for staff, vendors and patrons

The Safety Officer will be located within the perimeter of the event site and all attending officials will be made aware of the location.

FIRST AID

A local first aid provider will be on-site for the duration of the event to attend to minor incidents or to stabilise any serious injuries pending evacuation by ambulance to Stawell Hospital.

Should any person suffer an injury or illness, which requires first aid attention please direct them to the on-site First Aid point. Should more specialised medical attention be required, an ambulance may be requested to attend.

EVACUATION POINTS

The decision to evacuate will be made by the primary emergency response agency.

Depending on the location of the incident, the Safety Officer and Chief Warden will nominate an Emergency Services meeting point.

When advised by the Safety Officer, designated marshals/wardens will then assist all persons to make their way in an orderly fashion to the nominated assembly area(s).

All Marshals/Wardens are to be aware of any mobility impaired persons. If safe to do so and upon direction of the Safety Officers, mobile impaired persons should be moved and kept in one central location within the assembly area until assistance from the emergency services arrive.

Immediately upon arrival of the Emergency Services, the Safety Officer should advise the Emergency Services of the location of any people with a disability that have not been moved and the number of people at that location. In the event of site evacuation, the evacuation points would be as per emergency access points, located on the attached site map.

Emergency Services Meeting Point

Depending on the location of the incident, the Safety Officer and Chief Warden will nominate an Emergency Services meeting point.

Evacuation Assembly Points

The Safety Officer and Chief Warden will select the appropriate assembly area, taking into account the:

- location of the emergency,
- type of emergency, and
- wind direction

MEDIA CRISIS MANAGEMENT PLAN

Municipal Emergency Response

A Municipal Emergency Response refers to a major disaster such as an earthquake, fire, multiple deaths, etc. In the event of a Municipal Emergency Response situation occurring during the Grampians Grape Escape, Emergency Services will activate Council's Municipal Emergency Response requirements. If this occurs, the Norther Grampians Shire Council (or otherwise nominated onsite staff member) media spokesperson would be the person nominated in the relevant emergency services media crisis management plan.

Minor Media Response

A Minor Media Response refers to any media inquiries that relate to the Grampians Grape Escape activities and are received during the timing of the event. To respond to a media inquiry the following process must take place.

1. Staff Member / Volunteer (first person to receive media enquiry)
2. Staff Member / Volunteer report to Festival Director
3. Festival Director to contact GGE Chair
4. GGE Chair, Board and Festival Director to manage media enquiry

This procedure is also relevant for any media enquiries. Team members and volunteers are not to act as a spokesperson for the festival.

REPORTING INCIDENTS, INJURY, NEAR MISSES & HAZARDS

Reporting all incidents, hazards and near misses ensures important information about health and safety issues in the workplace are identified when they arise. All incidents, hazards and near misses that occur during works are required to be reported to a Festival Director as soon as practicable. The incident will be recorded in the GGE Incident Management system.

Contractors with a formalised process for recording and reporting of incidents, near misses and hazards are to ensure a copy of all reports received from workers are provided to the Festival Directors

Contractors without a formalised safety system are to advise the Festive Directors at GGE of any incidents, near misses and hazards who will assist you to report the incident.

All incidents, near misses and hazards are to be appropriately investigated to ensure an understanding of why an incident occurred and to ensure similar incidents do not re-occur.

In case of incidents/accidents involving patrons:

- do not discuss the causes of the accident with the injured, but be courteous, calming and helpful
- use tact and diplomacy
- determine if there were any witnesses and get their statements
- do not discuss insurance or claim settlements
- do not accept blame for the accident

RESOLUTION PROCEDURE

GGE recognises that from time to time Stakeholders may have grievances, which need to be resolved in the best interests of all parties.

The aim of all parties included in a grievance matter should be to resolve the matter by addressing it promptly and in an effective manner.

The Stakeholder will have the right for a grievance to be heard through all levels of management.