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# EMPLOYEE GUIDE

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The following pages contain a brief guideline, outlining common work procedures and modes of conduct implemented in the field. Each section aims to elevate performance and alleviate confusion when working as a team during the load in/construction and load out/disassembly of an event or gig. Most of the following points offered are accepted practice Australia wide and internationally. Even so it must be noted that some of the procedures outlined may vary when implemented depending on the needs and company preferences of the client. The ability to be flexible to the client's needs and the job as a whole is a large part of being a local crew member. It is also an illustration of the need to be adaptable in a dynamic and constantly changing industry. The methods in the following pages are by no means a definitive and hold room for discovery of personalised implementation. The listed practices do offer the surest means to kick start your learning curve; something that should never plateau due to the nature of the industry. The information contained need not be taken as a whole but used as a continuing reference to help in your work.

This guideline isn't an OH&S manual but must be stressed that your first priority is safety. Always have with you your safety gear or PPE i.e.:

- Safety helmet or rigging helmet – **MANDATORY.**
- Safety vest, (Hi-vis is the new black) – **MANDATORY.**
- Steel cap boots or shoes – **MANDATORY.**
- White Cards (Construction Induction Card) – **MANDATORY.**
- Write your name or nickname in large letters on the back of your vest/hardhat, this way your team mates know you and can warn you directly of potential dangers.

**Awareness** This word applies to every aspect of work practice.

- Be aware of your workplace surroundings. Often there will be people working above and below you. Riggers for example may be installing points in the roof above you, never touch their ropes. Only handle chains when you know they are secure and a rigger has instructed you to do so.
- Be aware of the product/road case contents. Most cases have the contents weight printed on them. Knowing the product will help you determine safe lifting loads/methods.
- Get to know the names of your workmates. There are many hazards in the workplace and just yelling out, "watch out" isn't any helpful. Writing your name or nickname on the back of your vest/hardhat will solve this.
- When someone yells out, "heads!" this is an indication that an object is being dropped or is falling from above.
- Be aware of machinery used in the workplace and give forklifts and their driver's respect.
- When directing machinery such as forks, only one person should make the call to avoid confusion for the driver.

## Rules of conduct

- When starting out there will be a steep learning curve and room for refinement as time goes on. Always feel free to ask questions and for advice, either from the crew boss or senior workmates. Most local/international tour techs are happy to convey wisdom – but pick your moments i.e. asking for a refinement lesson during a load out is a no-go.
- If you don't know/understand something, **ASK - NO** question is stupid.
- If any problems with tour, in house or local crew arise, report it to the crew boss and let them handle it.
- Catering is always off limits unless told otherwise by the crew boss. Even if the touring department head says, "have a break and go get a coffee."
- Bring your own refillable water bottle, more and more venues/workplaces go plastic free.
- In some instances, you may be near or around the artist and band. **Do not engage them.**
- Never feel pressured by anyone to do something you feel is unsafe. If such an occurrence arises report the matter to the crew boss/office.
- Report all injuries or sickness to the crew boss.
- Drunken or drug induced behaviour will not be tolerated.
- Inappropriate behaviour; sexual, racial or abusive will not be tolerated.
- **DO NOT BE LATE – BE AT LEAST 15 MINS EARLY TO ALL CALLS**
- Always wear a hard hat whenever there are people working overhead, or when the risk of injury is present. Familiarise yourself with a working area before proceeding into it.
- Always use steps or ramps to alight from a stage or back of a truck. **Do not jump under any circumstances.** If necessary, take the long way around.
- Familiarise yourself with your surroundings, especially potential hazards that are on the floor. These hazards may include unsecured leads, open cable pits and drains. Place cable trays down wherever possible.
- Always wear a high visibility vest when working in areas where there is vehicle or plant movement. Make yourself and others aware of any vehicle movements, including impending movements, e.g.: Truck reversing/forklift or boom lift in area.
- The wearing of appropriate apparel and sun cream at all times is essential to prevent exposure to Sun, Wind, Rain or Cold.
- Do not climb under any circumstance's stage/truss structures. That's what riggers are for as they have the appropriate equipment, experience and license.
- Any work site can be a hazardous environment and all care should be taken to prevent injury. The most common injury on a job site is the running of cases into the back of heels of the person in front of you. To prevent this focus on what you are doing, allow a safe distance between the case/cart you are pushing and the person in front of you, and know the weight of your load and how quickly/safely you can stop

or redirect it. For better understanding of common safety procedures go to our website and watch the safety videos on the 'Work for Lock & Load' page.

## Tools

The following equipment isn't necessary but improves your versatility.

- Electrical tape. It's good to have a roll on you especially on the load out. You can obtain these from department heads.
- Podger/shifter combo
- Work gloves
- Multi-tool i.e. Leatherman/Gerber/Victorinox.
- Torch i.e. mini Maglite.
- Painting or colour coding your tools with electrical tape can prevent their loss.
- A shifter will aid you in most working scenarios.
- Any tools borrowed should be returned immediately after use.
- Every show crew should have a mini torch.



***Shifter***



***19/24 Podger***

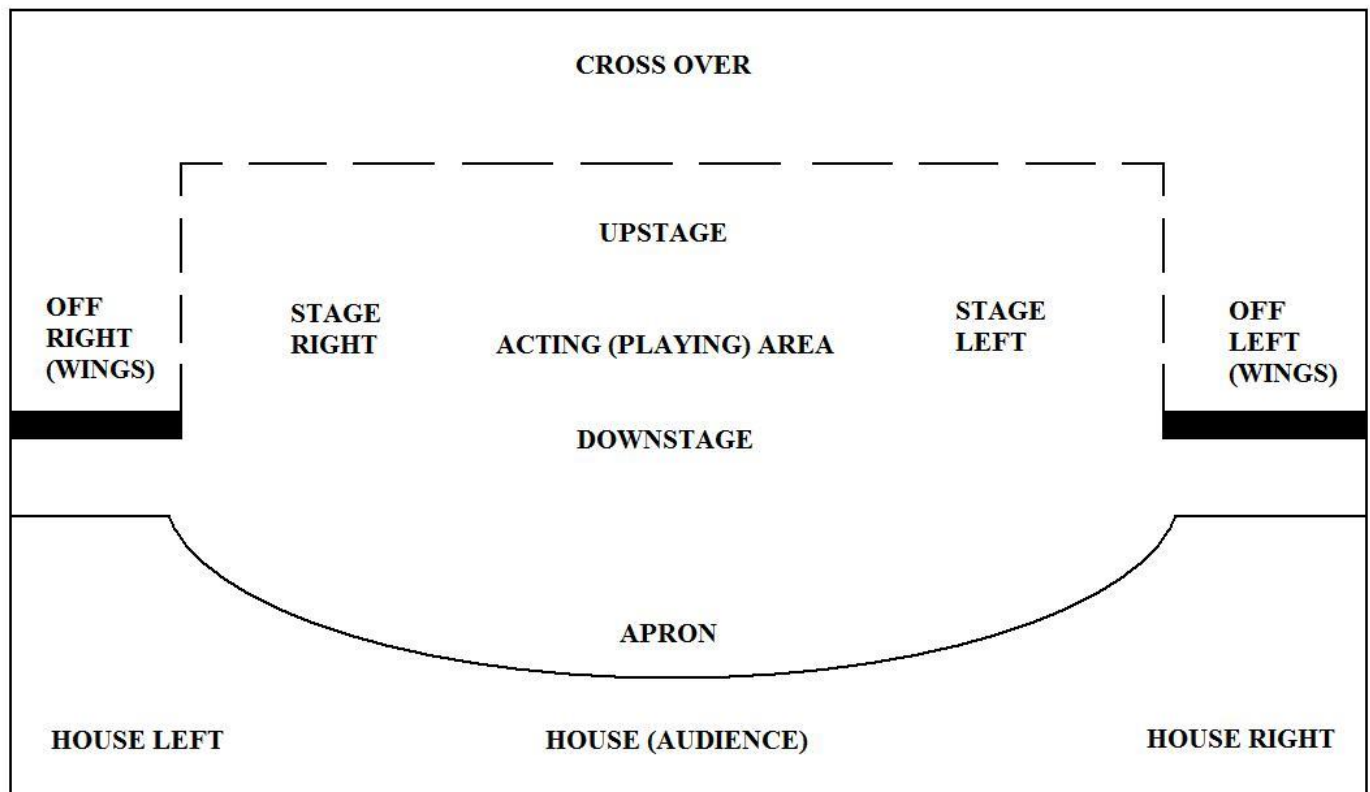


***Work Gloves***



***Multitool  
i.e. Leatherman/Gerber/Victorinox***

## Stage Layout



## Abbreviations/Getting around the stage

*SL* – Stage Left - (Prompt)

*SR* – Stage Right – (OP Off Prompt)

*FOH* – Front of House

*MON* – Monitors (normally situated off SL)

*DIMMERS* – (normally situated off SR)

*DSL* – Down Stage Left

*DSC* – Down Stage Centre

*DSR* – Down Stage Right

*CSL* – Centre Stage Left

*CS* – Centre Stage

*CSR* – Centre Stage Right

*USL* – UP Stage Left

*USC* – Up Stage Centre

*USR* – Up Stage Right

*LX* – Lighting

*VX* – Video

*AX* – Audio

*SX/AU* – Audio also

## The Basics

Below are basic and common procedures that are used throughout the industry. Whilst many methods are not an absolute, the majority are tried and proven methods used worldwide. Always remember, when working 'during load in, think load out – meaning when loading in think of how your work can make it easier to strike (clear) the stage and gear quickly during load out.

## Cables

Rolling cable/leads is an aspect of a gig that is a priority to master. In a load out fast disposal of leads by all crew can smash load-out time. After years of practice I have found the quickest way to roll cable is to start with the head/plug of the lead facing away from you then rolled in an 'under and over' fashion. But do what is comfortable and efficient for you.

- All leads MUST be rolled under and over unless told otherwise. All touring crews and companies expect this – failing to do so leads to damaged cable especially when heat affected.
- Where appropriate roll looms under and over, some companies don't expect this.
- When rolling, especially mic and power leads, try and keep uniform loops and ends finishing in close proximity.
- Ask your crew boss or senior workmate to show you how.
- Roll leads/looms to a size appropriate to the length of the lead and for looms, the size of the case.
- As with most things there are always exceptions to a rule. Here are a couple.
  - If working on a film site, do not under/over.
  - Optical cable should be rolled onto a spindle.
  - Hard sheathed leads like long video cable (usually orange) are often placed in a figure 8.
- Be aware of the department you are working for mic cable and data cable look similar and should be kept separate.
- Cable should never be driven over by road cases; signal lines could be damaged and optic fibre costs a small fortune.
- Never use a damaged lead. Mark with tape and separate from usable leads. Make a department member aware.

## Loading & Lifting

A major part of any gig is the handling of stage gear, which includes the loading and unloading of trucks. Some key points to remember are:

- Stretch/warm up before lifting.
- Talk out a lift; don't take for granted that another crew member knows the correct lifting method for an item.
- Nominate someone or volunteer to call the lift.
- Always lift on "3". (Not 1,2,3 lift. Not 1,2, lift but **3**).
- On "3" lift uniformly, being slow to lift only leaves your corner with more weight. Lifting too early puts more weight upon yourself.
- Watch what the others are doing and work together.
- Don't lift any item outside your capability and safe lifting range.
- Bend your knees when lifting and hold the load close to your body.
- Be aware of load weight prior to attempting a lift.
- Avoid long periods of repetitious lifting. Rotate positions and take breaks.
- Work as a team, maintain communication and work in unison. Work at an easy and controlled pace.
- If lifting causes any pain, cease immediately and inform supervisor.
- Be aware of 5th wheels on wardrobe, production and drawers' cases. Drawers cases with a 5th wheel should come down the ramp with door facing up the ramp and in reverse when loading onto truck.
- Always ensure the catches of a case are done up before sending up a ramp.
- Send motor cases and packers up the ramp hinge first and 'flip' cases onto their hinges. Also stack cases on their hinges. Otherwise stack or 'flip' onto the handle side. Never flip cases onto catches.



- Take note of the case labelling, many items have an arrow showing the orientation to stack; others are marked 'Do not tip'.
- When pushing cases to top of the ramp, ***do not let go until the case is received or safely placed***. Failing to do so can result in injury. Trucks usually lean to the front of the pan; a loose case can roll into legs of crew loading/lifting.
- When loading a truck with box truss, if the truss is to be stacked horizontally, stack with webbing facing down. (top/bottom) unless informed otherwise.
- Be careful when loading long truss, if you're on the rear end beware of the truss bouncing back at your face if the front collides.
- Some audio racks are weighted to one side, when you have recognised these racks send them down the ramp with grill first and door facing up the ramp. And in reverse when loading on. This will prevent them tipping at the bottom of the ramp.
- With some top-heavy cases, turning them slightly as they approach the bottom of the ramp, so a point meets the transition first can help.
- Tall, narrow items like draws cases, wardrobe cases and tall racks, need to be kicked or pushed with a foot as you hit the transition at the bottom of a ramp.
- Be aware not to tip fogger cases, tipping can result in oily fluid creating a hazard on the deck and ramp.
- Refrain from crowding crew lifting in the truck. Give them room. Also don't crowd the truck during the summer and steal their oxygen.
- When loading, make sure items are regularly and safely walled off with load bars and/or ratchet straps, (especially after walls where the base cases are left on their wheels). Be aware that the next venue may be on a slope towards the truck door.
- When loading in, be careful when opening truck doors, open one door at a time slowly and check for shifted cases that could potentially fall out.
- Read the load, if load bars have dropped or ratchet straps are loose it suggests that the load has shifted, be aware of this as you unload and be wary of potential hazards.



## Audio

Dealing with audio is straight forward, with fast cabling and disposal of multi core on a load out a must.

If audio is your thing, become aware of the product. Learn to identify various racks etc. by name, size and weight. This helps especially when it comes to loading and knowing what you can safely lift.

When loading these racks onto a truck up a ramp, use three people unless you are confident on your own, either way be sure to kick or foot the base as you hit the ramp to prevent the racks tipping. Many racks are heavier on one side, have this side facing up the ramp when coming down and heavy end down ramp when going up or there are more of a chance the rack will want to tip over. There is no excuse for racks hitting the deck.

The same applies for loading drawer cases, drawers' cases often have an offset fifth wheel, this is situated under the cases door and will tip the case to the side when coming down the ramp door first. Knowing the different types of audio cable also helps.

- At the start of a load-out sometimes ambient music may still be playing from speakers. Don't pull the connections on these or the mics on side of stage.
- When taking apart mic/micstands, a little trick is to loosen the screw clamp on the boom and disconnect the mic by holding it and twisting the boom. Keep mics together and take care of them.
- The quickest way to separate micstands from base plates is to hold the stand upside down and spin the plate, or spin with plate above case.
- When packing away monitor speakers or wedges take note if there are numbered or lettered tags at the handles, if so box wedges in their matching pairs.
- Multi core should be run with signal tails to FOH. Or another way to remember is for female power plug to go to FOH.
- In wet weather/outdoor gigs, protect signal/multicore ends from mud/dirt.
- Running mains power over mic cable can interfere with the line's signal.

## Lighting

### *Lamp identification.*

Identifying lamps by brand and design will come with time, but some basic differences should be recognised. One of the most common types are profile and wash fixtures. This refers to their lenses and the dispersion of beam. As with many products the name describes the object – i.e.: the profile has lenses with a tighter profile to that of the wash.

### Hanging lamps

- When hanging lamps ensure they are hung in the right direction, some brands have arrows on the base of the fixture indicating the correct direction (the arrow always points towards FOH unless instructed otherwise), some face with their displays towards dimmers, others towards FOH.
- When hanging lamps be sure to tighten clamps to truss, unlock lamp yoke(s) and attach safety lines. Only leave lamp clamps loose when instructed; this will usually be for adjusting correct position of lamp on the truss or to wait for weight distribution of all lamps to balance truss.
- Attach scroller safety lines to the lamp, not truss.
- When securing safety lines, be careful not to wrap wire cable too tight around truss, especially with thick wire. When releasing on the load out the cable can unwind quickly and cause the carabineer to hit you in the face. Also allow some play in the wire when securing static lamps that need to be focussed manually.
- Never wrap safety cable around leads, some operators may ask you to secure excess power cable this way – **Do not do it**. While the odds are low, if a lamp is dropped there is the chance the wire could cut into the live cable and electrify the truss. (Truss spot operators wouldn't like this much).
- When hanging lamps and par can array, the addresses should run lowest to highest from the dimmers side of stage. i.e. (101,102,103 etc).
- Tape excess data and power leads neatly to the truss, some operators prefer the top or bottom 'cord' (note – cord is the name for the main stretch of tube steel of each corner of a truss).
- Do not thread leads through truss or wrap/wind around truss webbing, always think of the load out.
- When running out the multicore (the signal mains). Send the end with female 240v to FOH.
- When hanging profile lamp (Source 4), open the four shutters by pulling out by the handles. When attaching power, make sure there is some play in the cord for turning the lamp when focusing.

- When stacking par cans into meat racks, load the lamps so the power leads from the back of the lamps face towards the centre of the rack. This prevents damage when loaded/unloaded from trucks.
- When stripping truss of looms, leave headers attached unless the show is a one off or last of the tour or being told by the lighting techs.
- Treat borrowed tools like your own and return to the place you got them from, when finished with them.

## Electrics

Dealing with power is the responsibility of the tour department heads and shouldn't be engaged unsupervised by any employee. The information below is for awareness purposes only.

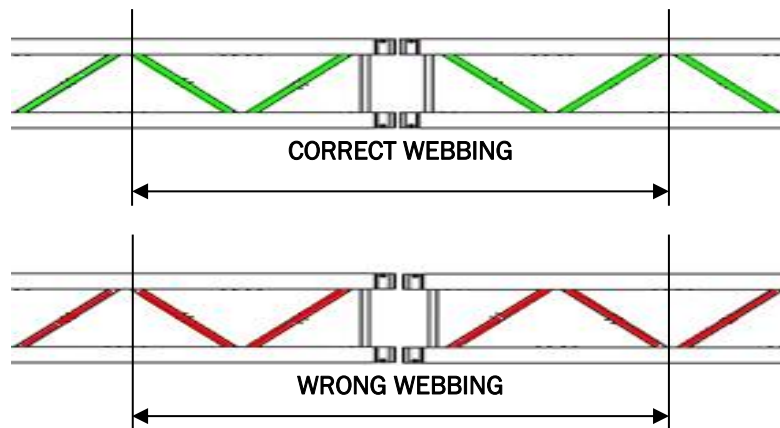
- Powerlock is run male ends to the mains switchboard and female end to the dimmer racks.
- When plugging powerlock cable into dimmer racks ensure the mains power is switched off, then correct procedure is to **ALWAYS** begin with the **green (earth)** cable followed by the **black (neutral)** cable. You can then add the red, white and blue.
- When separating these cables from the rack first ensure the mains power has been switched off, and then disconnect the red, white and blue cable, in any order, followed by the black, then the green last.
- 3phase, as with all mains power cable, ensure the power is turned off before attaching/detaching.
- Tape over the plug ends of any damaged cable and report to department head.
- Mains power heaped upon itself can generate heat. Avoid excess piling.

## Housekeeping

- When unloaded, line cases up so they open the same way for easy access.
- Clear empty cases as you go.
- Use cable trays where appropriate to minimise tripping hazards.
- Keep the stage and working areas clear of rubbish.
- Keep your crew room in order and bin your rubbish.
- Venue cleaners are not your maids and the crew room is a privilege.
- Many venues are heritage listed, take care not to damage walls etc., respect all venues and venue staff.
- Remember security has the final word/work with them.
- Respect house rules.

## Rigging

- When rolling rigging cases onto the floor, line cases up side-by-side and open lids.
- Under no circumstance should you touch a riggers ropes hanging from the roof. This includes placing items on or running over with cases.
- All rigging should be handled and completed by qualified riggers, but for the purposes of awareness the following may help in the future.
- If helping a rigger dress a truss with span sets, ensure that each 'thread' or 'hang' is identical to the others.
- When rolling wire rope rigging slings, roll as cable under and over, it may also help to tape at top and bottom.
- Important, when bolting truss together be sure to follow through with the job. If you are placing bolts in, make sure someone is following to tighten. When tightening bolts be sure to have someone takeover from you if called away.
- When butting truss up and bolting, ensure that the truss web meets at an apex, as pictured below.



- Box truss is fabricated with two opposing sides of webbing and a top/bottom in a ladder fashion, or three sides webbed and the other laddered. Always have the laddered side as top and have the top featuring the fewest rungs. Ask for a visual clarification.
- When tightening bolts and nuts, the torque needs to be firm but not over tight.
- It also helps if you keep the nuts threaded to the same side.
- Don't drop or throw shackles to the ground.
- When attaching shackles to O-rings or chain motors, attach with bolt at the top of hang.
- When running out chain motors. Pull all the chain out ensuring it is free. Beware of twists in the chain, these can and will jam the motor. If this looks like it may/or does occur, yell out '**STOP!**' loudly so the motor controller hears you. If the motor is jammed call for the controller to 'Back up' or 'Reverse' the chain.
- When running motors concentrate on the job, careless work can result in a scallop taken from your fingers.

- Keep in mind that even though motor cable are uniform different departments often have their own cable that are cased separately. Also motor cable may also stay locally with the riggers.
- When running safety gear on lighting truss ensure you have first been shown the correct method – never wing it.
- When securing safety line ratchet strap, tape ratchet closed with tape as an added precaution.
- When truss is lowered to the ground don't wait to be asked, clear obstacles that may be beneath it, also ensure leads and connectors won't be crush underneath the weight.

## Backline

- Keep in mind when dealing with backline that instrument techs can be quite particular with their cases/equipment. Don't ever go and unlid cases and set up items without first being advised, this also applies to the load out.
- When packing hired backline, (Stage Systems, BA, Deluxe etc.), read the case labels and ensure all items listed are accounted for.
- In the unlikely event that a tech asks you to power up an amp make sure the volume is turned down to its lowest point before doing so and that the head is set to the correct ohm.
- When striking band gear from a support act ensure you also turn down amp volumes before pulling jacks or guitar leads.
- Leave guitars to be handled by techs unless passed to you.
- When moving guitars or amps take care to collect or be mindful of specialised picks, slides or capos.
- Hired guitar/bass amps/heads should be packed with their IEC (power) lead and jack lead, as labelled on their case.
- When striking drums be careful not to drag away any drums that are microphoned and still attached to leads.
- The clamp that locks the high hat to the stand rod is called a 'clutch'.
- When setting up hi hats recognise the top/bottom cymbal.
- Stack cymbals in their case largest to smallest, generally with the bottom facing up.
- Removing the kick pedal before striking the kick drum to be safe.
- It pays to have a drum lock key on your key ring.
- Know the correct method of threading traps/drum cases.
- Be aware there can be great variations in weight between different keyboard models; some are very heavy.
- Hire keyboards are packed with a power pack/lead, pedal and sometimes a jack lead.
- When loading a truck stack amp heads and combos either right side up or upside down ('wheels to god'). This protects the valves from shaking loose.

## Cable Guide

### Audio



NL4



NL8



EP4-13



EP4-12



EP4-14



EP4-11

### EP Series



**Multi Pin** signal cable. Take care plugging these in. There is a locating tongue and groove that should be lined up first. Do not force it. When loading out put caps back on the lead ends. When using multi-pin turn connection until you hear it click.



### Mic leads

Not to be mixed up with LX data leads.



### IEC 240v

Power cable used for small speakers, many lighting fixtures and backline.



## Cable Guide

### Lighting



*5 pin XLR Data Cable*



*Socopex cable connector*



*Wieland cable connector*

### Power



*Powerlock*



*3 phase cable connector*





# OHS Induction Handbook

Lock and Load (Melbourne)

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Created May 2009

Version No. 1.1

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The information contained herein is intended as advice to the management of Lock and Load (Melbourne) and does not remove the responsibility of management/proprietors to ensure all obligations under legislation are adhered to.

**Document developed and controlled by Safe not Sorry Pty Ltd**

## Introduction

This Occupational Health and Safety Induction conveys important information on the working methods you are required to undertake and details of how to ensure that everyone's health and safety is considered and protected whilst employed at Lock and Load (Melbourne).

It must be understood that safety is the responsibility of everyone employed within Lock and Load (Melbourne). It is therefore important that we all contribute a positive and safe attitude, whilst at work.

In reality there are no quick solutions that will reduce or eliminate accidents from occurring within any organisation. It is achieved by the total commitment of all people within the organisation to the principles of health and safety to achieve this goal.

This handbook is part of Lock and Load's (Melbourne) Induction training and must be signed to acknowledge that you have received, read and understood what your responsibilities are in regards to Occupational Health and Safety.

The information contained in this handbook shall be used as the minimum requirement when developing and implementing health and safety procedures and is to be used in conjunction with the Victorian Occupational Health and Safety Act 2004 and associated State and Commonwealth Legislation, Regulations, Codes of Practice and Australian Standards.

## General OH&S

**Occupational Health & Safety Acts and Regulations:** In Australia, all states and territories have responsibility for making laws about occupational health and safety (OH&S) and for enforcing these laws. Each state and territory has a principal OH&S Act, setting out requirements for ensuring that workplaces are safe and healthy and OHS Regulations. These requirements spell out the duties of different groups of people who play a role in workplace health and safety.

In Victoria, the principal state of Lock and Load (Melbourne), OHS is governed by the Victorian Occupational Health and Safety Act 2004 and the Victorian Occupational Health and Safety Regulations 2007.

**Codes of Practice and Australian Standards:** Some workplace hazards have the potential to cause injury or disease that specific regulations or codes of practice are warranted. These regulations and codes, adopted under state and territory OH&S Acts, explain the duties of particular groups of people in controlling the risks associated with specific hazards.

Note that:

- Regulations are legally enforceable;
- Codes of Practice provide advice on how to meet regulatory requirements. As such, codes are not legally enforceable, but they can be used in courts as evidence that legal requirements have or have not been met; and
- Australia Standards provide a 'definition' of requirements or processes for a wide variety of applications, and are often referred to in the OHS Act, Regulations and Compliance Codes. Australian Standards are not mandatory, however, if complied with duty holders will be considered to have complied with their duties and obligations under the various OHS Act and regulations in each state.

## Employer's responsibilities

Under the Victorian OH&S Act 2004 Lock and Load (Melbourne) are obliged to provide:

- safe premises;
- safe machinery and substances;
- safe systems of work;

- information, instruction, training and supervision; and
- a suitable working environment and facilities.

If Lock and Load (Melbourne) doesn't comply with these legal requirements they can be prosecuted and fined.

## Employee's, including Contractors and Sub Contractors responsibilities

Under the Victorian OHS Act 2004, Section 25 Lock and Load (Melbourne) employees are obliged to:

- Work safely and not endanger themselves or others in performance of their tasks;
- Report incidents injuries, hazards or near misses; and
- Comply within reason with employer's requests.

## Visitors

Under Victorian OH&S Act 2004 Lock and Load (Melbourne) is obliged to:

- Escort visitors appropriately through areas like office and administration, and where appropriate, provide induction and PPE for entry to areas of High Risk works.

**NB. ALL PERSONS HAVE A RESPONSIBILITY AND OBLIGATION TO ACT AND WORK IN A SAFE MANNER AT ALL TIMES (DUTY OF CARE).**

### Lock and Load (Melbourne) Occupational Health and Safety Policy

The management of Lock & Load (Melbourne) is committed to providing and maintaining a safe and healthy environment for all of its employees and with anyone in connection to the company's business operation.

To demonstrate Lock & Load (Melbourne) management's duty of care, we will make every reasonable effort to provide a working environment that minimises incidents of risk or personal injury, ill health or damage to property.

Accidents can be prevented. Our attitude, our commitment, our cooperation with each other has more of an influence than any other factor, to ensure Lock & Load (Melbourne) is committed in reducing the incidents of workplace accidents.

A safe working culture will be reinforced through:

- Continually assessing and controlling possible risks to the health and safety of Lock & Load (Melbourne) personnel that may arise in the workplace.
- The provision of information concerning such risks and the promotion, instruction, training and supervision of employees to ensure safe work practices are implemented and maintained.
- Lock & Load (Melbourne) will provide its employees and clients the opportunity to participate in the health and safety decisions that affect them.

In the interests in maintaining workplace safety, Lock & Load (Melbourne) require all of its clients to observe and comply with the Occupational Health & Safety Act 2004 and the Occupational Health & Safety Regulations 2007.

A safe working culture is the responsibility of everybody.

# Duties of Employees

## Accident and Incident Reporting

Everyone has a responsibility to themselves, their family and their fellow workers to observe the safety rules and regulations that are in force on this site.

All personnel are required to:

- Observe safety requests from your Crew Manager and / or Operations Manager;
- Support and attend toolbox meetings when requested;
- Comply with all safe working practices and procedures;
- Immediately report to the Crew Manager and / or Operations Manager any potential workplace hazards, mishaps, incidents or injuries through the Lock and Load (Melbourne) Incident Report form
- NEVER use unsafe or illegal practices; and
- Ensure no other person or themselves are placed at risk.

All accidents, incidents and near misses must be reported to your Crew Manager and / or Operations Manager even if they do not result in injury or damage.

The Operations Manager will provide you with a workers compensation claim form for you to complete if you are injured during work at Lock and Load (Melbourne).

In the event of injury, first aid or medical treatment must be obtained. Failure to report and obtain treatment may lead to complications of the injury.

In the event of a serious injury:

- Do not panic;
- Ensure the safety of yourself and others around the area;
- Contact emergency services "000";
- Advise of where the emergency is, what has happened, what is being done, who is calling;
- Do not hang up unless told to do so;
- Then advise the Crew Manager and / or Operations Manager;
- Ensure the injured person/s is in no further danger and make sure they are comfortable;
- Do not move the injured person/s unless they are in a life threatening situation; and
- Ensure airway is clear.

## Alcohol and Drugs

It is prohibited for any Lock and Load employee to be under the influence of alcohol or illegal drugs whilst on working for Lock and Load (Melbourne).

Lock and Load Crew Members are required to abstain for at least eight (8) hours before commencing their next scheduled days duty. And be presented at work with a "00" blood alcohol level.

If you are using a prescribed or over the counter pharmaceutical drug that may affect your work performance, i.e. antihistamine, then you must notify your Crew Manager and / or Operations Manager prior to commencing work.

## Consultation

Employees of Lock and Load are encouraged to elect a Health and Safety Representative and the establishment of an OHS Committee. The elected HSR's will be provided with the appropriate training to allow them to perform their duties.

Lock and Load management will ensure OHS information is provided to all employees through toolbox meetings and on office notice boards.

## Dismissible Offences

Lock and Load (Melbourne) may have their employment terminated for any of the following breaches;

- Drinking alcohol whilst on duty
- Illegal drug taking
- Operating company vehicles or equipment in a dangerous manner
- Serious or wilful misconduct
- Unreasonable or objectionable behaviour
- Striking another employee, contractor or client
- Repeated offences or breaches of Lock and Load (Melbourne) rules and safety requirements
- Bad operating or continual failure to maintain equipment properly as trained.

## Electrical

- A qualified electrician must carry out all temporary electrical installations.
- All electrical leads, equipment and installations must be tagged every 3 months.
- Where possible keep all electrical leads off the ground.
- Do not use electrical tools in wet conditions.
- Disconnect power before changing parts or making adjustments.
- Do not run leads across pedestrian or plant/vehicle access unless in cable trays or fixed overhead.
- Report any incidents or potential hazards to the Crew Manager and / or Operations Manager.

## Emergency Procedures

All workplaces are required to follow a pre determined emergency evacuation procedure.

Lock and Load (Melbourne) office has an emergency evacuation procedure and all employees must follow the direction of the Chief Fire Warden (or Deputy Fire Warden in their absence).

To ensure that all Lock and Load (Melbourne) Crew Members understand what action must be taken in an emergency onsite, the Crew Manager will ensure that they receive a site specific briefing from the venue / site of the relevant procedures prior to commencing work.

When in doubt ASK, do not guess or assume.

## First Aid

A minor injury can easily develop into something more serious if it is not treated.

In the event of an injury occurring, all employees will have a first aider and first aid suppliers available to them so early and appropriate treatment can be applied.

The site / venue specific induction will include details of the location of the appointed first aider and first aid supplies.

## General Conduct

Lock and Load (Melbourne) requires each of its Crew Members to:

- Work as directed by the Company Management
- Commence work at the nominated starting time
- Be well mannered in dealing with customers, company personnel and other people encountered
- No smoking in Lock and Load (Melbourne) vehicles
- Obey all customer site regulations
- Not to permit unauthorised persons to operate equipment or drive Lock and Load (Melbourne) vehicles.
- Perform the daily maintenance on equipment you are in charge of
- Abide by the procedures and requirements described in this handbook

## House Keeping

Everyone is responsible for ensuring the office and their place of work is kept in a safe and clean condition to minimise risks to health and safety.

All personnel must abide by the following:

- Stack materials so as to provide clear access at all times;
- Treat the area of work with care;
- Report any potential hazards to the Crew Manager and / or Operations Manager
- All tools and equipment not in use should be safely stored; and
- All rubbish and waste material is to be removed and correctly disposed of.

## Incident Investigation and Issue Resolution

Important lessons can be learnt through an open approach of discussion and how and why mistakes were made. Lock and Load (Melbourne) promotes a just, fair and responsible culture, promoting a non-blame approach to incidents (except where employees have been negligent in their acts or omissions or wilfully failed to comply with the procedures and guidelines of Lock and Load (Melbourne)).

Lock and Load (Melbourne) will ensure, where reasonably practicable, that any identified health and safety issue will be investigated and resolved as soon as it is reported.

## LPG

- Always keep cylinders upright (even when empty).
- Ensure the cylinders are secured upright in racks or chains.
- Ensure fire extinguisher is in close proximity in case of emergency.
- Before use check the date stamp of certification and the bottles, connections and hoses are in a good condition.
- Report any incidents or potential hazards to the Crew Manager and / or Operations Manager.



## Management Responsibilities

The Managing Director of Lock and Load (Melbourne) is responsible for the approval, compliance and review of all OHS procedures and safety performance levels of the company.

The Operations Manager, Assistant Operations Manager and Crew Manager are responsible for managing and monitoring the health and safety procedures and performance of their crew members.

## Manual Handling

Manual handling in Australia accounts for a high proportion of injuries in the workplace. An aim for everyone within Lock and Load (Melbourne) should be to reduce the incidence of these types of injuries.

In line with the regulations that cover manual handling and the associated Codes of Practice, Lock and Load (Melbourne) will undertake risk assessments of all the work with significant manual handling components, with the goal of eliminating or minimising the risk factors associated with such tasks.

The following rules must apply when required to manual handle items:

- Never carry a load that blocks your vision, as there is a risk that you may trip over or walk into another object.
- Try not to twist your upper body while carrying an object.
- Always bend your knees and keep your back as straight as possible when lifting objects.
- Use mechanical lifting devices where possible, ie Hoists, trolleys
- When sharing loads with other workers, always give adequate warning of any action, such as lowering your end of the load.
- Do not attempt to handle a load that is beyond your capability or which could reasonably be perceived to be a risk to health and safety.

## PPE (Personal Protective Equipment)

- All personnel working during the build and breakdown of an event must wear High Visibility vests at all times.
- Approved Australian Standards helmets / hard hats must be worn during working under elevated platforms or other overhead works, and whilst pushing up or lowering frameworks (e.g. scaffolding, marquees).
- Safety harnesses must be worn whilst rigging, and working on elevated platforms when handrails are not in place.
- All personnel to wear steel toe capped boots / shoes at all times on site. Those erecting scaffolding and marquees or handling furniture or equipment must wear steel toe capped shoes.
- All personnel are responsible for protecting themselves against UV rays and ensuring they are kept hydrated. This includes regular application of sunscreen, wearing of sunglasses (must meet the Australian Standard -AS 1067)
- Shirts are to be worn at all times
- Ear protection must be worn where noise levels exceed 85 decibels.

Lock and Load (Melbourne) Crew Members are to always familiarise and obey the site / venue specific safety sign information. This includes electrical, piping and hose colour coding used by our clients.

## Smoking

Smoking is only permitted during designated breaks and is NOT permitted within any buildings, including site sheds on site.



## Training

Lock and Load (Melbourne) recognises the importance of training of all of its employees in effectively and efficiently performing their assigned work.

It is because of this recognition that Lock and Load (Melbourne) has committed itself to establishing and maintaining procedures to ensure all employees are trained to perform their work competently.

The use of job descriptions listing the employee's tasks, responsibilities, authority, qualifications, knowledge and skills required to perform the role effectively are identified.

Each employees training, either in house or by professional training organisations, will be recorded in the Training and Task Register.

All work conducted by Lock and Load (Melbourne) will have an appropriately qualified persons assigned to the job. Lock and Load will assign one of its personnel as the Crew Manager'. This person will be the immediate contact for all of Lock and Load (Melbourne) members assigned to the job and all concerns / incidents should be directed to this person in the first instance.

## Vehicles and Plant

Vehicles and plant (both powered and non-powered) must NOT be driven or operated by unlicensed or unqualified personnel. Personnel must carry their license with them at all times and produce if asked by the Site Manager and/or Safety Officer of the site.

Any changes in licences must be reported to Crew Manager and / or Operations Manager.

The following must be adhered to:

- Pre start checks must be completed before use;
- Report any issues to the Crew Manager and / or Operations Manager immediately;
- Switch off all engines and allow cooling before refuelling;
- Obey speed limit at all times – walking pace;
- Be aware of work taking place in the vicinity;
- Not to be operated or driven if under the influence of alcohol or drugs;
- Seat belts must be worn where fitted;
- No additional personnel allowed to ride in or on plant or vehicle unless a manufacturer designed seat or work platform is installed;
- No smoking in, on or around vehicles and plant.

## Working at heights

For all tasks involving working above 2 metres, preference should be given first to elevated work platforms (e.g. scissor lift, knuckle boom), then scaffolding, and finally approved harnesses or fall restraint devices.



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