



VISITORS, CONTRACTORS, EMPLOYEES and NON-EMPLOYEES

## ACER ARENA SAFETY RULES

**These safety rules have been issued to ensure your protection and alert you against the taking of unnecessary risks. It is your responsibility to ensure that you understand and follow these SAFETY RULES, as well as specific company safety regulations, signs, procedures and legal safety requirements that may apply to your presence at the ACER ARENA.**

1. You must not enter the ACER ARENA premises unless accompanied by an authorised employee or you have been instructed to do so by an authorised person. You must wear approved accreditation or visitor tags at all times, and enter and exit via the Loading Dock Stage Door Office.
2. To assist in Emergency Evacuation situations it is mandatory to alert Security Control Base of your arrival or departure from ACER ARENA.
3. Do not commence any work until you have read and understood these safety rules and know the safety requirements for your job.
4. The speed limit in the Service Yard / Car Park is 10km per hour. No speeding!
5. You must be on the alert for Forklift trucks and any moving vehicles within ACER ARENA at all times.
6. SMOKING IS NOT PERMITTED in ACER ARENA. There is a designated smoking area outside the Loading Dock Stage Door Office in the Service Yard. Penalties will apply to anyone detected smoking outside the designated area.
7. You must not touch any equipment unless you have been authorized to work on that equipment and you have followed correct safety procedures. Inspection of certificates and licenses will be required before use of certain equipment is granted.
8. Report all injuries or work related illnesses to the Security Control Base at the Loading Dock. An Incident Report Form must be completed for all injuries, incidents and near misses. This form is available from Stage Door Office, Security Control Base.
9. You must protect yourself if there is ANY risk of personal harm, by wearing the correct safety helmet, safety footwear, eye protection, gloves, and respirator or hearing protection for your job. Hearing protection is available on request. Safe and appropriate footwear must be worn. Thongs and sandals are not appropriate
10. Please observe ALL Safety Signs and Hazard Identification.
11. You must ensure that your work area is safe at all times. Always notify your supervisor if you consider any situation to be unsafe.

12. Use care in Manual Handling. Always seek assistance to lift heavy or hazardous items. Mechanical movers and lifters are available on site. "Before you move it – Stop, Take Care and Get Help".
13. Practical jokes and horseplay, eg. Pushing and shoving, are not permitted.
14. Authorized personnel ONLY should operate ACER ARENA Plant & Equipment.
15. Personnel working in isolated areas must report the activity to Security and arrange regular checking for their protection.
16. Hand tools, ladders, portable electric tools and extension leads must all be safe and in good condition in order to be used at ACER ARENA.
17. Access to fire exits is not to be obstructed in any way, by materials or equipment, nor is fire doors to be wedged open. You are not to interfere with any fire fighting equipment, safety systems or fire detection systems. Familiarize yourself with the location of fire hoses and extinguishers.
18. Clean up after yourself. Rubbish can be a fire or safety hazard.
19. Do not drop or throw anything down from heights. Carry items, or arrange suitable lifting equipment.

## EMERGENCY EVACUATION PROCEDURE

**The Alert Tone** is a BEEP, BEEP and BEEP Signal. (Short loud beeps) associated with a Flashing Yellow Light next to an Emergency Exit Sign.

This tone does not mean an evacuation is required. Standby and await further instructions via Building Public Address system.

**The Evacuation Tone** is a WHOOP, WHOOP and WHOOP, Signal (Loud Whining Tone) associated with a Flashing Red Light next to an Emergency Exit Sign. This tone means an immediate evacuation of the area is required. Please move to the outside of the building via the nearest Emergency Exit and await further instruction from ACER ARENA Area Wardens.

On hearing or being aware of a fire, smoke, fire evacuation or other emergency warning systems you MUST vacate the building via the nearest EMERGENCY EXIT if safe to do so. An Area Warden employee will direct you to an assembly point where you should remain until the situation is back to normal or you are given further instructions.

### Emergency Phone Numbers:

**ACER ARENA Reception Extension: 9**

**ACER ARENA Security Extension: 7**

In an emergency situation use a **WIP - Warden Intercommunication Phone** situated around the building (Red phone, no dial pad). To operate, simply lift the handset and wait for it to be answered by ACER ARENA Security Control.

Thank you for your co-operation.

**INDEMNITY:** I (print name) \_\_\_\_\_ have read, and clearly understand the ACER ARENA Safety Rules. I recognise the safety issues and will take responsibility to ensure they are adhered to at all times.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_