

EVENT BUMP-IN



Complete this form to ensure that all aspects of the event have been arranged.

CONTRACTORS

- Companies pre-qualified and/or
- Suppliers Curtin Campus Inducted
- Workers Curtin Inducted (Rapid)
- Security workers inducted by SCT
- Principal contractor appointed

DOCUMENTATION

- Event Risk Assessment
- Mud map of event
- SWMS supplied for high risk works
- Workers completing high risk works during bump-in and bump-out to provide a copy of their Construction
- Induction card
- Venue booked
- Smoking Ceremony Checklist

SPECIFIC PLANS

- Emergency Management
- Contingency
- Heat Management
- Fatigue Management
- Cash Management
- Work Health and Safety Plan

CURTIN PERMITS

[HTTPS://PROPERTIES.CURTIN.EDU.AU/WORKING-WITH-US/PERMITS/](https://properties.curtin.edu.au/working-with-us/permits/)

- Access
- Working at heights
- Fire isolation
- Electrical Isolations or installations
- Alcohol approval PF&D
- Internal road/carpark closure

EXTERNAL PERMITS

- Refer relevant local government website
- Refer Health Department of WA website

APPROVED ACCESS ROUTE

- B103
- B111
- B204
- B200B - Carpark
- B207 - B206
- B209-B501
- B300
- B300-B304
- B306-B308
- B308-B401
- B407-B408

EVENT BUMP-IN



CONSULTATION & NOTIFICATION

- PF&D
- SCT
- Curtin Community

BUMP-IN TIMING & ARRANGEMENT

- Scheduled outside 9am-4.30pm
 - Deliveries scheduled to avoid congestion
- Stalls arranged to allow free flow of traffic and emergency vehicles

LAYDOWN AREAS

- Arranged via SCT
- Bus/taxi stands/Acrod bays clear
- Footings don't impinge on walkways
- Pedestrian notification signage in place if pathways blocked

BARRICADING

- Event zone barricaded off prior to vehicle entry/high risk works
- Spotters in place to escort vehicles to and from event zone
- Spotters in place at all times when vehicles are reversing

ELECTRIC UTILITY VEHICLES & MOBILE PLANT

- EUV training completed by contractors
- EUV's meet Curtin Requirements i.e. Licensed, contain seatbelts
- High risk work permits completed by contractors (where required)

AMUSEMENT DEVICES

- Plant registration, current inspection and maintenance records sited
- Inflatable devices appropriately weighted
- Barricading in situ to prevent access to moving parts & to control crowds

ACCESSIBILITY

- Hearing loop facilities arranged where available
- Auslan interpreter booked

BATHROOM FACILITIES

- Portable toilets arranged in line with Health Department Guidelines
- Accessible toilet facilities arranged

EVENT BUMP-IN



STAGE/TRUSS/MARQUEES

- Stage/truss certifications supplied
- Engineering drawings supplied
- Wind loading calculations supplied
- Items appropriately weighted
- Stage contains ramps & handrails
- Ramps installed on marquee entries
- Trips hazards identified by non-slip contrasting hazard tape

ELECTRICAL

- Cables/power boards tested & tagged
- Outside events use outdoor rated cables & outside outlets
- Cable covers in place to prevent damage and trip hazards

HAZARDOUS MATERIALS

- Gas bottles secured in trolleys
- Chemicals secured

WASTE

- Suitable numbers & types of bins
- Contractors to remove liquid waste from site

EMERGENCY FACILITIES

- 1st aid kit & 1st aiders
- 1st aid tent/room/post
- Ambulance
- Suitable fire fighting equipment for activities being undertaken

EXITS

- No greater than 40m from anywhere in the venue to an emergency exit
- Emergency Exits designated by lit exit lighting
- Additional emergency exits designated with signage

MANUAL TASKS

- Appropriate numbers and types of ladders/manual handling equipment available to workers

SLIPS/TRIPS/FALLS

- Indoor floor surfaces clean and dry
- Floor/ground surfaces even
- Obvious slip/trip hazards eliminated
- Floor/ground decals non-slip & securely attached

Acronyms

EUV - Electric Utility Vehicle
SCT - Safer Community Team
PF&D - Properties, Facilities & Development
VAMP - Vehicle Access Management Plan

EVENT BUMP-OUT



BUMP-OUT SCHEDULE

- Bump-out scheduled to occur outside VAMP Hours or
- Access permits applied for and approved

HIGH RISK WORKS

- Area barricaded off to prevent unauthorised entry
- SWMS available on request
- All workers can produce their White Card on request
- Appropriate Personal Protective Equipment worn by workers
- throughout processes
- Forklifts only used within high risk works area barricading

ELECTRICAL

- Electrical installations turned off and removed as soon as possible after event closure

MANUAL TASKS

- Appropriate numbers and types of ladders/manual handling equipment available to workers

BARRICADED AREAS

- Barricading and gates kept closed whenever possible to prevent unauthorised entry to high risk work areas

SITE SAFETY REVIEW

- Event zone checked for new hazards following bump-out and action taken to control hazards