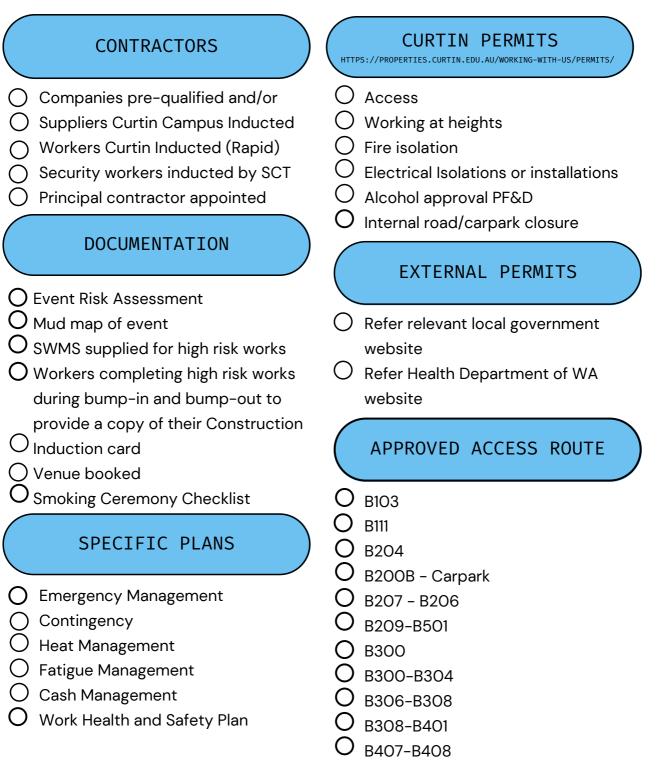
EVENT BUMP-IN



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



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EVENT BUMP-IN



CONSULTATION & NOTIFICATION

- D PF&D
- О ѕст
- 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

- O 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
- O Spotters in place at all times when vehicles are reversing

ELECTRIC UTILITY VEHICLES & MOBILE PLANT

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

AMUSEMENT DEVICES

- OPlant registration , current inspection and maintenance records sited
- OInflatable devices appropriately weighted
- OBarricading in situ to prevent access to moving parts & to control crowds

ACCESSIBILITY

- O Hearing loop facilities arranged where available
- O Auslan interpreter booked

BATHROOM FACILITIES

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

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EVENT BUMP-IN



STAGE/TRUSS/MARQUEES

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

ELECTRICAL

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

HAZARDOUS MATERIALS

- O Gas bottles secured in trolleys
- OChemicals secured

WASTE

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

EMERGENCY FACILITIES

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

EXITS

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

MANUAL TASKS

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

SLIPS/TRIPS/FALLS

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

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

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EVENT BUMP-OUT



BUMP-OUT SCHEDULE

O Bump-out scheduled to occur outside VAMP Hours or

O Access permits applied for and approved

HIGH RISK WORKS

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

ELECTRICAL

O 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

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

SITE SAFETY REVIEW

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

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