

Banks Events

Glebe Island Site Access Requirements

THE SITE

Address	Wharf 3, Glebe Island, Access via James Craig Road Rozelle 2039 Access Gate just past Sydney City Marine		
Contact Person	Adam Huie (0419 251 816)		
Working Hours	Monday – Friday	7:00am – 6:00pm	
	Saturday	8:00am – 2:00pm	
	Sunday & Public Holidays No work allowed without approval		

CONTACTS

Name	Position	Phone	Email
Adam Huie	Director – Banks Events	0419 251 816	adam@banksevents.com.au
Andrew Stirzaker	Manager – Banks Events	0419 402 633	admin@banksevents.com.au
Sydney Ports VTS	Port Authority of NSW	(02) 9296 4003	
Gatehouse	Port Authority of NSW	0481 469 727	
Police, Ambulance, Fire		000 or 112 from mobiles	

1. ACTIVITIES

Site Description	Glebe Island Shipping Wharf from 400 to 420-meter marks There is no power or toilet on site Maximum loading on site must not exceed 3.6 tonnes/m2
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This site can be used for:

1. Loading of fireworks to vessels on the wharf;
2. Assembly and loading of Event Infrastructure on the wharf;
3. crane use (subject to crane permit per use);
4. Truck movements not to exceed 6 per day;
5. Barge alongside wharf for loading and access to vessel;
6. Machinery on site to include, Forklift, Boom lift, Hand truck, Telehandler.
7. Assembly of events infrastructure on the wharf including: [operation](#) of machinery
Assembly of: stages, Video screens, props and displays will only happen on the site during working hours.

2. ENTRY TO SITE

Access to the site is limited to approved and listed persons. **Nobody will be able to gain entry to the site unless their name and vehicle number is on an access list** and they have completed a Port Authority induction. The Site has 12-hour Security at the gate.

1. SITE INDUCTION

All persons working onsite must have completed an online Port Authority of NSW induction prior to entering the site. All persons need to have the appropriate PPE, License's if involved in hi risk work or operation of machinery.

When pyrotechnics are onsite, all staff and sub contactors must complete an additional fireworks induction by the Fireworks Company.

To request an online induction, send a list of all names and email addresses to adam@banksevents.com.au

2. SITE RULES

- NO Smoking.
- NO hot work is to take place without a permit;
- NO skylarking on site at any time;
- NO drugs or alcohol - all persons on tug, barge or site are not to consume or be affected by drugs or alcohol;
- PPE must be worn appropriate to the job. Work boots and High visibility clothing must be worn at all times;
- Lifejackets must be worn when working over water or within 2m of the wharfs edge;
- The appropriate work permit or licence must be held by any person operating plant or machinery;
- Work permits and licences must be on site during operations.

Additional rules whilst fireworks are on site:

- NO use of mobile phones within 10 meters of fireworks
- All smoking materials and ignition sources (e.g. lighters/ matches) are not to be in your possession when working around fireworks. They must be kept in a sealed container in the vehicle/ vessel;
- Never place any part of your body over the top of a firework;
- No hot works.

3. LICENCES & CERTIFICATION

All high-risk work undertaken on site must be undertaken by appropriately licenced personnel. Copies of these licences to be given to the Banks Events representative. These include but are not limited to: EWP, Forklift, Working at Height, Confined Space.

Crane Permit is required for any crane work – Please allow 4 working days for processing.

4. PYROTECHNICS

The Movement of pyrotechnics across the site requires special approval from the Port Authority of NSW. Fireworks companies are required to provide an operational plan for this work at least one week in advance of the date booked. The operational plan needs to note:

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| • Workcover Approvals | • Safety distances during loading |
| • Operator Licences | • SWMS for work |
| • Aquatic Licence | • Risk Management plan to AS/NZS ISO 31000:2009 |
| • Maximum Shell Size | • Insurance details |
| • Total NEQ on site | • Vehicles and parking |
| • Work Schedule | |

Air Pollution

- All construction equipment and vessels to be in good working condition to minimise emissions into air;
- No black smoke is to be generated, e.g. by engines;
- All equipment to be switched off when not in use e.g. not to be left idling.

Noise and Vibration

- Properly maintain plant and equipment;
- Keep duration of noisy activities as short as possible;
- Provide respite periods during noisy activities;
- No heavy machinery to be used outside of working hours without written approval of the Port Authority of NSW;
- Movement alarms, including reversing alarms, on vehicles, plant and equipment are to be non-tonal (e.g. squawkers) to minimise noise impacts, subject to WHS considerations;
- Fireworks racks to be broken down prior to the arrival back to the wharf after firing.

Visual and Light Spill

- All lighting is to be focused on the works area and directed away from Residential areas.
- Activities not to be undertaken at night if possible.
- Minimising duration of works where possible.

Waste Disposal

- Each contractor is responsible to the removal of any waste they generate. The bins on site are for BANKS EVENTS use only.
- Note: that specific licences and procedures are required for removal and transport of hazardous waste.
- Any materials Left on Site will generate a hire fee of \$220 per day until they are removed.

Work Over/Adjacent to Water

Working within 2m of an unfenced wharf edge PFD is required. Any work that involves risk of items or materials from falling into or entering water – e.g. movement of bulk product sand soil gravel etc, will require nets, restraints, and minimisation of work near water's edge.

First Aid

There will be a first aid kit on site within the Site Shed. Each of the banks events vessel operators has a current Senior First Aid Certificate.

Fire Safety

There is Fire protection equipment in the Site Shed however each risk will require its own mitigation by the contractor.

5. SAFE WORK METHOD STATEMENTS

Any outside contractor must provide a copy of their SWMS prior to making a start on Site.

6. INSURANCE

Any outside contractor must provide a copy of their COC for public indemnity and statement of current Workers Compensation, prior to making a start on Site.

