H2O Entertainment Pty Ltd – Trading as H2O Events
(ABN 84 148 942 581)
TERMS AND CONDITIONS CONTRACT (1)

Client's Business Name.....

ABN Number:.....

Client's Address:.....

Phone:……..……Mobile:…….....……..……..……

Client Contact:…….. E-mail:.....

Show Date: **19/09/15** ..... Show Site: **SIRC**.....Show Times: 11:00am to 5:00pm
..
Agreed Contract Price: **$ 2,500 + gst See below show and budget details**

Payment Terms**: 50% Booking Fee on Confirmation and 50% due within 7 days after the event.**

Following are the terms and conditions of H2O Events products and services.

Payment Terms

1. All bookings are confirmed on receipt of a 50% booking fee. Production commences ONLY after the booking fee is received. The booking fee MUST be received no later than two months BEFORE the show, so that performers, props and equipment can be prepared and staff organized for this show. If an aquatic license is required this may take up to 4 weeks.
2. The remaining 50% payment must be paid in full on or within seven (7) days from the completion of the Show.
3. H2O Events Bank Account Details: (Westpac Corporation)
   BSB: 032 274
   Account No: 30 9917

Public Issues

4. H2O Events will determine where it is safe for the public or client to view the show. Crowd control, security and any additional safety fencing required for the show is the responsibility of the client.
5. Permission to use the water/land being used for the show site must be obtained by the client.
6. If the show is to be presented in a residential area it is the responsibility of the client when required to advise neighboring properties of the time, date and place of the show at least forty eight (48) hours prior to the event.
7. Any performance, product or display malfunctions or client dissatisfaction of any products or services must be reported on the day/night or within twenty four (24) hours to the Show Manager in charge of the H2O show. Otherwise any unreported dissatisfaction from any H2O Events Show and services provided will not be recognised and the total invoice amount will be charged.

Insurance

8. H2O Events have a **current** Public and Product Liability Insurance policy covering $20 million dollars. For any nominated insurance indemnification the client must request this 14 days prior to the show and an additional fee of $200 incurred.

Cancellations

9. H2O Events, have the right to cancel the show prior to, or during the performance due to public invasion of security or safety distances, product & machinery malfunctions and unsafe weather & or water conditions, without incurring any penalties in payment from the client. H2O will provide the client with the reasonable opportunity to attend to the matters referred to in this clause.
10. If the client wishes to cancel the show, eight (8) weeks' notice is required. Notice must be made in writing and a $4,000.00 cancellation fee applies.
11. If the client wishes to cancel the show within eight (8) weeks of the event a cancellation fee will be charged to the client. The cancellation fee will include all costs incurred for the show prior to cancellation, these costs include; show pre-production, manufacturing, labour, hardware, transport and administration services. The maximum cancellation fee will not be more than 50% of the contract price.
12. Booking and or deposit fees are non refundable if the show is cancelled within fourteen (14) days of the proposed show.
13. If the client cancels the show with in 48 hrs of the show opening date or if the performers and equipment have departed and are en route to the show, the client agrees to Pay H2O Events 100% of the contract price.
14. In the event of a total fire ban and permission for the fireworks component of the display not being granted by the local fire authority a cancellation fee will be charged to the client.
15. If H2O Events or the client determines that the show cannot proceed due to unsafe water or weather conditions, both parties can agree to cancel, postpone or delay the show on the show day. The client agrees to Pay H2O Events 100% of the contract price.
16. If any services are subcontracted out by H2O Events to provide the agreed work and the show is cancelled by the client, all costs for these services must be paid in full by the client within 7 days of cancellation.

Client Engagement Brief - Agreed Contract Price and Lifeguard and Jet Ski details:

1. Event Details:

Client	Q Dance Australia			
Event Date	19 September 2015			
Event Time	TBC			
Event Location	Sydney International Regatta Centre			
Event Organiser contact	Jack 0415 442340			
Pax for Lifeguards	See schedule			
Client Contact 1	Name:	Simon	Contact	0434 001 888

2. Activity Details – H2O Jet Ski:

Activity Description:	Gear provided	**Client to provide**
1 x Yamaha Jet Ski's 1 x Pop up 3m tent Safety & Operating manual 1 x H2O dock crew	All safety equipment for rider and pillion passengers including life jackets and helmets	⇨ Security ⇨ 1st Aid ⇨ Personal for registration & collect tokens

3. Catering Brief:

Description	Suppliers
Catering for life guards / Jet skis	Nil

4. Activity Costs:

Description	Costs
All activities as described in the activity box.	1 x Jet ski hire and professional rider – 5 hrs @ $500 p/hr – per unit $ 2,500 **$ 2,500** GST $ 250 **Total price incl gst $2,750**
NB. 50% deposit to be paid to confirm the booking.	

I have read, understood and agreed to the above conditions.

⇨Client's Signature .....

⇨Print Name:…… ⇨Date .....

Suppliers Signature .....

Print Name: Jack Ellison …… Date 15th April 2015 .....

Please email or fax back to 02 45 723 998

H2O Events, 20 Amelia Grove, Pitt Town, NSW, 2756.
Mobile: 0415 442340…..…… jack@H2Oevents.com.au

ASSUMPTION of RISK - INDEMNITY FORM

AGREEMENT TO PARTICAPATE IN WATER SPORTS AND RIDE AS A PILLION PASSNEGER ON PERSONAL WATER CRAFT (JET SKI)

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1. I acknowledge that:
   - (a) Water sport, such as this activity, is a dangerous activity and my participation in the activity may expose me to danger.
   - (b) By participating in the activity, I may be injured, physically or mentally, or even killed;
   - (c) I have agreed to participate in the activity with knowledge of the risks involved in participating including the risks created by other people who may be participating in the activity at the same time as I am taking part;
   - (d) Other people may participate in the activity with a lack of skill and may cause danger to me;
   - (e) I have an obligation to myself and to others participating in the activity to ride safely at all times;
   - (f) The venue for the activity may contain defects or hazards; and
   - (g) I will obey all directions given to me by or on behalf of H2O Events concerning my participation in the activity (although H2O Events is under no obligation or duty to give directions in connection with the activity).

2. In consideration of H2O Events agreeing to allow me to participate in the activity, I will indemnify H2O Events and each of its employees, agents, representatives, concessionaires, and dealers in the following manner:
   - (a) I participate in the activity at my sole risk and responsibility;
   - (b) I accept the venue for the activity with all defects and hazards, known or unknown;
   - (c) I will indemnify H2O Events and each of its employees, agents, representative, concessionaires and dealers against all claims, demands, actions and proceedings which may be made by me or on my behalf or for the benefit of others arising out of any damage, loss or injury (including my death) which I may suffer because of or in the course of or in any way connected with my participation in the activity whether such damage, loss or injury (including death) is caused by negligence, breach of contract or in any other manner.

3. Where the participant is under 18 years of age, I/we, the parent(s) or guardian(s) of the participant named in item 1, agree with H2O Events as follows;
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Item 1: Name of participant: ……

Address: ……

Contact Number: ……

Item 2: The Activity: "Jet ski ride as pillion passenger – Sydney Regatta Centre" Date: 19th September 2015

SIGNED by the participant

……	……..	……
Participant Signature	Date	Witness to Signature

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Participant Signature	Date	Witness to Signature

H2O Jet Ski Rides
Sydney Regatta Centre
Defqon1

H2O Events
Safety
and
Operating Manual

19 Sep 2015

Jack Ellison - 0415 44 2340 (H2O Director)
Brittany Ellison – 0416 604 291 (Safety Officer)

H2O Index:

- **Safety & Operating Plan**
- **H2O - OHS Policy**
- **Emergency Procedures**
- **Risk Assessment and Management**
- **Jet Ski Pre use inspection sheet**
- **Water Safety Plan**
- **Hazard Identification**
- **Health & Safety Risk Level Matrix**
- **Hazard Control Report**
- **Pre Show Briefing**
- **H2O Job Safety Analysis**
- **Show run sheet (TBC)**
- **Safety & Patterns layout (TBC)**
- **Show Timing sheet (TBC)**
- **Record of Job Safety brief**

Operational Plan and event details
H2O Jet Ski Rides and Events

Overview

The following Operational plan is for the H2O Water Ski Show and events.

Jack Ellison H2O Events **(H2O)** and there professional marine crew will facilitate and coordinate the on water events.

H2O propose to offer Jet Ski rides in a controlled environment with an experience rider in control of the jet ski at all times.

Location: Regatta Centre

Rehearsal: Day of the event and set the course

Date & Show Time: 19 Sep 2015

Event times: TBC

We do not require exclusive use of the Waterway for the show.

Activity:

We propose to offer Jet Ski rides around a set circuit with all the jet skis going in one direction.

- 1 x Jet skis
- 1 x life guard on course
- Course set on the warm up and competition lake

Note: All passengers to sign a H2O Indemnity Form prior to riding on the jet skis

Safety: All passengers will attend a safety briefing and wear a Personal Floatation devise

The activities will be coordinated in a controlled environment from event control and with the following specialised personal involved:

- Marine coordinator
- Rescue Boats with life guards
- Professional riders on course at all times
- Safety & Coordination Manual (attached)
- Jet skis double as safety rescue craft
- First Aid on-site

Ride times & Schedule: 6 hrs - Time of the day 11:00am to 5:00pm

Lake debris:

Lake to be cleaned by Regatta Centre prior to the event and checked on the day of the show and or event.

Guests: The guests will be located on the island.

Screening procedure when operating at events where alcohol is served:

- H2O will not allow entry to the jet ski rides to any patron who shows any signs of intoxication
- A licensed Security guard to be in attendance at all times, security provided by the client
- H2O staff will be trained to identify signs of intoxication (as per responsible serving of alcohol guidelines)
- H2O staff, in concert with security and events staff, are authorised to decline service to any patron who shows signs of intoxication
- H2O staff are responsible for excluding patrons showing signs of intoxication
- H2O staff will inform the patron politely that they may not ride on the jet ski until a later time when they have recovered from intoxication
- if any dispute arises, or the patron resists this instruction, H2O's staff will refer the matter to the security guard on duty

Considerations

Environmental issues. We enforce the current (IWSF) international Water Ski Federation hand book policy. This includes all refuelling on land only and over protected plastic. If requested I can make a copy available.

"jet ski and water ski wisely -- leave only bubbles"

Safety. See 'Safety Manual and Risk Assessment' this document will be implemented for all events.

Insurance

Certificate currency for Public Liability insurance will be provided from Jack Ellison H2O Event Pty Ltd. (attached)

Experience Jack Ellison H2O Events has produced shows and water based entertainment for the past 20 years.

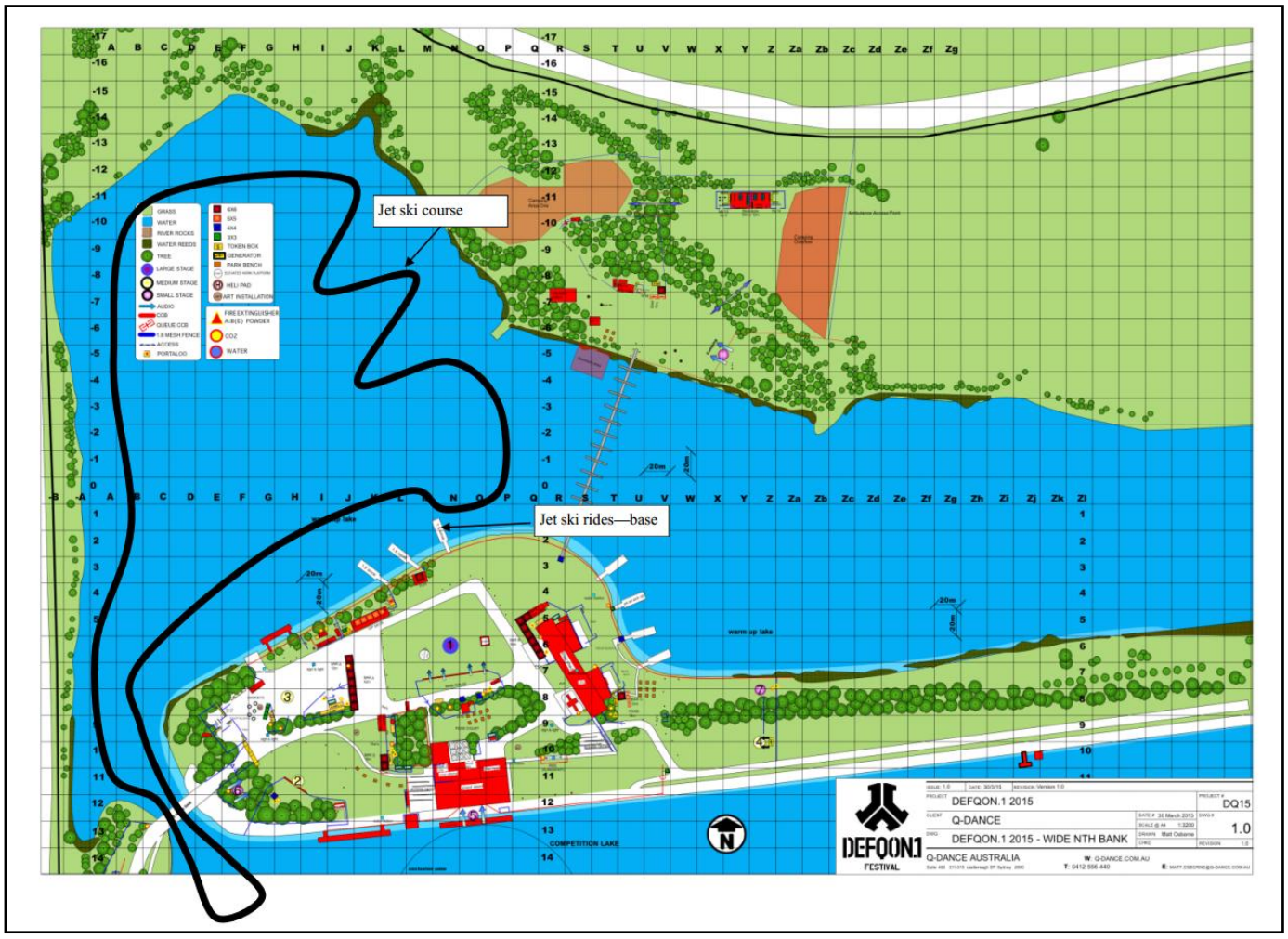
Communication All vessels will be in radio communication and in communication to event control on the shore.

For further details please feel free to contact me on (0415) 44 2340.

Thanking you

Jack Ellison
Marine Coordinator.

Event Location map for Jet ski path



Occupational Health and Safety Policy

JACK ELLISON H2O EVENTS PTY LTD is an international special event company that produces extreme water based entertainment, motor cycle shows, and marine coordination in the film and television industry.

JACK ELLISON H2O EVENTS PTY LTD is committed to ensuring the health safety and Well being of our employees, clients and visitors.

Senior management take responsibility to ensure resources, information, systems and training are provided to meet our goal of zero injuries.

Our commitment:

- Provide a safe and healthy working environment for all performers, employees, clients and visitors.
- Promote a proactive approach to the management of occupational health and safety.
- Continuously reduce risks to our performers, employees, clients and visitors through a system of hazard identification and risk management
- Comply with legislative requirements, codes of practice and strive towards industry best practice.
- Consult with our performers and employees on issues that affect occupational health and safety
- Provide training, information and advice to performers and employees on occupational health and safety issues that are relevant to the organisation
- Plan, develop, evaluate and implement our safety program
- Continuously improve our safety systems
- Adopt and promote a safe culture within the organisation

Occupational Health and Safety is the responsibility of management, performers, employee's visitors and our clients. The achievement of our health and safety goal relies on the commitment and cooperation of all persons in the workplace. Contribution through active participation and cooperation of everyone in the workplace is vital in ensuring minimisation of the risks to health and safety.

JACK ELLISON H2O EVENTS Pty Ltd will promote ongoing education and training programs to encourage integration of health and safety into all work areas and roles.

Performers, employees, contractors and visitors will receive appropriate induction into the workplace, occupational health and safety procedures, safe work practices specific to their job, and also their general responsibilities in contributing to a safe and healthy workplace.

JACK ELLISON H2O EVENTS Pty Ltd will monitor health and safety performance through a system of reporting and review of the workplaces under its control. Auditing of occupational health and safety systems compliance will be an ongoing activity.

This occupational health and safety policy and related procedures and programs will be monitored and reviewed regularly to reflect our changing business environment and continuous improvement in occupational health and safety. This process will be assisted by ongoing consultation with employees.

JACK ELLISON H2O EVENTS Pty Ltd will endeavour to ensure that our performers, employees and other persons within its premises are aware of, and can access this policy.

Signed: *Date: 28th August 2014*
Directors

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Item1: Name of participant: ……

Address: ……

Contact Number: ……

Item 2: The Activity: "Jet ski ride as pillion passenger – Sydney Regatta Centre" Date: 19th Sep 2015

SIGNED by the participant

Participant Signature Date

Witness to Signature Date

H2O Safety briefing for pillion passengers Jet Ski Rides

- Check if wearing a registration band
- Wear a life jacket – make sure it fits securely
- Wait for skipper to tell you to board
- Step carefully on to Jet Ski
- Hold on securely around skipper waist at all times
- lean with the skipper while turning
- If you fall off and you are okay – put 2 hands up and joined above your head
- If you fall off and you are injured – put up one arm and immediately report this to the skipper, and stay in the water and wait for assistance
- When disembarking – wait for skippers instructions and then step off carefully
- Take off lifejacket

Dock crew Notes:

1. **Make sure the live vest fits securely**
2. **Assist passengers on and off craft**
3. **Cut off registration band after the ride.**

H2O Team

Safety & Operating Plan

Show Personnel

Show:

- No drugs or alcohol in your system while at Show site
- No smoking at Show site on stage or back stage areas
- Any safety issues report to Show Director
- Regular Show meetings
- Debrief meeting after all shows

Laws and regulation:

- All persons to abide by current laws and regulations
- All jet ski riders to have a current PWC licence
- Motor cycles to be ridden by approved personnel only
- All persons involved in the show must comply with relevant authorities
- All persons involved in the show must comply with the current Code of Ethics"

Equipment

- Look after all equipment, irresponsible or disrespectful use of equipment will be at rider's expense
- All boat/Jet Ski/bike paths rehearsed prior to show. Documented procedures to be produced.
- No running of PWC's up dock or in to Dock

Show acts/schedule:

- All performers and production crew will be briefed prior to each show with full show format
- Full rehearsals prior to show
- Show schedule produced for all crew – documented procedures produced

Performers:

- Wear appropriate safety equipment at all times, including rehearsals and warm ups
- No horse-play! – warm up as per routine
- Always look over your shoulder before turning
- Keep your 'head up' at all times
- Report and faulty equipment to show director - report sheets to be made available daily.
- Report incidents to show director - incident sheets to be made available daily.

Public Safety and Crowd Control

- Ensure spectators are kept at a safe distance from action areas – refer safety plan
- Crowd control fencing is to be installed at all shows – refer to JAS
- Employ crowd control officials – refer to JAS
- Install safety barriers where required – refer to JAS
- Stop shows to move crowd if necessary
- MC to make safety announcements and direct crowd movements
- Think safety

First Aid Protocol

- Proof of Medical qualification is required and a copy is to be held by Show Producer/Director
- In the event of an incident it is the decision of the show producer / Show director if the show is cancelled or continues.
- Medical staff not to approach any fallen performer unless instructed by show director / MC / performer. This instruction will be clearly defined by the crossing of your arms above your head.
- Certified Medical Officer (CMO) must be aware of other movements of jet skis
- The first person to engage the injured individual is a Certified Medical Officer (CMO).
- All performers and spectators to remain 2m from injured individual
- All other performers/spectators are to follow direction given from CMO's as quickly and as efficiently as possible
- CMO's to have an intimate and rehearsed knowledge of event site with all exits and evacuation routes completely memorized
- All (emergency) exits to be clearly marked
- Ensure all protocols of Team Member/Event insurance have been satisfied
- Begin and maintain event logs
- Research and apply relevant local safety laws
- Define an ambient temperature safety level
- Ensure all participating athletes are aware of, and agree too the safety conditions and procedures
- All performers reserve the right to refuse to participate if the Event site is deemed, and agreed to be unsafe
- Constant and regular safety inspections of the site are to be logged

H2O Team
Fitness & Show Readiness Management Plan

H20 Entertainment has appointed Greg Adams as the Team Trainer, to look after the Fitness of the H2O Team whilst on tour, In this role Greg's duties entail Pre Show Physical Conditioning, Acclimatisation and Show Readiness. Following this Greg will then extend his role to include Fitness Maintenance, Injury Prevention, Rehabilitation, Ongoing Fitness Testing and Liaise with Managers on Performance Evaluation of the Team.

Physical Conditioning Program

The purpose of this exercise program is to get the team to acclimatise and prepare physically and mentally for the performance of H2O Shows. In extreme climates De-Hydration prevention, Heat Exhaustion prevention and Cardiovascular Fitness will play a major role in the success and well being of the performers.

The Pre Show workout is designed to target key areas of fitness and brief the team on the responsibilities of re-hydration and avoidance of heat exhaustion and pre/in season injuries.

The team workout is split into micro cycles that increase steadily and methodically to build cardiovascular endurance, core strength and flexibility. The exercise program is very broad and compulsory for all Team Members, each team member is treated individually and will have the program tailored to their specific needs and isolate key areas of weakness and injury prevention.

Physical Conditioning Routine

Flexibility Components

- Neck
- Shoulders
- Chest
- Spinal
- Gluteal
- Hamstring
- Quadriceps
- Calf

Core Strength Components

- Abdominal Routine.
- Ab Push Downs.
- Alternate Hyperextensions.
- Hyperextensions.
- Superman's.

Cardio Components

- Jogging – Circuit or Street Running.
- Star Jumps.
- Pitter Patter Routine.
- Burpees

Strength Components

- Hindu Squats.
- Push up Routine.
- Triceps Dips.

Emergency Management Procedures

EMERGENCY MANAGEMENT PROCEDURES TO BE SIGNED OFF BY ALL INVOLVED.

Chain of command to be discussed.

Emergency plans to be fully documented. Duty nurse to be on site for all shows. IN THE EVENT OF AN INJURY TO ANY CAST MEMBER, LOCAL STAFF OR GUESTS AS A RESULT OF THE SHOW THE DUTY NURSE IS IN COMPLETE CONTROL. THE DUTY NURSE WILL ASSUME CONTROL OF THE SITUATION AND ALL PERSONS BEING LOCAL STAFF OR AE XTREME TEAM MEMBERS ARE REQUIRED TO COMPLY WITH NURSES DIRECTIONS.

In the event a duty nurse is not on-site the Show Director (SD) will take control until medical assistance arrives.

These plans are designed to maintain a chain of command in the event of an emergency. Under no circumstances shall any person take it upon themselves to decide a course of action or contingency without first consulting the Show Director (**SD**) and duty nurse.

In the event of an emergency strict radio procedure must also be adhered to. No person should talk over a person who is talking on the radio or talk unless they have urgent life threatening information. **SD** will involve all relevant personnel in a decision and it must also be remembered that **SD** may also be talking off radios if there is no conversation happening.

Radio Procedure & protocol to be addressed

When using the radio's it is important that at no time you talk over the top of anybody. If you need to transmit an urgent message wait until the person has stopped talking and then state **"URGENT MESSAGE CEASE ALL TALK OVER"** then stop transmitting. Wait until **SD** then says **"TRANSMIT MESSAGE OVER".** At this point you may now transmit your message.

It is important that when you are using the production radio's you talk in short bursts. This allows people a break in the transmission in the case of the emergency.

When using the radio's you first state your name and then the person you want to talk to. Wait until they respond with the message **"GO AHEAD YOUR NAME OVER".** A transcript will go as such:

"DEON TO GARRY OVER"

"GO AHEAD DEON OVER"

Chain of Command

In all emergency situations **SD, Site Operations Manager and H2O Event Manager** will make the ultimate decision on the procedures to follow and the actions to be taken. **SD** will liase with the relevant staff on the situation at hand and notify all relevant emergency personnel.

If there is imminent danger that **SD** is not aware of it must be brought to their attention as part of the decision making process. In the event that the situation is life threatening this should be made clear to **SD** with the facts surrounding the danger.

Emergency Plans

All of these emergency plans assume that the person is able to be evacuated to the evacuation point. If this is not the case and the person cannot be moved **SD** must be notified immediately and **SD** will then organise the paramedics to be transported to the centre water stage or other point.

DUTY NURSE TO BE ON-SITE FOR EVERY SHOW

In the event of:

Injury on the water

Evac Point: grass area – back stage

There are multiple Rescue craft, if a person is injured on the water it should be immediately reported to **SD**. **SD** will then take account of the situation and the on-going risks to the injured person or persons. **SD** will then instruct the relevant personnel such as the rescue what is to happen to evacuate the injured person. At the same time **SD** will instruct the paramedics of the situation.

Drowning

Evac Point: grass area – back stage

In the event somebody is knocked unconscious into the water or in the event of a drowning one of the performers must be notified by the person who notices the stricken person. The closest production person must also notify the **SD**. **SD** will then assess the situation and the measures needed to rescue and resuscitate the stricken person and get them safely to the paramedics. This may entail stopping the remainder of the show or jet ski rides.

A Guest or Member of the public falls into the water

Evac Point: pontoon close to where the person fell in

In the event a guest or member of the public falls into the water the **SD** should be notified immediately and a rescue boat or jet ski can be deployed to the point immediately. Likewise the paramedics will be notified.

Injury on land

Evac Point: Varies according to site (clarified prior to each event) – back stage

If a person is injured it should be immediately reported to **SD**. **SD** will then take account of the situation and the on-going risks to the injured person or persons. **SD** will then instruct the relevant personnel what is to happen to evacuate the injured person. At the same time **SD** will instruct the paramedics of the situation.

Consciousness

Evac Point: Varies according to site (clarified prior to each event) – back stage

In the event somebody is knocked unconscious one of the performers must be notified by the person who notices the stricken person. The closest production person must also notify the **SD**. **SD** will then assess the situation and the measures needed to resuscitate the stricken person and get them safely to the paramedics. This may entail stopping the remainder of the show.

A Guest or Member of the public enters stage/performance area

Evac Point: closest practical exit

In the event a guest or member of the public entering the stage/performance area **SD** should be notified immediately and security deployed to the point immediately. This may entail temporarily stopping the show.

Summary

Safety is by and large a matter of “Hands On” common sense and requires constant awareness of one’s working environment. It is an issue that affects all of us.

Placed in a workplace situation, many of us believe that safety is an issue for a safety officer or our superiors, and that many of us are immune to the hazards of this workplace. We all have a responsibility to make for a safe work environment. The key to a safe workplace cannot be found in any one safety report, manual or book, but in each individual’s attitudes so please

- *Know your job*
- *Perform your work in such a way as not to create hazardous situations*
- *Prepare for the task on hand*
- *Report all hazards, unsafe practices and accidents*

And above all have a good day!
Remember also that any performer has the right not to work where they feel they are at unreasonable risk and should notify the show director or safety supervisor of their feelings.

Safe working conditions can be achieved by:

- *Having safe well-defined and maintained equipment*
- *Having correct and comprehensive procedures, mobilising operations, maintaining, repairing, and emergency procedures*
- *By having competent personnel well selected and trained with a safe and positive attitude towards their job.*

Accident causes

An accident is "an unplanned, unwanted event that has resulted or could result in injury or property damage". We can never completely eliminate accidents, however we can minimise them by adjusting attitudes, and the awareness of some common problems.

Accidents can be attributed to but not limited to,

- *Attitude (don't know, don't care etc)*
- *Ignorance*
- *Mistake by a person*
- *Unsafe act or condition*
- *Lack of communication*
- *Lack of training. Etc*

The key to a safe workplace cannot be found in any one safety report, manual or book, but individual attitudes, and the implementation of well structured procedures. Education and training play a large part in developing safety awareness. With the right education and attitude we can prepare ourselves to develop awareness to hazards and dangers.

Statistics have shown us that for every one serious injury there are 500 warning shots. This demonstrates the need to report every incident:
it could save a life.

*If any performer / H2O crew has any idea's regarding "**SAFETY**" please feel free to contact the safety supervisor or show director on-site.*

HAVE A SAFE SHOW.

Regards

Jack Ellison
Safety Consultant
Jack Ellison H2O Events

H2O Team

TO: All performers & staff associated with the H2O Team'

Please sign below to signify that you have read and understand the entire "Safety Co-ordination Plan and attachments' including your obligations and all safety requirements.

I the under signed have read the above safety guidelines and an prepared to follow the guidelines set out above, and I understand that failure to follow these instructions may result in serious injury to myself or others. Failure to comply with the safety instructions may lead to disciplinary action as well.

Initial: Sign: Print Name: Date:

Driver Licence
New South Wales, Australia
Jack Benjamin ELLISON
Card Number
2 018 045 619
20 AMELIA GRV
PITT TOWN NSW 2756
Licence No
5753ZT
Licence Class
C, R
Donor
A
Date of Birth
20 SEP 1964
Expiry Date
03 JUN 2014

certified as true + correct
Signed
Sergeant of Police 25889
PHQ Parramatta
7/10/10

HOSTSURE
UNDERWRITING AGENCY

Lvl 5, 97-99 Bathurst Street, Sydney NSW 2000
PO Box A2016, Sydney South NSW 1235
Ph: (02) 9307 6600 Fax: (02) 9307 6699

CERTIFICATE OF CURRENCY
BROADFORM LIABILITY

This certificate is provided for information purposes and is accurate based on our records at the time it is issued. We are under no obligation to inform you of any subsequent changes to the insurance contract or our records. This certificate confers no rights on the certificate holder and is not intended to amend, extend or alter the coverage provided by the policy in any way.

The insured:	H20 Entertainment Pty Ltd T/as H20 Events
Policy number:	BU146801273
Period of insurance:	**From** 06/11/2014 (at 4pm local time) **To** 06/11/2015 (at 4pm local time)
Business description:	Principally Stunt Coordinator - supply & set-up entertainment of stunt speed boats & water skiing activities, water jet pack & tuition, special events, production, motorcycle stunts, use of special effects and hand held flares, gerbs, and similar theatrical effects. Water rescue using jet skis at specific events (still water only).
Limit of indemnity:	Public liability $ 20,000,000 Any one occurrence Products liability $ 20,000,000 In the aggregate for all claims during any one period of insurance
Territorial limits:	Worldwide excluding United States of America or Canada, their territories or protectorates
Insurer:	Underwritten by certain underwriters at Lloyd's (77.50%) W.R. Berkley Insurance (Europe) Ltd (22.50%)
Interested parties:	Nil advised
Signed:	Hostsure Underwriting Agency Pty Ltd ABN 44 108 154 829 AFSL 268726 On behalf of certain underwriters at Lloyd's and other insurers
Date:	25/11/2014

H2O Job Safety Analysis – Dock crew & jet ski passengers

Location: Sydney Regatta Center		**Project/Job Name/No: Defqon1 - 2015**	**Manager: Jack Ellison**	
Work Activity/Task: Dock Crew		**Staff consulted: Jack Ellison**	**Signature**	**Date**
Date to commence: May 08	**Date of JSA: 15/4/15**			
Prepared by: Jack Ellison				
Signature:				

Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Level	Controls What you are going to do to make the job as safe as reasonably practicable.	New Risk Level	Person Who Will Ensure controls are implemented
1	**Walking on dock**	**Slip over on green slime** **Fall in to the water**	**M**	**Clean dock** **Advise people not to run** **Security on dock** **1st Aid on site** **Provide a safe area on the dock** **Dock hands assist to look after people** **Limit people on the dock to a maximum of 16** **Dock hands are trained lifeguards** **Dock hands wear non slip shoes**	**L**	**H2O dock hands** **Security** **Defqon1 staff** **H2O Lifeguards** **Water safety**
2	**Loading and unloading the passengers on the jet skis**	**Slip over** **Fall in water**	**M**	**Do not load or unload until the skipper as advised it is safe to do so** **Dock hands to assist each person on & off jet ski** **Advise the person where to put their feet as they load** **Security on dock** **1st Aid on site** **Provide a safe area on the dock** **Dock hands are trained lifeguards**	**L**	**H2O dock hands** **H2O Lifeguards** **Water safety**
3	**Jet ski ride**	**Fall off jet ski** **Risk of injury** **Risk of drowning**	**M**	**All passengers to remain seated** **Skipper to control the jet ski** **Drive at a safe speed** **Life vest for all passengers** **Radio communication to water safety** **Show passenger where to hold on to the skipper**	**L**	**Skipper** **Water Safety**

4	**H2O Staff & Skippers**	**Slip over putting jet skis in water**	**M**	**Beware the boat ramp is slippery** **Check for glass & debris in the water** **Careful when climbing on to the jet skis**	**L**	**H2O staff** **Skippers**

List of referenced policies, codes of practice, standards, guides and specific legislation:
Occupational Health and Safety Act 2000
Occupational Health and Safety Regulation 2001

List of training requirements of personnel undertaking work:

1. site induction
2. site familiarising
3. experienced boat drivers / skippers

Job Supervisor/Project Manager: Jack Ellison		
Signature:	Date:	Next Review Date:

Risk Management Assessment

LIKELIHOOD

Table 1 Qualitative measures of likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

CONSEQUENCES

Table 2 Qualitative measures of consequences or impact

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid, medium financial loss
3	Moderate	Medical treat, high financial loss
4	Major	Extensive injury, major financial loss
5	Catastrophic	Death, huge financial loss

RISK ANALYSIS

Table 3 Qualitative risk analysis matrix – Level of risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

LEGEND

Table 4 Recommended management response

Extreme	Extreme risk; immediate action required
High	High risk; senior management attention needed
Moderate	Moderate risk; Management responsibility must be specific
Low	Low risk; manage by routine procedures

Hierarchy of Control

2015 H2O SHOW, Jet Ski rides and Skippers

RISK CONTROLS

All risks identified in the process should be controlled in accordance with the concept of the Hierarchy of Control. Where possible, the risk should be eliminated completely but where this is not practicable the risk should be minimised. In reducing risk, the order of preference is:

- **Elimination**
  Remove the risk completely.

- **Substitution**
  Substitute the hazardous material or equipment.

- **Isolation**
  Isolation of risks from people or people from risks.

- **Engineering Controls**
  Use of engineering controls to reduce the danger or time of exposure.

- **Administrative Controls**
  Use of safe work procedures or process controls.

- **Personal Protective equipment**
  Use personal protective equipment and training.

H2O Team Risk Management Plan

This document is intended to identify, classify and manage risks associated with the H2O Team performances. It is to be published and reviewed before rehearsals and performances and referred to in case of accident, emergency or changes to location, performers, acts, machinery, equipment, staging and weather.

This document is to be used in conjunction with the H2O Team Safety and Operating Plan.

Above all else, it is the responsibility of all performers and production staff to be aware of all possible risks and how to avoid them.

SAFETY IS THE N0. 1 AIM OF THE H2O TEAM.

General Rules:

Performers have the final say regarding a show's execution. If the performer feels any other performers, equipment, location, production or weather will put them or others in a dangerous situation, they may refuse to perform until that situation is rectified. This will not affect their standing in the H2O Team. They must however be willing to work with management and production crews to rectify any problems.

Under no circumstances will the show director insist any performer continues with any performance if he/she feels it unsafe, regardless of commercial expectations, VIP or sponsor presence.

H20 Entertainment or any associated sponsors or commissioning entities may not bring pressure to any performer to act contrary to any safety concerns they may have.

IDENTIFICATION

What are the areas of risk during H2O Team performances and rehearsals?

Risks

A. Risk of injury to performers including operators of machinery (Vessels, PWC, Motorcycles, Bicycles, Trampolines, Waterski equipment)
B. Risk of injury to non-performing production crew
C. Risk of injury to members of the public
D. Fireworks used in close proximity to performers

Causes
Operator error
Equipment malfunction
Location issues & Weather
Pyrotechnics/production malfunction

Jack Ellison H2O Events

2015 H2O Show

H2O Rescue and jet ski rides / Skippers

Ref No.	Risk	Assessment of event		Risk Controls	Consequence Rating	Likelihood Rating	Additional Risk Controls	Residual Risk Rating	Responsibility to Monitor & Supervise
		Consequence	Likelihood						
1	Mechanical failure – Vessel won't start –Vessel won't turn off	1	D	All craft to be serviced by qualified mechanics. All craft to be inspected before entering event.	1	E	Checklist to be used before event	Low	Owner / Riders Event Coordinator Stakeholders
2	Impact from craft to craft - Out of control craft - Loss of rider	4	C	Separation distances to be maintained. Routines to be documented and rehearsed. Safety boat and staff to be on hand. Skill / experience of rider. Engine kill cord - Lanyard. Personal floatation device.	3	D	Event Supervisor Event to cease immediately if risk incident	Moderate	Owner / Riders Event Coordinator Water Police Stakeholders
3	Impact of craft to riders -Rider on craft -Rider in water -Ski rope breaks	4	C	Separation distances to be maintained. Routines to be documented/ rehearsed. Safety boat and staff to be on hand. Skill / experience of rider. Engine kill cord - Lanyard. Personal floatation device.	3	D	Event Supervisor Event to cease immediately if risk incident	Moderate	Owner / Riders Event Coordinator Water Police Stakeholders
4	Impact of craft to structures - Steered into wharf/fixtures	4	D	Separation distances to be maintained Routines to be documented / rehearsed. Safety boat and staff to be on hand. Skill / experience of rider. Engine kill cord - Lanyard. Personal floatation device.	3	D	Event Supervisor Event to cease immediately if risk incident	Moderate	Owner / Riders Event Coordinator Water Police Stakeholders
5	Impact of craft to spectators - Out of control craft - Misdirected craft	5	C	Separation distances to be maintained. Routines to be documented/ rehearsed. Safety boat and staff to be on hand. Skill of rider. Engine kill cord - Lanyard. Personal floatation device.	3	D	Event Supervisor Event to cease immediately if risk incident	Moderate	Owner / Riders Event Coordinator Water Police Stakeholders
6	Craft on fire - At wharf - During demonstration - Fuel leak	3	E	Professional maintenance of craft. Fire fighting procedures to be documented. Refueling not to take place during pyrotechnics. Safety boat and staff to be on hand. Fire fighting equipment on each wharf. Engine kill cord - Lanyard. Personal floatation device.	2	D	Event Supervisor Event to cease immediately if risk incident	Low	Maintenance staff Owner / Rider Event Coordinator Security Water Police Met Fire Service Stakeholders
7	Impact of craft to water debris - Out of control craft - Misdirected craft	5	C	Water way inspection before event. Safety boat and staff to be on hand. Skill / experience of rider. Engine kill cord - Lanyard.	1	D	Event Supervisor Event to cease immediately if risk incident	Low	Owner / Riders Event Coordinator Water Police Stakeholders
8	Crowd management - Crush -Fall into water	3	D	Crowd control by security. Limit crowd numbers on wharf. Life buoys to be placed on each section of wharf Vantage points are mostly on promenade.	2	D	Event Supervisor Event to cease immediately if risk incident	Low	Event Coordinator Water Police Security Stakeholders

This event continued over page

Jack Ellison H2O Events

Ref No.	Risk	Assessment of event Consequence	Likelihood	Risk Controls	Consequence Rating	Likelihood Rating	Additional Risk Controls	Residual Risk Rating	Responsibility to Monitor & Supervise
9	Explosion - Premature detonation - Misfire - Electrical storm	5	E	All pyrotechnics staff qualified and licensed. Documented Safe Work Procedures. Render safe procedure. Extinguisher on wharf. Safe distances and exclusion zones. Event ceases in an electrical storm.	3	C	Notify public of imminent fireworks Licensed Pyrotechnics Supervisor Contractor to lodge risk assessment Staff with Fire extinguisher training on strand-by during pyrotechnics Security staff to isolate crowd from area Event to cease immediately if risk incident	High	Pyrotechnics Contractor Water Police Met Fire Service Stakeholders
10	Falling debris - On crowd - On participants - Life guards	2	C	Pyrotechnic staff to consider wind direction. Demonstration to be over waterway. Separation distances to crowd. Vessels to stay a minimum of 20 meters from the exclusion zone.	2	D	Licensed Pyrotechnics Supervisor Staff with Fire extinguisher training Event to cease immediate if risk incident	Low	Pyrotechnics Contractor Water Police Met Fire Service Stakeholders

WATER VEHICLE PRE-USE INSPECTION CHECKLIST	COMMENTS
☐❒items to be rectified before event	
Engine compartment	
Remove seat & ventilate compartment	
Bilge	
Remove all water & fuel residue before launching	
Throttle / Proper operation	
Steering; proper operation	
Fuel & water: levels & leaks, fuel switch is “On” position	
Battery: fluid levels, secured terminal	
Hull & deck; cracks	
Jet (water) intake, debris	
Switches	
Proper operation of engine start/stop switch	
Lanyard – engine kill cord, working, non frayed	
Cooling water pilot outlet including when running	
Multi-function information centre, no warning lights	
Engine warm up	
Start & run engine 15 second out of water	
Run engine for 1 minute	
Make and Model: VIN:	Vehicle Owner:

Date Checked: _____ Checked by Rider / Technician: _____

Print Name Signature

Hazard Identification, Risk Assessment & Control

Introduction

1. The Occupational Health & Safety Act 2000 requires that all practicable measures be taken by an employer to ensure the health, safety and welfare of its performers and employees and others who may be affected by its activities.

2. The OHS Regulation 2001 requires that risk management principles be implemented in the workplace to eliminate or control hazards.

3. Hazard identification, risk assessment and control is a systematic way of reducing the likelihood of a workplace injury or illness occurring whilst demonstrating a duty of care in relation to the above legislation.

Purpose

4. This policy and procedure describes the method by which all hazards will be identified, assessed for risks and appropriate control mechanisms put into place.

Relevant Legislation

- Occupational Health & Safety Act 2000
- OHS Regulation 2001.

Scope

5. This policy and procedure applies to all H2O EVENTS workplaces, performers, employees, contractors and volunteers.

Definitions

6. ***Hazard*** is anything that has the potential to cause injury or illness (to employees, contractors, volunteers, visitors or the neighbouring public) or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

7. ***Hazard identification*** is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.

8. ***Job Safety Analysis*** (JSA) is the process of identifying potential hazards associated with a job, assessing their risk and recording how to eliminate, or minimize, the risk to worker safety (controls). The main purpose of a JSA is to provide clear documentation of the risk controls identified and facilitate communication of those controls.

9. ***Job Safety Brief (JSB)*** is the process of communicating to staff the hazard controls developed for their job, allowing consultation about the hazard controls, and documenting that this process has taken place.

10. ***Risk*** means the likelihood of injury, illness or damage to plant or property arising from exposure to any hazard.

11. ***Risk Assessment*** is the process of determining the likelihood of an injury, illness or damage to plant or property happening.

12. ***Risk control*** is the process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in some health and safety legislation. It is always important that any control measure does not introduce new hazards, and that on going effectiveness of the control is monitored.

13. ***Risk Register*** is a register of identified risks, usually associated with an operational unit, branch or division, indicating the source, nature, existing controls, consequences and likelihood, and risk rating of a particular hazard.

14. A ***Voluntee***r is a person performing unpaid work for the benefit of H2O ENTERTAINMENT. For the purpose of this policy and procedures, permit holders such as researchers, or persons conducting approved University work or work experience in H2O EVENTS workplaces are considered volunteers.

Policy

14. **General**
A process of hazard identification, risk assessment and control will be implemented in all workplaces throughout H2O EVENTS in accordance with the procedures set out below.

15. The process will include the assessment and control of risk arising out of:
- q systems of work
- q the use of plant and equipment
- q the use of chemicals and materials
- q working environment (both built and natural)
- q access and egress

16. Any proposal for the commencement of a project, introduction of new equipment, processes or systems of work, or the modification of equipment, processes or systems of work, must have a hazard identification process completed. A risk assessment must be completed on any identified hazards. Risk Controls must be developed and documented if required by the risk rating.

17. Monitoring and review of the risk control measures must be undertaken regularly and whenever changes occur to ensure the controls remain appropriate for the risk.

18. **Checklists for Specific Types of Work**
Certain work types are required to be assessed regularly against an established standard. This assessment will be via a checklist as outlined below.

19. **Field Operations OHS Risk Checklists**

Field Operations are to be assessed using the *Field Operations OHS Risk Checklist* initially then every 6 months thereafter. The risk assessment checklist shall be completed by the supervisor of the workplace in consultation with staff.

20. **Office Safety Checklist**
All office workplaces are to be assessed using the *Office Safety Checklist* initially then every 6 months thereafter. The risk assessment checklist shall be completed by the supervisor of the workplace in consultation with staff.

21. **Documentation**
Adequate recording of the workplace OHS risk management process is required to demonstrate due diligence and compliance with OHS legislation.

22. Information recorded shall include:
- How the hazard was identified
- How the risks associated with the hazards were assessed
- How a decision was made on control measures to manage exposure to the risks
- How the control measures were implemented
- How the measures were monitored for effectiveness
- Any checklists and worksheets used in working through the OHS risk management process

23. H2O EVENTS will provide pro form as and checklists to assist in the recording of the OHS risk management process. These include:
- Job Safety Analysis (JSA) form is to be used as per Job Safety Analysis Policy
- Hazard Control Report (HCR) is to be used for recording the assessment and control of individual hazards not covered by a Job Safety Analysis or H2O EVENTS Policy.
- Job Safety Brief (JSB) form is to be used for all briefings given in regards to staff safety unless a job specific format has been developed, for example Hazard Reduction briefings.
- Hazard Report form is to be used for the reporting of all hazards by staff, contractors and volunteers. It may also be used by staff to document hazards reported by others affected by H2O EVENTS work activities.
- Field Operations OHS Risk Checklist for periodic assessment of the depots and work activities of field based units.

24. All **JSA's, HCR's, Field Operations OHS Risk Checklists, JSB's** and **Hazard Reports** shall be documented on the proformas outlined in the policy and procedures.

25. A copy of all **JSA's**, **HCR's, Field Operations Risk Checklists, JSB's** and **Hazard Report** documents will be held by the Area/Unit manager.

Responsibilities

Divisional Heads

26. All Divisional Heads are required to ensure that an effective system is in place within their Divisional that ensures that all foreseeable hazards in the workplace are identified, assessed and controlled as necessary as per H2O EVENTS policy.

Senior Managers - Directors, Regional Managers

27. All Directors and Regional managers are required to ensure that H2O EVENTS system for identifying, assessing and controlling workplace hazards is implemented effectively by the managers and supervisors of the workplaces under their control.

Area and Site Managers & Workplace Supervisors

28. All Area/Section managers and workplace supervisors are required to ensure that all foreseeable hazards in the workplace are identified, assessed and controlled as necessary according to H2O EVENTS policy.

Employees

29. All employees are required to report hazards that they have identified directly to their supervisor as soon as possible as per H2O ENTERTAINMENT's *Hazard Reporting Policy and Procedures*.

30. All employees are required to participate in the risk assessment and control process as required and to cooperate with management in the implementation of hazard controls.

OHS Committees

31. The role of the OHS Committee is to consult with staff and management to ensure the OHS risk management processes are appropriate to the workplace and assist in developing solutions. Additionally, the OHS Committee monitors the workplace to ensure the OHS risk management process is being implemented effectively.

HR

32. Regional Operations Coordinators are responsible for ensuring that OHS information is available to management and staff to allow the OHS risk management process to be undertaken.

Training

33. Supervisors and Managers required to undertake hazard identification, risk assessment and control will be trained in the process.

34. All Directors and Seniors Managers will be trained in OHS risk management appropriate for their areas of responsibility.

35. General induction training will be provided as per H2O ENTERTAINMENT's Induction Policy to ensure staff understands the principles of the OHS risk management process.

Procedures

36. Occupational Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. This process must be undertaken in consultation with the staff performing the work.

37. A ***Field Operations OHS Risk Checklist*** is to be completed by Supervisors of field based operations. This shall be completed initially then every 6 months. Copies of the report are to be forwarded to the workplace manager.

38. All risks carrying a risk rating (according to *H2O EVENTS Health & Safety Risk Level Matrix*) of High or greater, after controls are implemented, shall be notified to the Area/Unit/Section Manager and be placed on H2O ENTERTAINMENT's *Risk Register*, and appropriate control action taken as required.

39. A ***Job Safety Analysis (JSA)*** shall be completed for identified risks associated with a job that requires a series of steps or procedures to ensure controls are effective – refer to *Job Safety Analysis Procedure*.

40. A ***Hazard Control Report (HCR)*** shall be completed for "one off" risks that do not rely on work procedures to ensure control. (see appendix 1).

41. Staff shall be briefed on the hazard controls required for their work as identified in the JSA or HCR. The briefing shall be documented on the *Job Safety Brief (JSB)* proforma (see appendix 2).

General Process for Hazard Identification, Risk Assessment & Control

Step 1: Identify Hazards

42. The first step in the workplace health and safety risk management process is to identify workplace hazards. This means looking for those things at the workplace that have the potential to cause harm. The desired outcome of this step is a list of all the hazards in your workplace.

43. The identification of hazards should be undertaken at the following times:
- During the work project planning process
- When undertaking the purchase of new plant or equipment
- When undertaking a Job Safety Analysis (JSA)
- During routine workplace inspections
- When changes occur in the workplace
- Before using a location or premises as a workplace
- When OHS information relevant to the underatking becomes available
- While work is being carried out (onging monitoring)

44. Workplace hazards are not always obvious. Some hazards can result in long-term health effects rather than in an immediate injury. For example, exposure to loud noise over a long period can result in gradual hearing loss.

Particular Requirements of OHS Regulation 2001

45. The OHS Regulation 2001 requires that, in particular, reasonable care must be taken to identify hazards arising from:
(a) The work premises
(b) Work practices, work systems and shift working arrangements (including hazardous processes, psychological hazards and fatigue related hazards)

(c) Plant (including the transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant)
(d) Hazardous substances (including the production, handling, use, storage, transport or disposal of hazardous substances
(e) The presence of asbestos installed in a place of work
(f) Manual handling (including the potential for occupational overuse injuries)
(g) The layout and condition of a place of work (including lighting conditions and workstation design)
(h) Biological organisms, products or substances
(i) The physical working environment, including the potential for any one or more of the following:
(i) Electrocution
(ii) Drowning
(iii) Fire or explosion
(iv) People slipping, tripping or falling
(v) Contact with moving or stationary objects
(vi) Exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere
(vii) The presence of a confined space, and
(j) The potential for workplace violence.

46. To assist this process, resources such as the following will be used:
- Existing H2O EVENTS policies and procedures
- WorkCover and trade based Codes of Practice and other publications, e.g. safety alerts;
- Workplace experience;
- Hazard Profiles for specific trade groups;
- Australian Standards, and
- Consultation (for example during JSA and Job Brief) with workers experienced in the task to be undertaken
- H2O EVENTSOHS database

How to Look for Hazards

47. A simple way to begin looking for hazards can be by dividing the workplace into logical workplace groupings, such as:
- tasks (working on the sign router, loading the truck, spraying the weeds, data entry)
- locations (depots, offices, visitor facilities, construction areas)
- roles or positions (field officers, rangers, clerks, VES staff)
- plant and equipment

48. There are many other activities that can be undertaken to help with identifying hazards. These include:
- Using a checklist specifically designed for the type of workplace, such as the *Field Operations OHS Risk Assessment*
- Hazard reports from staff
- Consulting staff. If not formally reported, ask about any problems they have encountered and any near misses and unreported minor injuries
- Analysing accident and near miss reports for the workplace
- Consulting with workplace OHS representatives and OHS committees
- Information provided by suppliers and manufacturers of plant and substances

- Audit results

49. After completing step 1, you may have discovered many hazards associated with your workplace and the jobs undertaken. The risks associated with these hazards need to be assessed. This will be achieved in step 2 of the risk management process.

Before Proceeding to Step 2

50. Before proceeding to step 2, however, you should identify the risks asociated with each hazard and consider whether any of these risks are:
    - Relatively minor; or
    - Issues about which there is an applicable regulation, code of practice or Australian Standard.

Minor risks

51. If any of the risks are relatively minor and/or the hazard can be easily eliminated, attend to these straight away. That is, you may not need to work through step 2 before controlling the risk (step 3). For example, you may be able to move flammable liquids into an existing appropriate store.

Hazards for which there is a regulation, code of practice, Australian Standard or H2O EVENTSPolicy

52. If there is a regulation, code of practice, standard or existing H2O EVENTSPolicy for that hazard, refer to the advice provided in that document. You must follow the advice of a regulation to meet legal requirements. It is recommended that the advice provided in a code of practice or standard is followed. If you choose not to use a code of practice or standard, then the alternative method of control must meet or exceed the level of protection provided by the code or standard.

Step 2: Assess the Risk

53. Step 2 involves assessing the risk associated with the hazards identified in Step 1. The desired outcome of this step is a prioritized list of risks for further action. Various methods can be used to undertake a risk assessment, however for most of H2O ENTERTAINMENT's risks, the qualitative risk assessment process is adequate. A Risk Level Matrix used to give a hazard a risk rating. This a achieved by determining predicted consequences and likelihood, and charting it as set out below.

Determining Consequence

54. To determine the consequence, a judgement must be made on the severity of the potential outcome. Information gathered during the identification stage, including incident statistics and manufacturer's data should be reviewed to assist in determining a realistic consequence. The descriptive scale on the *Health and Safety Risk Level Matrix* (overleaf) will assist in categorising the consequence.

Determining Likelihood

55. Use the H2O ENTERTAINMENTriptive scale on the *Health and Safety Risk Level Matrix* to nominate the likelihood of an incident occurring at the workplace. Information gathered during the identification stage, including incident statistics and manufacturer's data should also be reviewed to assist in determining a realistic likelihood.

Rate Each Risk

56. The level of risk, or 'risk level rating', is determined by the relationship between likelihood and consequence. This relationship can be represented by using the *Health and Safety Risk Level Matrix* to plot the likelihood and consequence to determine a risk level.

57. This stage of the risk assessment gives a basis for ranking risks in terms of their priorities.

Prioritise Risks

58. Prioritise risks based on their risk level.

59. Remember, the risk levels are useful for comparison purposes only. When risk levels for all risks in the workplace are compared, the resulting ranking will be a guide to the order in which the risks should be addressed.

Step 3: Decide on Control Measures

60. Step 3 involves H2O ENTERTAINMENTiding on control measures to manage exposure to identfied risks. Refer to the diagram *Heirachy of Controls* to determine the most appropriate control measures.

61. In many cases, it will be necessary to use more than one control measure to satisfactorily manage exposure to a risk. For example, to minimise exposure to a risk involving a chemical, you could decide to replace the toxic chemical with a less hazardous one, implement safer work procedures and use personal protective equipment.

62. In some cases where the risk of exposure is unacceptably high, immediate action may be necessary to control the exposure before long-term control, or more permanent or more costly, measures can be introduced. For example, employees may be required to use team lifting to perform a particular manual handling task in a depot until a forklift is purchased.

Reasonably Practicable

63. Due dilligence requires that workplace risks to health and safety are minimised as far as reasonably practicable.

64. What is known about an individual hazard, its associated risks and the severity of potential injury or harm to health is considered in relation to the overall cost and feasability of the control measures necessary to eliminate or reduce the risk.

65. Selecting the appropriate level of control will require a judgement on what is "reasonably practicable".

H2O EVENTS Health & Safety Risk Level Matrix

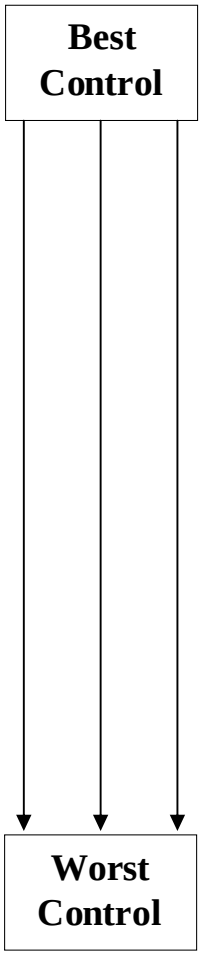
Likelihood	Consequences				
	Insignificant Minor injury requiring first aid but no lost time or a few incidents which do not result in injury	**Minor** Single injury requiring medical treatment resulting in some lost time or a large number of incidents resulting in minor injuries	**Moderate** Single serious injury or illness requiring hospitalisation and rehabilitation due to a single cause at one location	**Major** Single fatality, multiple injuries or major incapacity or series of single fatalities or major injuries due to a single cause at one location	**Catastrophic** Multiple deaths from a single event or serial deaths over one year or cumulative and delayed disability due to a single cause at one location
Almost certain Likely to occur about once a month	H	H	E	E	E
Likely Expected to occur once every year	M	M	H	E	E
Possible Will be Expected to occur once every 10 years	L	M	M	H	E
Unlikely Will be expected to occur once every 100 years	L	L	M	H	E
Rare Will be expected to occur once every 1000 years or less	L	L	M	H	H

Level of Risk

E: Extreme risk; immediate action required
H: High risk; senior management attention needed
M: Moderate risk; management responsibility must be specified
L: Low risk; manage by routine procedures

Hierarchy of Controls

Controls should be as high as practical in the "Best to Worst" guide shown below.



1. Remove the hazard completely

For example

- remove risk of electrocution by using compressed air driven tools.

2. Separate people from the hazard

For example:

- guards on power tools,
- use effective barriers and safety rails,
- enclose noisy machinery.

3. Use an engineered control

For example:

- use earth leakage device (safety switch) on electrical power source.
- use a machine to lift heavy objects.
- use scaffolding rather than ladders to reduce risk of falls.

4. Change work practices

For example:

- training in lifting techniques.
- tagging procedures.

5. Provide personal protection (PPE)

For example:

- hearing protection, eye protection etc.

NOTE: PPE should be the last barrier to protect people when all else fails.

66. The following factors need to be considered:
    - How serious the hazard and associated risks are.
    - How much is known about it, and how to control it.
    - Whether the means to control the risk are available.
    - Whether the benefit will justify the cost

67. In making a judgement as to whether a control measure is reasonably practicable, the assessor/s need to take into acccount what is common practice and knowledge throughout the industry. It is not acceptable for an employer to claim not to know what to do about certain hazards if those hazards are widely known by others in the industry, and effcetive safeguards are in place.

Step 4: Implement Control Measures

68. Step 4 involves putting the selected control measures in place at your workplace.

69. Implementing control measures involves:

- **Developing work procedures (including JSA)**
  This will be required if there are a series of steps involved to ensure the controls are effective. Develop work procedures in relation to the new control measures to make sure they are effective. Management, supervision and work responsibilities may need to be clearly defined in the work procedures. Refer to H2O ENTERTAINMENT's JSA procedure .

- **Communicate the Controls (Job Safety Brief)**
  Staff must be instructed in the control measures to be taken to ensure the controls are understood and implemented effectively. A briefing of necessary controls is provided, including JSA and/or procedures via a Job Safety Brief (refer H2O ENTERTAINMENT's JSA procedure). The Job Safety Brief (JSB) also allows an additional opportunity for consultation in the process.

- **Providing training, instruction and information**
  Appropriate training and instruction should be provided in relation to the control measures.

  Information provided may include Material Safety Data Sheets for chemicals and operational handbooks for plant and equipment. The provision of instruction and information may be recorded on a JSB form.

- **Supervision**
  Adequate supervision should be provided to verify that the control measures are being used correctly

- **Maintenance**
  Maintenance relating to control measures is an important part of the implementation process. Work procedures need to outline maintenance requirements to ensure the ongoing effectiveness of the new control measures.

Step 5: Monitor and Review

70. A risk management program is cyclical, once current worplace hazards have been successfully controlled the process does not cease.

71. A program needs to be developed to ensure the control measures remain valid. Hazards and risks need to be monitored to ensure changing circumstances do not alter the effectiveness of control measures.

72. The monitoring program should be developed to review changes to the:

The nature of the hazard	For example, have noise levels increased; has a chemical based product changed to become more toxic; has a facility deteriorated; have traffic levels increased?
Likelihood and frequency of exposure	How many and how often are employees exposed?
Severity of the consequences	Has the outcome changed? High level risks should be monitored more closely than low level risks

These programs include:

Testing and Maintaining Controls	Ensures the integrity of the controls that have been put in place
Inspection	Provides confirmation that the nature of the hazard or the environment in which the hazrad exists has not changed
Consultation	Allows for communication to ensure any changes to the hazard, controls or environment can be appropriately managed

73. Any changes to the process or work activity should initiate a review of the assessment.

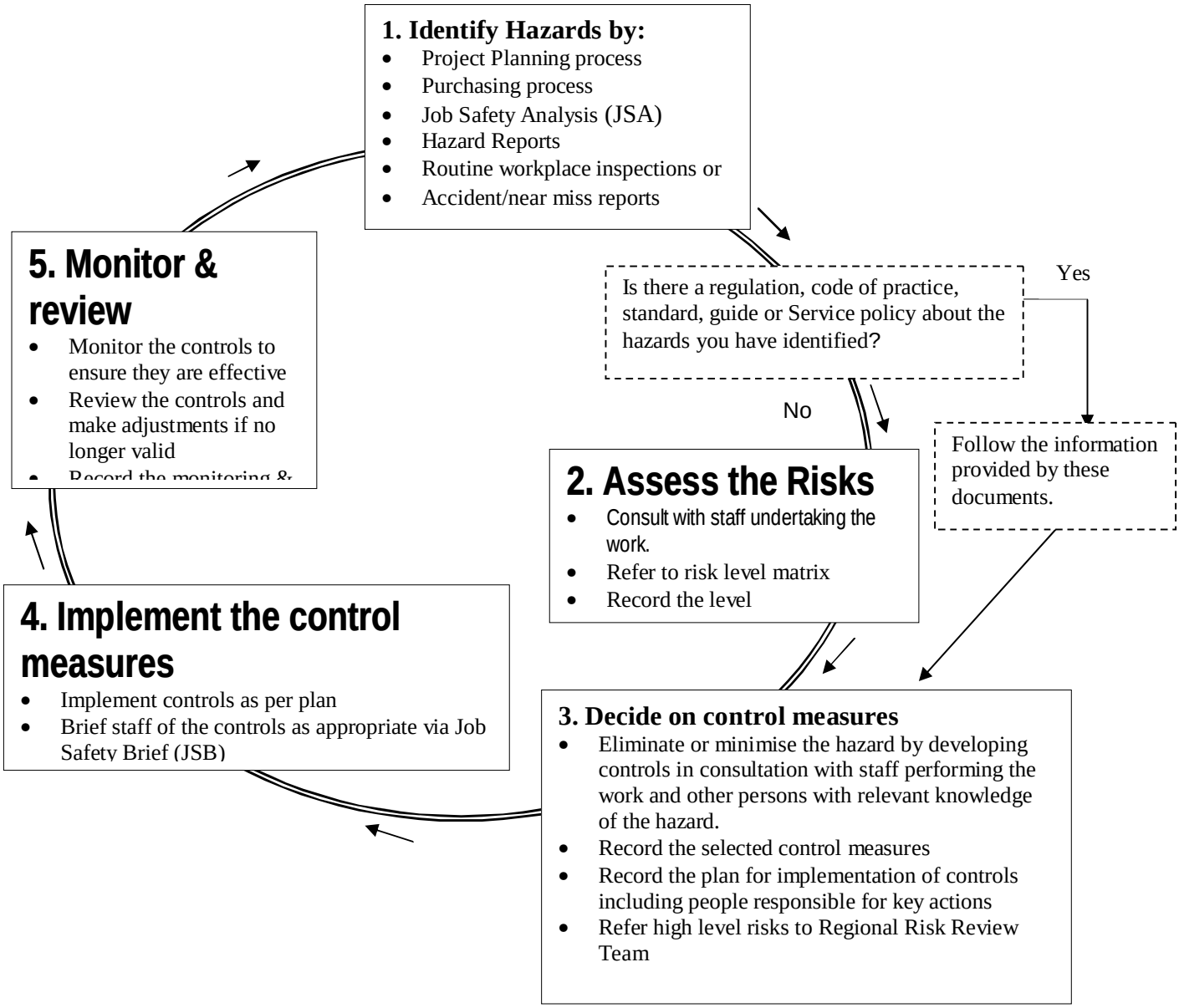
74. Follow-up inspections and reviews should be documented and kept with the original assessment documentation.

75. Monitoring may also reveal that knowledge, and therefore compliance with, established risk control procedures has H2O EVENTS outlined. If this is the case, and the procedures remain current, then the original process of JSB should be repeated.

Further Information

- H2O EVENTS OHS Section
- WorkCover NSW tel. 131 050 or website www.workcover.nsw.gov.au
- WorkCover Code of practice for Risk Assessment
- OHS Regulation 2001
- AS 4360 1999 Risk Management

OHS Risk Management Flowchart



Hazard Control Report

H2O Events

1. HAZARD IDENTIFICATION

Division/Branch:	Section/Area/Unit:
Item of plant, site, structure or activity relating to hazard:	
Date identified:	How identified:
Description of hazard:	

2. RISK ASSESSMENT

Consequence	Likelihood	Risk level

Comments:

3. RISK CONTROL

Recommended controls:

1.
2.
3.
4.
5.

Action required:	Person Responsible:	Date due:
1.		
2.		
3.		
4.		
5.		

Assessment Team:

Name	Position	Signed

Date completed:	Supervisor's name:
Signed:	

4. REVIEW

Date to be reviewed:	Date reviewed:
Outcome:	Signed:

Document Set ID: 6622289
Version: 1, Version Date: 26/05/2015

Hazard Reporting

Purpose

1. This procedure describes how hazards are reported by employees. The Hazard Report applies to the reporting of any health and safety issues other than personal injury. (refer to The Accident Reporting and Investigation Policy when an accident has occurred).

Scope

2. This procedure applies to all employees, volunteers and the employees of contractors.

Relevant Legislation

- Occupational Health & Safety Act 2000
- Occupational Health & Safety Regulation 2001

Procedure

3. The Area/Section Manager shall ensure that the Hazard Report Form is available to all employees in all work locations.

4. The Area/Section Manager shall ensure that the "Report That Hazard" notice is prominently displayed in all work locations. (refer appendix 2.)

5. If there is an immediate risk of injury or illness an employee shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.

6. Employees shall immediately report any hazard to their supervisor and complete the Hazard Report Form (refer appendix 1.) The employee should keep a copy of the completed form.

7. The supervisor on receipt of the Hazard Report Form shall:
   (a) take action to prevent employees being exposed to the hazard if immediate danger exists
   (b) assess and control the hazard as per H2O ENTERTAINMENT's OHS Risk Management Procedures
   (c) additionally, where the hazard has resulted in a "near miss", refer to H2O ENTERTAINMENT*'s Accident & Near Miss Reporting and Investigation* procedures.
   (d) refer the issue to senior management if unable to adequately control the hazard
   (e) forward the Hazard Report to the Area/Section Manager within 1 day of receiving the report.

8. The Area/Unit Manager shall forward all Hazard Reports to the relevant OHS Committee and shall allow the relevant employee health and safety representative access to the Hazard Report file.

9. Copies of Hazard Reports are to be filed at each location in a folder marked "Hazard Reports".

10. The Area/Section Manager is to ensure that an explanation of this procedure is included in the induction for new employees and contractors.

11. The Area/Section Manager is to ensure that the Hazard Reporting Procedure is explained in workgroup meetings every 6 months.

Hazard Report

H2O Events

Division/Branch: _____Section/Area/Unit: _____

Reported by:

Name: _____ Position: _____

Subject:

[ ] Workplace Hazard [ ] Hazardous Work Practice [ ] Public Hazard

Description of Hazard and any action taken:

_____

_____

_____

_____

_____

Is further action required by Supervisor Yes [ ] No [ ]
Reported to:

Supervisor: _____

Safety Committee/Rep : yes/no

Reporting person's Signature: _____Date: _____

Supervisor use only

Date report Received:_____

Action taken or recommended:

_____

_____

_____

_____

_____

_____

Date Implemented: _____

Name:_____Signed: _____

REPORT HAZARDS

If you see something that you think is
DANGEROUS

Take action to ensure the hazard is not an immediate threat to you or anybody else e.g. barricade, tag, lockout, signage, de-energise, advise staff/visitors

Tell your supervisor immediately

Fill in a *Hazard Report Form* (available from your supervisor)

Give the Hazard Report to your supervisor for appropriate action. Keep a copy for yourself.

If you aren't satisfied with what has been done to address the issue you can discuss the matter with your OHS Representative.

The Employee Health and Safety Representative for this area is:

_____

Tel._____

Pre Show Briefing (PSB)

Purpose

1.The Job Safety Briefing (PSB) process ensures identified risk controls are communicated to all staff essential to the safe conduct of the work.

2.The PSB process also provides a mechanism for consultation on OHS issues prior to the commencement of work, or the implementation of workplace changes affecting OHS.

3.The PSB form (PSB01)provides are cord to demonstrate the process has been undertaken in accordance with Occupational Health and Safety Legislation.

4.For the purpose of this policy the term PSB shall include the term “Tool Box Talk”.

Scope

5.This PSB procedure applies to:

(a)all work undertaken in H2O EVENTS workplaces, and

(b)all work undertaken by H2O EVENTS employees.

Legislation

•Occupational Health and Safety Act 2000

•Occupational Health and Safety Regulation 2001

Procedure

6.An initial assessment shall be conducted on all jobs performed to determine if risk controls are required as per the JSA and Hazard Control procedures.

7.Ifrisk controls are identified, and these controls require staff awareness, knowledge and actions to ensure their effectiveness, then a PSB is required.

8.Situations that may require a PSB include:

(a)commencement of a new job or project
(b)commencement of new staff
(c)use of plant or equipment introduced to the workplace
(d)use of chemicals or substances in the workplace
(e)new work premises or site
(f)high risk jobs that require regular briefing e.g. bush fire fighting, industrial rope access work
(g)workplace emergency procedures or Medivac Plans need to be communicated

9.A PSB shall be conducted outlining all the risk controls required to perform the work safely.

10.Referenced documents and material including policies, procedures, JSA's, MSDS's, manufacturers' instructions, codes of practice, standards and videos should be itemised on the PSB form.

Review of the PSB

11.Work shall be monitored by the supervisor to ensure risk controls remain relevant and effective. The PSB should be reviewed and/or repeated under the following situations:

(a)new JSA or procedure developed for the job
(b)new plant or equipment introduced to the workplace
(c)new chemical or substance is introduced to the workplace
(d)change in work premises or site
(e)high risk jobs that require regular briefing
(f)monitoring and/or accident and near miss investigation reveals that knowledge or awareness of established procedureshasH2O EVENTS lined(resulting in low compliance)

Documentation

12.PSB's shall be recorded on the PSB01 form(provided in the work place in the form of a carbon book).

13.The original PSB form shall remain in the book and the carbon copy shall be filed with the JSA or project/job file as appropriate.

Record of Job Safety Brief H2O EVENTS

Work place: Date:			
Supervisor/presenter:			
Subject: Duration:			
Persons Present at Brief			
Print Name	**Signature**	**Print Name**	**Signature**
Documentation and other information provided(JSA, standards, codes, policies, videos			
manufacturers' instructions, etc):			
Issues raised by staff:			