

## HIDDEN 2017 RISK MANAGEMENT PLAN

EVENT/PROJECT: HIDDEN – A Rookwood Sculpture Walk 2017

WORK AREA/LOCATION – RGCRT Zones B,C and D

| Hazard   | Risk | Eliminate  | Substitute  | Isolate   | Engineering controls   | Administrative controls  | Personal Protective Equipment   | Preferred options | Date implemented |
|--|------|--|---|---|--|--|---|-------------------|------------------|
| <i>Manual handling injuries during installation &amp; de-installation of artworks</i>                  | 4    | Don't have the sculpture work<br>Trolleys, tools or equipment to assist with movement and placement of artworks        |   |   | Use machines or vehicles to carry artworks, rather than manually handling them.<br>Ensure there is more than one person lifting heavy artwork. | <ul style="list-style-type: none"> <li>• Safe work method statement. Select artworks that are not too heavy or awkward in shape. Ensure artwork fits and is appropriate for the host venue space.</li> <li>• Artist to bring extra people for assistance if it is needed. Take breaks if working long hours.</li> <li>• Onsite First Aid.</li> </ul> | Protective clothing to be worn where required - e.g. gloves if work has sharp edges, appropriate footwear (preferably steel capped) |                   |                  |
| <i>Slips/Trips/Falls during installation &amp; de-installation of artworks</i>                         | 5    | Do not have exhibition.  | Conduct a site inspection and remove potential trip/slip/fall hazards         | Mark out potential trip hazards during installation/de-installation of artwork. Ensure you have sufficient lighting.<br>Place barriers around slippery or hazardous areas | Place a different surface i.e. carpet down to prevent slips or falls. Place barriers around slippery or hazardous areas                        |  | Enclosed non-slip footwear to be worn (preferably steel capped)   |                   |                  |
| <i>Working with power tools or heavy equipment during installation and de-installation of artworks</i> | 4    | No welding or grinding of artworks on host venues. Select artworks that do not require power tools or heavy equipment. | Use of power tools and equipment on site is restricted to cordless hand tools | Use manual tools or light equipment to install and de-install artworks  |  | Safe work method statement. All power tools and equipment must be used with the manufacturer's safety recommendations and are to be tested and tagged prior to use in the cemetery. Heavy equipment brought by artist to be used to install/de-install the artwork must be pre-approved  | Protection clothing and equipment and enclosed footwear (preferably steel capped)   |                   |                  |

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| <i>Damage to host venue building, fixtures or goods</i>                    | 4    | Do not have exhibition. Remove fixtures and/or goods near the space of the artwork and keep artwork display space clear and tidy. Remove building hazards. |  | Ensure barriers are placed around expensive building, fixtures and goods.                                  |   | <ul style="list-style-type: none"> <li>• Host venue representative to inform of hazards from building, fixture and/or goods.</li> <li>• Ensure space provided for artwork is adequate and pathway to space is clear.</li> <li>• Host venue to sign indemnity form.</li> </ul>   | If required use appropriate equipment and/or manual effort to handle artwork      |                   |                  |
| <i>Driving around venues to move, install and de-install artworks</i>      | 4    | Do not have exhibition   |  |  | Implement training or procedures that ensure that road safety officers are positioned to ensure that people around are safe, and there is no damage to vehicles or artwork. | <ul style="list-style-type: none"> <li>• Drivers to drive at no more than 20 kilometres an hour.</li> <li>• Drivers to not part from venue driveways unless arranged with Curator. Once a deviation route is identified with Curator, this route must be strictly adhered to. (Remember – Normal road rules apply in the cemetery)</li> </ul> |   |                   |                  |
| <i>Walking around outdoor environments that contain slip/trip hazards.</i> | 4    | Do not have exhibition   |  | Use barriers and signs to warn visitors, artist and hosts of the venue about trip hazards around the site. |   | <ul style="list-style-type: none"> <li>• All visitors, artists and assistants must wear appropriate footwear at all times at all venues.</li> <li>• Artists are to wear enclosed footwear whilst installing works. Trip hazards are to be identified by signage.</li> </ul>   | Protection clothing and equipment and enclosed footwear (preferably steel capped) |                   |                  |
| <i>Injury to host venue patrons during exhibition</i>                      | 4    | Do not have exhibition   | Do not have exhibition in the host venue | Installation & de-installation to take place outside of business hours                                     |   | <ul style="list-style-type: none"> <li>• Signage - exhibition is taking place.</li> <li>• Artwork on exhibition to be safely placed and have no dangerous parts.</li> <li>• Host venue to sign indemnity form and gain copy of public liability.</li> </ul>   |   |                   |                  |

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| <i>Artworks while on exhibition at host venues at risk of being damaged or stolen</i>   | 4    | Do not have exhibition  |            | Place artworks in locations not accessible by the public and installed securely with minimal environmental impact | Ensure artworks are securely installed - e.g. on a plinth; public. Install barriers around artwork if required. | <ul style="list-style-type: none"> <li>• Artist to be responsible in maintaining their artwork for the duration of the exhibition.</li> <li>• Venue host to report damage to the Curator and artist immediately.</li> <li>• Assess works for stability immediately after installation.</li> <li>• Signage - artwork is not to be touched.</li> </ul>                                       |   |                   |                  |
| <i>Walking around outdoor environments that contain slip/trip hazards.</i>              | 4    | Do not have exhibition – move the slippery situation to a safer spot. |            |   | Place carpeted or cemented surfaces on the ground.  | <ul style="list-style-type: none"> <li>• Follow OH&amp;S procedures</li> <li>• Signage around the place to ensure no accidents.</li> <li>• Safety assessment guidelines.</li> </ul>  | Protection clothing and equipment and slip resistant Footwear                     |                   |                  |
| <i>Walking around exposed outdoor environments</i>                                      | 4    | Do not have exhibition  |            | Use tents or canopies to ensure people are protected from weather conditions.                                     |   | <ul style="list-style-type: none"> <li>• Provision of sunscreen at all venues and encouraging people to use it upon arrival to the venue.</li> <li>• Encouraging people to wear hats and sunglasses.</li> <li>• Supplying cold water and glasses at all venues.</li> </ul>   | Protection clothing and equipment and enclosed footwear                           |                   |                  |
| <i>Manual Handling— loading, unloading and positioning artworks during installation</i> | 4    | Do not have exhibition  |            | Ensure the use of trolleys or mechanical lifting aids.  |   | <ul style="list-style-type: none"> <li>• Manual handling procedures put in place.</li> <li>• Limit of 20 kilos per person to manually lift.</li> <li>• Weights over this must be lifted with more than one person or use of trolleys, hoists and cranes.</li> <li>• Artist to discuss their Safe Work</li> <li>• Installation Plan with Curator</li> <li>• prior to installing.</li> </ul> | Protection clothing and equipment and enclosed footwear (preferably steel capped) |                   |                  |

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| <i>Viewing or installing artworks that are at risk of falling over</i> | 4    | Do not have exhibition |            | Implement framing or holding devices that will ensure the security of art work or place barriers around artwork that will have serious risks. |   | <ul style="list-style-type: none"> <li>• Artworks are to be securely installed in the ground, off trees or from buildings.</li> <li>• Artworks are to be assessed for stability immediately by the Trust's WHS Coordinator immediately after installation—and specifically in relation to high winds and extreme weather.</li> <li>• Visitors are to be notified by signage of works that should not be touched or climbed on due to safety reasons. (Isolate these artworks with safety barriers or safety tape) Artists are to wear enclosed footwear (preferably steel capped) while installing works.</li> <li>• Artists and assistants are required to lift works over 30 kilos with trolleys, hoists and cranes.</li> </ul> |                               |                   |                  |
| <i>Walking around damaged / caved in monuments – section 13</i>        | 4    | Do not have exhibition |            | Place barriers around the graves that are caved in or damaged/  | Appropriate isolation methods of WHS hazards.   | Host representatives to notify visitors of damaged/caved monuments through signage.   |                               |                   |                  |
| <i>Broken steps Leading up to the pavilion.</i>                        | 4    | Do not have exhibition |            |   | Temporarily use some form of stone to patch over or fill the gap over the top of the stairs.<br>Appropriate isolation methods of WHS hazards. |   |                               |                   |                  |