

RULES AND REQUIREMENTS

***ATC - Australian Turf Club**

2.1 Bump In and Bump Out Dress Requirements

During bump-in and bump-out phase all people in the vicinity of this work MUST wear high visibility safety vests and enclosed footwear at ALL times.

2.2 Children are not permitted on site during bump-in and bump-out of exhibitions or events

The entire event site is a designated "Construction Site" during bump-in/bump-out phases and only bonafide workers/exhibitors are permitted on-site.

Visitors, family and friends are also excluded during this period.

Any person under the age of 15 years is prohibited from accessing the venue loading docks and event areas until the event has officially opened.

No person under the age of 15 years is permitted to remain in a vehicle while it is loading, unloading or parked at the venue

2.3 Forklifts

Material handling is a significant safety concern. During the movement of products and materials there are numerous opportunities for personal injury and damage, if proper procedures and caution are not used.

Any person using a forklift must hold and produce a current high risk license to ATC Management.

Contractors driving forklifts on site must read and sign the Safe Operating Practices for Forklifts form each time they commence a new contract with ATC.

Prior to use each day, the operator must complete the Forklift Daily Inspection Checklist to ensure the vehicle is in safe working order.

2.4 Horse Stabling and Movements

Horses may enter and exit from various points around the circumference of the racecourse. It is important that all Event Organisers and their workers only enter via designated exit and entry in accordance with the authorised operational times (entry and exit points are marked on the attached site map).

2.5 Track Crossing Attendants

ATC workers are present on horse entry and exit points during trackwork operational hours. Right of way must always be given to racehorses during their movement around the site. Specifically, the instructions of these Track Crossing Attendants should be strictly adhered to at all times to ensure the safety of all involved. Track Crossing Attendants are in operation during the hours of 4.30am to 8.30am Mon- Sat and 6am to 8am on Sundays. The Equine pool will be in operation from 5.30am to 8.30am and 1pm to 4pm Monday to Friday and 5.30am to 9am Saturdays, Sundays and Public Holidays.

2.6 No Smoking

All ATC sites are „Smoke Free“. Smoking is only permitted at the designated smoking areas and only during designated breaks.

2.7 Power/ Electricity

Standard power connections are included in the venue hire rental. Production power such as 3-phase or other large power requirements will incur an additional charge.

For Exhibitions power consumption charges are applicable when exhibition floor power is connected by appointed client contractors. Electricity is monitored and charged on consumption for the full tenancy period.

2.8 Testing and tagging

The WHS Regulation 2011 requires that all plug-type electrical equipment is inspected, tested and tagged as per Australian Standard AS 3760 – (Inservice Safety Inspection and Testing of Electrical Equipment).

Exhibitors MUST ensure that all leads and portable electrical equipment used on ATC premises are labelled with a tag of current date.

Exhibitors should ensure that potentially unsafe electrical equipment is disconnected and removed from service, and not put back into service until it has been appropriately inspected and tested and tagged by an electrical contractor

2.9 Vehicle Speed Limits

Of particular importance is the need to drive vehicles safely on the racecourses not only because of the high level of horse traffic, but also the large number of people who visit the racecourse each day.

A vehicle speed limit of 15km per hour applies at all times on all racecourses.

Seat belts MUST be worn at all times.

The directions of Track Crossing Attendants MUST be strictly adhered to and normal road rules apply (eg: no use of mobile phones).

All vehicles entering on an ATC racecourse must hold a current registration to drive on a public road.

All motorbike riders must wear a helmet at ALL times.

2.10 Waste disposal and clean up

All rubbish and other waste material are to be cleaned up and removed from the site for disposal in a responsible manner. Putrescible garbage may be placed in garbage bins outside any building area.

No putrescible wastes (domestic garbage such as food scraps) are to be placed in any bins within any building or left elsewhere within any part of the racecourse.

All Exhibitors are required to remove all waste from their expo site and place in appropriate bins outside the expo venue. Exhibitors will be charged for any excess waste left at their expo site @ \$100.00.

3.0 Consumption of alcohol and/or drugs (other than prescription drugs)

The use or consumption of alcohol and/or recreational drugs on the Expo premises is strictly prohibited. Any person found using or consuming these substances will be subject to immediate dismissal from the Expo premises. Any person who is reasonably suspected as being under the influence of alcohol or drugs so that their work/behaviour is affected, will be asked to show cause why they should be permitted to remain on Expo premises. Any person who is dismissed from the premises may not re-enter any Expo premises without prior approval from ATC officers. Instances where any person is found to be illegally using substances may be referred to Police for their further action. ATC maintains strict policy and procedures to ensure the responsible sale of alcohol. Any person who violates this policy or who aids and abets others, or procures alcohol for the unlawful use of others, will be subject to strict disciplinary action.

3.1 ATC policy on violence

Violent or overly-aggressive behaviour is totally inappropriate at a worksite. Incidents involving violence or the real threat of violence will not be tolerated on ATC premises. The ATC reserves the right to take appropriate action in respect of any person not respecting this prohibition.

3.2 Contractors required to provide their own tools and equipment

Event Organisers, Exhibitors, their workers, Contractor"s and sub-contractors are not permitted to borrow or use ATC tools or equipment other than in very rare cases where, if some good reason exists formal written permission has been granted to permit this by the ATC. Contractors are to provide their own tools and equipment suitable for the trade and task intended (fit-for-purpose) and which are in a good condition/state of repair.

All portable electrical tools are to be connected to earth leakage core-balance circuit breakers to be supplied by the contractor, sub-contractor or event organiser.

All leads and portable electrical tools must be tested and tagged prior to use.

3.3 Excavation – Maps & Plans

A number of electricity, gas and other underground service lines are laid within the Racecourse premises. Plans of these services are available. Please consult with ATC Management for further information if required.

3.4 Exits and Fire-fighting equipment

At all times clear access/egress to emergency exits, fire hose reels and extinguishers must be maintained. No items should be placed in front of fire cupboards and hose reels. The running of cables through, or in front of, fire services, exit pathways and exit doors is prohibited.

3.5 Restrictions on Performing Work

No person is permitted to perform work or to use tools, plant and equipment for which they are not duly qualified, or licensed, or have all other relevant and current required by law to, use or operate that plant or equipment.

In particular no person who is not duly qualified and/or licensed is to undertake -

- any electrical work for which an electrical contractor"s or electrician"s license is required
- any plumbing or gas-fitting work for which a license is required
- the driving of any load-shifting equipment or other plant for which a certificate of competency is required
- operate any amusement device for which qualifications are required under the Work Health and Safety Regulation 2011
- erect any scaffold where there is a risk of persons or objects falling more than 4 metres.