

## OCCUPATIONAL HEALTH AND SAFETY POLICY (FOR HIRERS)

### Purpose

To ensure that all hirers of this venue understand and comply with relevant occupational health and safety requirements during the period of hire.

### Scope

This policy applies to all individuals, groups, or organizations that hire or lease the venue for events, meetings, or other activities.

### Policy Statement

The venue management is committed to providing a safe and healthy environment for all users. All venue hirers are expected to conduct their activities in a manner that ensures the health, safety, and welfare of attendees, staff, contractors, and the general public.

### Responsibilities of Venue Hirers

- Compliance with Laws & Regulations
  - Hirers must comply with all applicable OHS laws, codes of practice, and venue-specific safety procedures.
- Risk Management
  - Conduct a risk assessment for the event.
  - Implement appropriate control measures for identified risks (e.g., crowd control, electrical safety, food handling).
- Emergency Procedures
  - Familiarize themselves and their attendees with the venue's emergency evacuation procedures.
  - Ensure that emergency exits and equipment (e.g., fire extinguishers) are accessible at all times.
- Insurance
  - Provide a certificate of public liability insurance, as required by the venue management.
- Hazard Reporting
  - Report any hazards, incidents, or injuries immediately to venue management.
- Safe Use of Equipment
  - Use any equipment provided by the venue in accordance with the manufacturer's instructions and venue guidelines.
  - Ensure all brought-in equipment is safe and appropriately tested/tagged if electrical.

- Children and Vulnerable Persons
  - Ensure proper supervision and safeguarding arrangements are in place if children or vulnerable persons are attending.

## Venue Management Responsibilities

- Provide a safe and clean facility.
- Maintain safety equipment and signage.
- Provide orientation or briefing on site-specific OHS matters upon request.

## Acknowledgement

All hirers must sign an acknowledgment form confirming they have read, understood, and agree to abide by this OHS policy as a condition of hire.

## Contact Information

For concerns regarding this policy please contact:

*Venue Manager/Child Safety Officer*

Beth Lamont

Phone: 0431 938 602

[beth@bpacballarat.org](mailto:beth@bpacballarat.org)