

Phenomenon Creative Events: Safety Procedures & Protocols Overview

OH&S Procedures and Protocols Overview



Contents

Phenomenon Creative Events Statement of Commitment	3
Overview of Phenomenon Creative Events Safety Policy for You.....	3
Presenting To Work / Phenomenon Office Screening Tool.....	4
Presenting To Work / Phenomenon Office Screening Questions:.....	4
Entering / Leaving the Workplace or Office	4
Presenting To Place of Work / Venue / Private Residence.....	5
Presenting To Place of Work Screening Questions:	5

Phenomenon Creative Events Statement of Commitment

Phenomenon Creative Events is committed to ensuring the health and safety of all employees and clients.

Phenomenon takes all reasonable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, clients and anyone else who may be affected by our operations.

We are committed to ensuring we comply with all relevant legislation, applicable codes of practice and Australian Standards as far as possible.

Overview of Phenomenon Creative Events Safety Policy for You

Below is a summary of all the procedures we have in place to ensure Phenomenon and our client's safety:

- All Phenomenon employees to follow and adhere to Phenomenon's OH&S policies and procedures (including but not limited to; completed Phenomenon induction, Phenomenon training guide, cleaning manual, and COVID-19 procedures)
- All Phenomenon employees to have completed the AHA (WA) COVID-19 Hospitality & Tourism Hygiene Course
- Completed WA Government Safety COVID Plan (certificate available for viewing)
- All Phenomenon employees to follow the updated COVID-10 Response and Reporting Protocols document
- All Phenomenon employees to comply with the COVID-19 Presenting to Work Tool each day
- All Phenomenon Clients to have complete the Presenting to Place of Work Form for each event
- All visitors to Phenomenon office / Warehouse to sign in and out
- All Phenomenon staff to follow the Phenomenon cleaning manual guidelines (which includes the Safe Work Australia guidelines i.e. sanitising and disinfecting of all items prior to each event and upon collection/pack down.) Including recording of these procedures.
- All Phenomenon staff to wear the applicable PPE when on site or in the office
- Sanitising stations set up in and around the Phenomenon office, warehouse and when on site.
- Social distancing at all times where possible (including no shaking of hands)

OH&S Procedures and Protocols Overview

- Phenomenon to provide a SWMS for all events
- Venue inductions completed as applicable

Presenting To Work / Phenomenon Office Screening Tool

This document is to be used by all Phenomenon employees, contractors and visitors before presenting to the workplace, and to assist in decision making.

NAME:	
DATE:	
MOBILE NUMBER:	

Presenting To Work / Phenomenon Office Screening Questions:

QUESTIONS	YES	NO
1. Have you recently returned from overseas travel in the last 14 days?		
2. Have you been in contact with a person confirmed sick with COVID-19?		
3. Have you been in contact with anyone who has returned from overseas within the last 14 days?		
4. Have you been in contact with a person with any of the COVID-19 symptoms? (i.e. Fever, cough, runny nose, shortness of breath or sore throat?)		
5. Do you have any of the following symptoms: Fever, cough, runny nose, shortness of breath or sore throat?		

If you have answered YES to any of questions 1 to 3:

- DO **NOT** ENTER THE WORKPLACE
- Self-isolation is required for a minimum of 14 days
- Contact the Coronavirus Health Information Line: 1800 020 080 for advice

If you have answered Yes to any of questions 4 to 5 ONLY, contact your local GP by phone to arrange a medical assessment if required and isolate yourself until symptoms are completely resolved.

Entering / Leaving the Workplace or Office

If you have been approved to enter the workplace the below must be completed:

TASK:	YES
--------------	------------

OH&S Procedures and Protocols Overview

Attendance sign in and out register MUST be completed	
Temperature check completed by Phenomenon staff member (using digital thermometer)	

Presenting To Place of Work / Venue / Private Residence

This document is to be used by all Phenomenon employees, contractors, venue staff and clients before presenting to the place of work, and to assist in decision making.

NAME:	
DATE:	
MOBILE NUMBER:	

Presenting To Place of Work Screening Questions:

QUESTIONS	YES	NO
1. Have you recently returned from overseas travel in the last 14 days?		
2. Have you been in contact with a person confirmed sick with COVID-19?		
3. Have you been in contact with anyone who has returned from overseas within the last 14 days?		
4. Have you been in contact with a person with any of the COVID-19 symptoms? (i.e. Fever, cough, runny nose, shortness of breath or sore throat?)		
5. Do you have any of the following symptoms: Fever, cough, runny nose, shortness of breath or sore throat?		

If you have answered YES to any of questions 1 to 3:

- DO **NOT** ENTER THE WORKPLACE
- Self-isolation is required for a minimum of 14 days
- Contact the Coronavirus Health Information Line: 1800 020 080 for advice

If you have answered Yes to any of questions 4 to 5 ONLY contact your local GP by phone to arrange a medical assessment if required and isolate yourself until symptoms are completely resolved.