**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: MARQUEE SET-UP** | | **Document Reference** |
| **Department:**  **Section: HOSPITALITY**  **Work Area: RACECOURSE GROUNDS** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * PPE: enclosed footwear / steel capped boots / gloves * Adequate number of staff * Approved hammer * Forklift | | * Physical inspection of marquee, poles and ropes * Physical inspection of hammer * Physical inspection of worksite for power lines, foreign matter & verify location/existence of in-ground services * Check forklift – safety guards in place |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:** | | **External Considerations**  Location/proximity of overhead & in-ground services |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to do work** |
| Forklift operator  Adequate number of staff to assist with supervisor in attendance | Forklift for unloading marquee  Supervisor to ensure marquee is erected correctly and that staff follow instructions | Forklift operations license  Follow instructions with marquee  Ensure a staff member has experience with marquee erection and use of equipment |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: MARQUEE SET-UP** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Unloading marquee and unfold | Muscle strain and back injury | | Trained staff to unload |
| Check for vermin / spiders | Possible bites and stings | | Wear gloves, unfold with caution. Remove vermin if safe to do so |
| Check site | Un-even ground surface / power lines | | Verify no overhead power lines in proximity  Verify no underground services/cables and water pipes; sand to fill surface area |
| Check marquee ropes and pegs | Collapse on workers causing injury | | Visual inspection to detect any weakness |
| Staff wearing correct PPE |  | |  |
| Instruct all staff in marquee set up | Injury to workers | | Ensure all staff follow instructions from supervisor and not interfere with safe erection of marquee |
| Assemble initial pegs | As above and injury from mis-hits with hammer | | As Above  Minimum 4 people for 3m x 3 m and increase by 2 people per 3 meter extension |
| Assemble centre pole and install | As above  Eye injury from metal | | wear goggles |
| Lift actual marquee top into place and secure |  | |  |
| On completion check security of marquee / ropes / pegs and poles | If not erected correctly and secured, marquee may fall and injure people | | Supervisor to check |
| Ensure excess rope is tied off | Workers and public may becomes entangled and injured | | Make sure rope ends are not left trailing on ground |
| Ensure ground pegs are flagged | If pegs not highlighted or flagged, public may trip or fall | | Ensure flags are bright and visible supervisor to check |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Clean up area | Trips and falls | | Observation / warning signs |
| If erected a day before, supervisor / appointed staff member to re check ropes / poles / pegs on race day |  | |  |
| Lash-down (storm) | Structure collapses or becomes airborne/ impalement hazard | | Prior to onset of stormy weather and/or imminent severe weather, inspect structure & tightly lash-down ropes/poles. Alternatively, evacuate area if storm is of severe intensity. |