

Event Safety Management

General Safety Guidelines

- Provide general customer service duties to event patrons.
- Be familiar with the layout of the event environment and the general locations used by patrons and employees, including contractors.
- Make sure you know who the Event Coordinator and the next point of contact is. If you are the Event Coordinator, please insure this information is communicated to all who are working at your event.
- Do not perform any tasks that you are not trained or able to do safely.
- Be familiar with the location of all First Aiders and First Aid Facilities and other emergency equipment.
- No person is allowed to perform any work or volunteer duties under the adverse influence of any medication, drug or alcohol.
- Ensure good housekeeping so that litter does not accumulate to increase the danger of fire or trip hazards.
- Report any problems / accidents to the Event Coordinator or appointed First Aider (if any). Contact Event Management immediately in event of any situation you think may be potentially dangerous e.g.: overcrowding.
- Ensure you are aware of all Emergency Evacuation Assembly areas and First Aid Facilities.
- Consume adequate liquids and wear appropriate clothing and protection for the weather conditions.
- Safe Lifting Techniques to be used at all times-assess load, bend knees, carry load close to body, and team lifting.
- Working at heights: Unless you have good reason and appropriate training/supervision/equipment and the ladder and/or structure is adequately supported, you must not venture on, beneath or near any temporary structure, ladder etc.

Approval in advance from the Club MCM are required for any type of excavations, installations of poster or banners, modifications or adjustment to any Club's equipment including bringing in any foreign equipment/structures/figures require for the events.