

Roles, Responsibilities and Support

Breach of site safety rules

We expect that all staff lead by example to ensure we set the standard for safety.

If staff are found to breach any site safety requirements covered in AGPC and/or iEDM inductions, disciplinary action up to and including termination of employment may be applicable.

Alcohol consumption

- AGPC supports the responsible consumption of alcohol. Please exercise discretion, and a reminder that if you are continuing to work after dinner, you **cannot** drink. We also have a zero blood- alcohol rule for those driving buggies
- Sunday post-race onsite: Please note that it is not appropriate for staff to drink while in uniform, nor should staff be drinking whilst there are still patrons in the venue.
- If you are planning to stay at the venue after your shift has finished, please change out of your uniform.
- **Random Drug and Alcohol testing may occur at any time.**
- Please also refer to [Drug & Alcohol Policy](#) on GP Connect or on the QR Code found on the back of your accreditation.

Support when you need it

Please use the resources available to you for support if you need to. We are all here to look after you, and to look after each other.

- The People, Culture and Capability team (PCC)
- Your manager
- Your Department Chief
- Mental Health First Aiders
- First Aiders
- Our Wellbeing Champions
- Our EAP provider Telus Health – 1300 361 008



Posters with key resources can be found in the EMO and Staff Villas.

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Manual Handling

Manual handling is a common yet potentially hazardous task

Controls in preventing harm from manual handling may include:

- Planning tasks to minimise the requirement for manual handling
- Do not attempt to move heavy items on your own - always test the load first
- Minimise frequent and repetitive movement
- Use mechanical assistance wherever possible (trolleys / buggies)
- Always practice correct manual handling techniques: nose follows toes (don't twist), use your legs when lifting and setting down, carry close to your body, avoid repetitive movement.

Follow all safe work procedures and directions when undertaking any task.

Incident and Hazard Reporting

At AGPC safety comes first, so it is important that if you have an incident or notice a hazard that could harm you or others, that it is reported. If you experience either of these, it is important to follow the below steps.

To access the Incident and Hazard reporting forms, you can scan the QR code on the posters in the EMO and Staff Villas.



Report all hazards to prevent harm to you and your colleagues



Seek First Aid if you or a colleague are injured at work and report



You can report to your **Supervisor, GP Command** or the **safety team** and complete the on-line report in the GP Connect safety portal anytime



Take care moving around the site and around moving plant / equipment :



Reports must be made as soon as practicable and no later than 24hrs