

La Trobe Student Union Club guide: Risk management at events

Manual handling

Many club events involve packing and unpacking equipment such as tables, BBQs, boxes of brochures, etc. Please be aware of safe manual handling when taking part in these activities so that you don't injure yourself. Please make sure you lift things safely and ask for help lifting things if you need it.

- Make sure you keep your back straight and bend your knees when picking things up (rather than bending at the waist and hurting your back)
- Try to avoid twisting when you're carrying heavy items such as boxes of brochures etc.
- Where possible make more trips with a lighter load rather than overloading yourself with weight
- Use trolleys etc to help when transporting a heavy load
- Keep heavy loads close to your body when carrying (be particularly careful when leaning into somewhere like a car boot, it's easy to hurt your back in that position)

Electricity

You must supply your own power leads which should have been tested and tagged within the preceding 12 months. Power outlets surrounding the trees in the Agora are not undercover and are only to be used in fine weather. All extension leads must be positioned to avoid foot traffic. If you require a step ladder to reach and outlet in the Agora, ask the library reception staff.

Noise

Although clubs are permitted to play music from Agora stalls we ask that it only be at a volume that is audible from the area immediately surrounding the stall. LTSU and University staff (e.g. OH&S staff) are permitted to ask clubs and groups to reduce the volume of their music and clubs are expected to comply with this request.

Use of BBQs and Hot Plates

All due care must be taken when using hot cooking equipment. Ensure that the equipment is out of reach from the general Agora crowd, and supply your club members with appropriate equipment to avoid burns or abrasions. *If you are unsure how to ignite the BBQ then seek assistance.* **Do not** leave gas running without a flame. Only use BBQ in well-ventilated area away from building entrances. Please read the Food Safety fact sheet provided for clubs. For an introduction into food handling and safety head to: <http://dofoodsafely.health.vic.gov.au/welcome.php>

Emergency Procedures

The La Trobe University Emergency Procedures are outlined on our website at:

www.latrobe.edu.au/emergency/procedures and it is required that club members be aware of these.