

SYDNEY FOOD & WINE FAIR 2009

The AIDS Trust of Australia presents the Sydney Food & Wine Fair 2009. Saturday 31st October. Hyde Park North. Midday to 5 pm

Your Safety

The following guidelines have been written to help our volunteers participate safely, and look out for the safety of those around them.

Be aware of...	What can you do to stay safe?
<p>Sun - Working outdoors, you need to take all precautions against protecting yourself from sunburn.</p>	<ul style="list-style-type: none"> ▪ Wear a hat and sunglasses. ▪ Apply sunscreen to exposed skin at least every 4 hours - sunscreen will be available in the volunteer tent.
<p>Cold - Protect yourself against cold weather.</p>	<ul style="list-style-type: none"> ▪ Dress appropriately for cold weather. ▪ Bring a long-sleeved item of clothing you can wear under your volunteer shirt.
<p>Dehydration - It is easy to become dehydrated, especially in hot weather, which can lead to tiredness, lethargy and light headedness.</p>	<ul style="list-style-type: none"> ▪ Ensure you drink fluids regularly throughout the day. ▪ Bring a bottle of water to carry with you during your shift. ▪ Bottled water will be available from the volunteer tent.
<p>Manual Handling - Lifting heavy or bulky items or equipment incorrectly may result in a strain or other injury.</p>	<ul style="list-style-type: none"> • Follow the manual handling guide provided to you on the day of the event.
<p>Carrying Collection Buckets - Lifting and carrying collection buckets may lead to some discomfort in the arms or shoulders.</p>	<ul style="list-style-type: none"> • Alternate carrying the bucket between your hands. • If the weight of the bucket is causing you discomfort, exchange the bucket for an empty bucket with a member of the cash management team.
<p>Cash Handling - Volunteers working as part of the Coupon Sales function may be handling cash.</p>	<ul style="list-style-type: none"> • Cash handling volunteers must work in pairs at all times. • A security person will be stationed at every coupon stall. • Our cash management team will come to your volunteer position and empty your register on a regular basis. • If in the unlikely event of an attempted theft, do not try to resist - your physical safety is more important than the cash you are handling.
<p>Violent or Aggressive Patrons - Patrons may become agitated or aggressive.</p>	<ul style="list-style-type: none"> • Do not engage in trying to resolve conflict between patrons. • If you feel a situation requires intervention - alert the nearest security person, or phone the volunteer team leader, who will alert police.
<p>Hygiene - Handling food requires good hygiene practices to avoid the spread of germs.</p>	<ul style="list-style-type: none"> • Volunteers in the volunteer tent should ensure they wash their hands before handling food.
<p>Vehicles on site - During bump in & bump out shifts, there will be vehicles on site.</p>	<ul style="list-style-type: none"> • Bump In/Bump Out shift Volunteers should be constantly aware that the major roads through the park will be a shared by both pedestrians and vehicles. Look carefully before crossing any roads.
<p>Animals - Patrons may bring their dogs on-site.</p>	<ul style="list-style-type: none"> • Refrain from approaching/petting strange animals.

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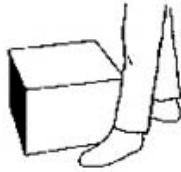
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Manual Handling Guide for Volunteers

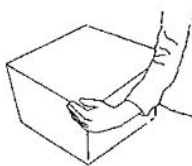
Some volunteers may be required to perform manual handling as a part of their role, such as stage managers and stage assistants. Please read the following manual handling guide and implement these steps should you have to lift a heavy or bulky load to ensure you perform the lift safely.



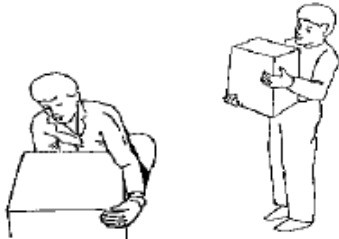
Plan the Lift



Determine the best lifting technique



Get a secure grip



Pull the load in close to your body

Lifting Technique

Plan the Lift

- Try to break down the load into smaller parts.
- Check the pathway for any obstacles and clear these.
- Test the weight of the load by lifting one corner. If it is too heavy or awkward, stop and request help.

Performing the Lift

- Stand with feet shoulder width apart and in a staggered stance
- Move in close to the load
- Bend your knees, keep your head upright and maintain the spine's natural curves
- Pull the load close to your body
- Secure your grip
- Use a smooth controlled motion to lift the load
- Avoid twisting or turning your body when lifting and be sure to use your feet to change direction

Setting the Load Down

- Stand with your feet apart and in a staggered stance
- Get as close as possible to the area you will place the load
- Bend your knees, keep your head upright and maintain the spine's natural curves
- Keep the load close
- Once the load is where you want it release your grip.



Avoid potentially harmful lifting techniques

- Avoid above shoulder reach
- Avoid sideways bending of the back
- Avoid twisting of the back
- Avoid forward bending of the back