



BOTANIC
GARDENS
OF SYDNEY

Event Site Induction



The Botanic Gardens of Sydney is committed to providing a safe and healthy workplace for all.

Those working onsite are responsible for following Work Health and Safety (WH&S) policies and procedures specific to the event.

This induction provides you with important information about managing an event safely while at one of our Botanic Gardens of Sydney sites;

1. Royal Botanic Garden Sydney and the Domain
2. Blue Mountains Botanic Garden, Mt Tomah
3. Australian Botanic Garden, Mt Annan

The induction covers important venue information you need to know whilst you are on site.



Primary duty of care

As the Event Organiser, you have the primary duty of care and must ensure the health and safety of workers/suppliers you have engaged

- workers carrying out work who are influenced or directed by you, such as contractors
- visitors and the public

As the Event Organiser it is your responsibility to pass on induction content relevant to the nature and area of work and then ensure that everyone working on the event adheres to these safety and operational requirement.

The Environment – Trees

Our venues are fragile and protected areas. During your time onsite, we ask that you help us take care of this important place.

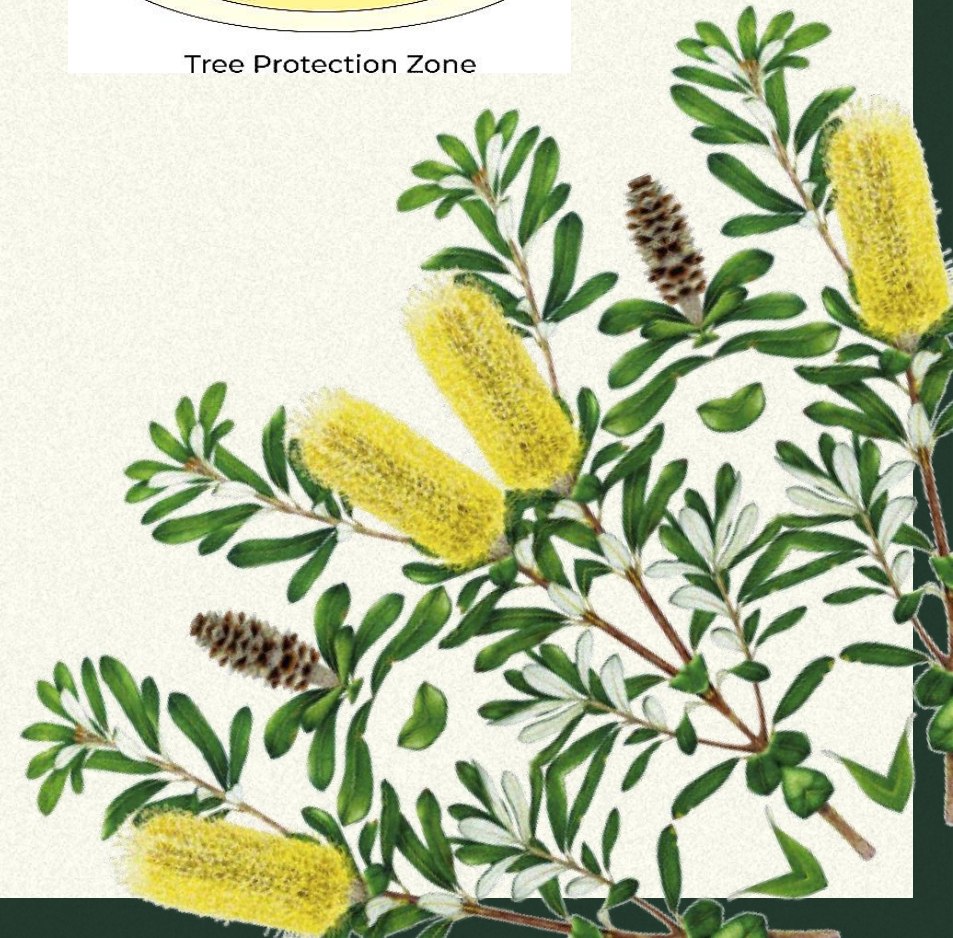
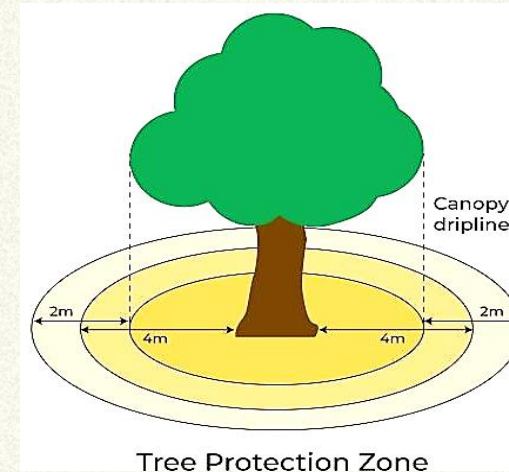
Our Living collection, trees and vegetation have high conservation value. You **MUST** consider appropriate measures in your event planning to ensure the protection of the trees on site.

A Tree Protection Zone (TPZ) is a designated area around a tree that is to be protected during high impact activity to protect and preserve a tree's roots and soil. In most cases, the TPZ is the width of the tree canopy. The TPZ must not be interfered with at any time.

During your time on site;

DO NOT

- **place any infrastructure within the TPZ**
- **interfere with any trees on site**
- **interfere, cut, break, snap, or tear any part of any tree, including branches and roots**



The Environment – Turf

Every effort must be made to minimise the impact of your event on the turf (grass). During your time on site;

During your time on site Do Not

- Dig or cut into turf
- Drive on grass without appropriate grass protection
- Peg into the ground unless you have permission to do so
- Dump ice onto the grass.



The Environment – Infrastructure

Many buildings, monuments, statues and sandstone pieces (including walls) are heritage listed. They are very expensive to replace or repair.

During your time on site; DO

- Take special care around all infrastructure
- Follow the vehicle guidelines, including using a spotter / escort when moving around site and always give way to pedestrians
- Report any damage immediately to the Rangers
- Maintain approved vehicle speed of 10km/h or less.

DO NOT

- Reverse vehicles without carefully checking the immediate area
- Drive faster than 10km/h throughout the Garden.



Decorations, Equipment & Furniture

The following items are prohibited to maintain the peaceful environment and enjoyment of all guests and minimise damage to the venue.

- Shade structures and pop-up marquees (unless prior approval given)
- Balloons (unless prior approval given)
- Candles
- Bat and ball games
- Party streamers and confetti
- Sparklers
- Fireworks (unless permit issued for commercial operations)
- Firearms
- Inflatable structures
- Fires (including kerosene lamps)
- Bamboo torches
- Drones (unless permit issued for commercial operations)
- Animals.

You will be requested to remove any unauthorised equipment by Rangers. If unsure, please check with Venue Staff at the relevant Garden

Housekeeping

- Work Areas: All work areas must be kept clean, tidy and clear of hazards always.
- Exclusion Zones: All appropriate measures must be taken to ensure the safety of staff, visitors and members of the public whilst works are in progress. This includes barricading the event site and work areas from the general public and using signage to redirect pedestrians if appropriate
- Waste management: it is your responsibility to ensure all waste is placed in the allocated bins throughout the site. Please use recycling bins where appropriate. You are required to remove any oversized rubbish from site.
- BBQs are only permitted in some locations across our sites. Please refer to location specific FAQs for detail.
- Hot oil, hot or frozen liquid from the BBQs must be taken with you when you leave.
- The lighting of fires and use of fire fuelled cooking utilities such as (but not limited to) woodfired pizza ovens, is not permitted.
- The use of BBQs is not permitted on total fire ban days.
- Event sound and music is only permitted by approval.

Vehicles

- No driving or parking on grass unless by prior arrangement
- Turf protection, such as Track Mat, must ALWAYS be used for any approved vehicle movements on grass
- Pedestrians ALWAYS have the right of way
- Speed limit when driving off public roadways is 10 km/h at all times
- Hazard lights must be on when traveling through the Garden on shared paths. Not required on roads
- Drivers of vehicles (including plant) must not operate mobile phones or hand-held devices while driving within the Garden.
- All roadways are public roads are governed by the NSW Road Rules 2014, NSW Road Transport Act 2013 and Garden's Regulations.
- Vehicles must be escorted by the designated site staff when moving on site when not on public roadways. Escorts must be wearing high visibility clothing.
- No person is to ride on the outside or back of utility vehicles or trucks

Incident / Hazard reporting

You are required to report all known and observed hazards / injuries / incidents (including near misses) to your Garden's representative. This includes, but is not limited to:

- Injury to persons
- Identified hazards and near-miss incidents
- Damage to property
- Security incidents
- Emergency incidents
- Environmental incidents EPA
- SafeWork NSW 13 10 50
- Site Specific Duty Ranger
- **Life Threatening Emergency: DIAL 000.**

You must also report serious incidents to SafeWork NSW. Notifiable serious incidents are defined in the SafeWork NSW web site



BGoS Rangers

The Ranger Services team play a vital role in maintaining the safety, security and compliance of all on site. Our Rangers are here to assist, so please reach out to them in the first instance. Whilst the event organiser has the primary duty of care for their event operations and workers, our Ranger team provide support by:

- Checking contractors arriving at site have appropriate licences for the work to be undertaken
- Checking contractors are using the correct PPE
- Checking workers are following the approved Risk and Safety Management plan

(Warning: a serious breach of the above requirements may result in the Rangers asking you and/or your workers to leave the site)

- Provide basic First Aid
- Provide vehicle escorts
- Where previously approved, provide access to areas and buildings.

Rangers can be contacted on:

- RBG Rangers: 0419 270 279
- ABG Rangers: 0409 122 953
- BMBG Rangers: 0428 118 563



Code of Conduct

We require everyone to conduct themselves in a professional, respectful, honest, considerate and cooperative manner. Everyone who visits the garden either as a guest or to work on an event are expected to be friendly and polite while working on site, especially when interacting with members of the public. Please note the below expectations:

- Identify workplace hazards and act on safety risks while ensuring your own safety.
- That your capacity to perform your duties is not impaired by fatigue or the use of alcohol or other drugs that puts anyone's health and safety at risk.
- Everyone is entitled to be treated fairly and with courtesy and to feel safe and respected.
- Bullying, harassment and discrimination of any kind will not be tolerated.





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Royal Botanic Garden Sydney | Australian Botanic Garden Mount Annan | Blue Mountains Botanic Garden Mount Tomah | The Domain Sydney | Australian Institute of Botanical Science