

9/88 Dynon Road
West Melbourne
Victoria 3003
p: 03 9376 9500
f: 03 9376 9233
info@gigpower.com
www.gigpower.com



GIG **POWER** PTY LTD

ABN 92 052 306 706

Employee Induction Handbook

And

Terms and Conditions of Employment

Welcome.....

The owners and managers welcome you to the Gig Power 'family'.

Gig Power is a unique company in that the relationship between employee and employer is one of the strongest that you will ever experience.

The focus of the company is to provide a world class service to the entertainment industry. To do this, we must provide a safe and friendly working environment. This is a responsibility that everyone shares.

As Gig Power is a labour hire company, our biggest assets are the people working for us. It is very much in our interest to protect and develop these assets. We therefore, welcome and encourage input from our staff.

This booklet has been produced to help you identify procedures, hazards and expectations so that your employment is a rewarding experience.

Once again, welcome to the company. We look forward to working alongside you.

Mark 'Trogg' Svendsen
Director

Weasle Eicke
Manager

Joe Fogarty
Manager

Gig Power Code of Conduct

Introduction

The information contained in the following pages explains the responsibilities that are placed on each and every person whilst in the employ of Gig Power P/L.

These responsibilities are necessary so that the safety and reputation of everyone is preserved and promoted. Within this document, there are many references to safe working procedures. To be read in conjunction with this booklet, is the Safety Plan document that the company has developed. This document goes into more detail about safe working practices and the legal requirements as covered by Occupational Health and Safety Act 2004.

Gig Power endorses this legislation wholeheartedly and expects full and total adherence to it.

Other items on your general conduct include: Drugs and Alcohol, Punctuality, Behavior, Treatment of Property and Operation of Plant and Machinery etc.

The last section deals with manual handling. We have identified for you, the hazards that are involved with manual handling in general, as well as hazards that are particularly relevant to our industry.

It is of the utmost importance that you fully understand the contents of this, and the Safety Plan, document. If there is any questions, or if further clarification is required, it is your duty to ask.

If at this time, you do not have all the contact numbers for the directors and managers, please seek them now. On all occasions you will be working under the supervision of our client and our management may not be present. It is paramount that Gig Power and or the client are kept informed of any potentially dangerous situations and of accidents or incidents that directly or indirectly affect you or the company.

Terms and Conditions

Punctuality

You are required to arrive at least **15 minutes prior** to your call time, and to be ready to work at the nominated time. If you are to be late for any reason whatsoever, every possible attempt to contact management must be made. Late arrival will result in your pay being docked accordingly. Continued abuse will result in your dismissal.

Drugs and Alcohol

Non-prescribed drugs and/or alcohol are not permitted to be held or consumed at any prescribed workplace whilst you are in the employ of Gig Power P/L. It is not permitted to be working whilst under the influence of drugs or alcohol. Immediate removal from the workplace and possible dismissal will occur.

Smoking

Smoking is not allowed in any designated Non Smoking area. Smoking should not interfere in any way with your requirement to work, i.e.; leaving the workplace unless on a break.

Operation of Plant and Machinery

Only persons with suitable qualifications will be allowed to operate any plant or machinery. If any person, including a client, places undue pressure on you to do so, report the matter to Gig Power management as soon as possible.

Behavior

A calm and civil behavior is required of you at all times. Any actions or behavior that causes offence to fellow workers, clients or the general public, will not be tolerated. Your actions reflect on not only yourself, but on the company as well. Reputations take years to build, and moments to destroy.

Property

Any person caught removing, destroying or defacing any property not their own, will face the most serious of consequences. If there is any doubt about ownership of any property whatsoever, you will contact your crew boss or Gig Power management before removing or relocating such property.

Dress Standards

From time to time you will be required to wear corporate black attire. Any person who is asked to do so and fails to conform may be replaced and removed from the workplace. The wearing of any clothing that is considered offensive (e.g. slogan on shirt) will not be permitted.

Occupational Health & Safety

You are required to work in the safest possible manner so as to avoid injury to any person, including yourself. You are also required to immediately make your supervisor aware of any dangerous or potentially dangerous situation. The Gig Power Safety Plan details your responsibilities in this area. Foolhardy or dangerous actions will result in your removal from the workplace.

You are required to provide and be carrying the following PPE on ALL calls.

- **Hard Hats** – are required to be carried by ALL crew to EVERY call – no excuses. Failure to do so may result in being sent home without pay.
- **Safety Boots/Shoes** – are required to be worn by ALL crew on EVERY call regardless of where or when you are working. Failure to do so may result in being sent home without pay.
- **Hi-Vis Vests** – are required by ALL crew on EVERY call. Failure to do so may result in being sent home without pay.

Client Relations

For the purpose of this document, the word client shall refer to any of the following: the performing act, promoter, venue management, production company or direct client. These are the people that provide our employment. The channels of communication with these people need to be kept simple and straight forward.

Direct approach to any of these people should be made through either your crew boss or Gig Power management wherever possible. Under no circumstances whatsoever, will you enter into negotiations about money with the client. These enquiries will be directed to the crew boss or management. Any behavior toward, or in front of, a client, that unduly reflects upon Gig Power, will not be tolerated.

Wages

Our stagehand wage rates are broken up into 2 different time categories:

Day Rate (GT1)- 08:00 - 20:00

Night Rate (GT2) - 20:00 - 08:00

Sunday/Public Holiday Rate (GTSPH) - 00:00 - 23:59

We also have specialised rates for Steel Crew, EWP/Fork Operators, Truck Drivers, Spot Operators, Show Crew, Wardrobe Assistants, Seamstress and Stage Managers. Also, Sunday Rates and Public Holiday rates now apply. Please ask the office for the latest penalty rates.

If you do not perform to the high standards we expect on the GTA - Level 3 wage you can be dropped back down to Level B at any time. Indiscretions include, punctuality, no shows, showing a bad attitude, verbal or physical altercations and not adhering to a specific dress code.

Our Pay Period

Our pay week runs from Tuesday to Tuesday afternoon. The wages are then processed and will be deposited into your nominated bank account by Thursday afternoon.

No Show

If you fail to turn up to a call you have been booked for without giving reasonable prior notice you will be paid via cheque which can be picked up from our office, at which time you have the opportunity to explain your actions or lack thereof. We fully enforce a 3 strike policy - 3 No shows = No work!

Gig Diary and Reporting Your Hours Worked

We recommend all crew keep a record of where, when and how long you worked for so you can keep track of your hours and we can submit accurate information to our clients. Do not forget to take out any breaks. On larger gigs we will have a crew boss onsite that you MUST report to in order to be paid correctly. On smaller jobs this is not possible so we encourage everyone to call in your hours or log into our booking system at www.smartstaffsolutions.com (see FAQ section) and submit your hours. If any hours reported are misleading or false, you will be held accountable.

Manual Handling Procedures and Hazards

Potential Hazards

The most common hazards, or causes of injury, within our industry are the following:

Alighting from stages and truck ramps resulting in damaged or broken limbs.

Always use steps or ramps to alight from a stage or back of a truck. Do not jump under any circumstances. If necessary, take the long way around.

Injuries arising from crushing between equipment cases.

Familiarize yourself with your surroundings before attempting to move equipment. When working in a team, be sure that communication between all workers is maintained and that you are all working in unison. Work at a controlled and easy pace. Never rush.

Tripping on unsecured hazards.

Familiarize yourself with your surroundings, especially potential hazards that are on the floor. These hazards may include unsecured leads, open cable pits and drains. Place cable trays down wherever possible.

Head injuries caused by fixed or moving objects.

Always wear a hard hat whenever there are people working overhead, or when the risk of injury is present. Familiarize yourself with a working area before proceeding into it.

Injuries caused by working around moving vehicles.

Always wear a high visibility vest when working in areas where there is vehicle or plant movement. Make yourself and others aware of any vehicle movements, including impending movements, e.g.:
Truck reversing, forklift in area.

Exposure To Elements.

The wearing of appropriate apparel and sun cream at all times, is essential to prevent exposure to Sun, Wind, Rain or Cold.

Falling from Height.

When climbing always utilize safety lines, and harnesses. Persons remaining in trusses (follow spot operators etc.) are required to wear a safety harness and to affix them to a secure point.

Lifting injuries.

Lifting injuries can be minimized by employing correct techniques, or by utilizing the correct lifting equipment. See the following section for instruction on correct lifting techniques.

Correct Lifting Techniques and Procedures

The following points are designed to help you employ correct lifting techniques so as to eliminate or minimize injuries.

- Stretch and warm your body prior to undertaking any lifting.
- Bend your knees when lifting
- Hold the load close to your body
- Make sure you are aware of the weight of the load prior to lifting.
- Avoid long periods of repetitious lifting. Take breaks or rotate positions.
- Employ a lifting device, such as a forklift, wherever possible.
- If lifting causes any pain or discomfort, cease immediately.
- Inform your supervisor immediately if you suspect an injury.

Conclusion

We have a legal obligation to provide a safe working place for you. We also want to provide this safe working place. We demand total compliance with all the guidelines contained within this and the Safety Plan documents. In the pursuit of excellence and safety, the managers and owners of Gig Power will enforce these procedures. Please discuss or ask any questions regarding anything contained in either of these documents. Ignorance is no excuse. You are now required to successfully complete a questionnaire and sign the attached form indicating your understanding and acceptance of these documents.

Gig Power

Safety Assessment Questionnaire

Employee Name: _____ Date: _____

Please circle correct answer.

Forklifts May be operated by:

- a. Anyone directed to do so by the client.
- b. Only by the truck driver.
- c. Only by suitably licensed people when directed to do so.
- d. Only by those that feel capable of doing so.

Smoking is permitted in the back of trucks:

- a. When the truck is outdoors.
- b. At no time.
- c. When there is no-one else in the truck.
- d. When no-one else minds.

Direct approach to Gig Power clients may be made by the following:

- a. Anyone that wants tickets.
- b. The crew boss.
- c. Any person that wants to leave early.
- d. Any person that missed out on a T-shirt.

Safety is the responsibility of:

- a. Client.
- b. Crew boss.
- c. Yourself.
- d. Everyone.

Hard hats must be worn:

- a. If it is not too hot.
- b. If you have had previous head injuries.
- c. When risk of injury is present.
- d. When you remember to bring it.

Before moving heavy equipment, you should:

- a. Familiarise yourself with your surroundings and potential hazards.
- b. Have a rest.
- c. Go to the toilet.
- d. Have a cigarette.

Safety lines and harnesses need to be used.

- a. Whenever there is a risk of falling.
- b. Only if an audience is present.
- c. Between 08:00hrs and 2000hrs.
- d. Only on weekdays.

The safest way to leave the stage is to:

- a. Swing from a chain motor.
- b. Jump.
- c. Use the ramp or stairs.
- d. Stage dive.

You are required to be at work at least how many minutes prior to commencement:

- a. Two.
- b. Five.
- c. Sixty.
- d. Fifteen.

When should you wear a High Visibility Safety Vest.

- a. When it is dark.
- b. When there is the possibility of plant or machinery entering the work area.
- c. When you are cold.
- d. When you feel like it.

I have fully read and understood the Gig Power Employee Handbook and have received a copy for my own keeping

Signature: _____

Supervisor: _____ Passed: Yes/No

Pre Existing Injuries & Conditions Notification

Name: _____ Date: _____

Do you take any medication(s) used to treat any condition(s) that you may have? Yes/No

If yes, please provide details: _____

To your knowledge do you have any injury or condition that may require treatment Yes/No
while in the employ of Gig Power?

If yes, please provide details: _____

To your knowledge do you have any injury or condition that may be exacerbated by Yes/No
your duties at Gig Power?

If yes, please provide details: _____

To your knowledge is there any provision that needs to be made to ensure your work Yes/No
environment is safe for you?

If yes, please provide details: _____

I certify that the answers herein are correct to the best of my knowledge. I understand that if I have knowingly provided false or misleading information the provisions of the Accident Compensation Act may result in WorkCover being able to deny liability for any reoccurrence, aggravation or exacerbation to a pre-existing injury, illness or condition that may arise out of or in the course of my employment with Gig Power P/L.

Signed: _____