



CODE OF CONDUCT – FILMING, PHOTOGRAPHY & PROMOTIONS

APPLICANT: - PHOTOGRAPHERS, MEDIA, PROMOTIONAL PERSONNEL, VOLUNTEER COLLECTORS AND ENTERTAINERS

INTRODUCTION

- This “Code of Conduct for Filming, Photography & Promotions” (“Code of Conduct”) is intended to ensure that all Applicants comply in all respects with the obligations placed on employers and employees pursuant to the Occupational, Health Safety & Welfare Act, 1986 (“the Act”), amended 1985.
- Compliance with the Code of Conduct is an essential condition to receiving approval to conduct your intended activity.
- It is the responsibility of the Applicant to ensure that all individuals including volunteers, employees, agents, entertainers, subcontractors thereof are familiar with the terms of the Code.
- The Public Transport Services Division (PTS) are entitled to instruct the Applicant to immediately cease activity where:
 - * a violation of the Code of Conduct is determined by PTS to have occurred, notwithstanding any contrary view held by the Applicant.
 - * a default notice, prohibition notice, improvement notice or other notice pursuant to the Act has been served on PTS in connection with activities undertaken by the Applicant.
 - * PTS has been notified, pursuant to the Act, of a contravention or possible contravention of the Act in respect of the performance of activities by the Applicant.
 - * there has been a breach of PTS policy/procedures/guidelines.

1. GENERAL OBLIGATIONS OF APPLICANTS

- 1.1 All Applicants must have public liability cover of at least \$20,000,000.
- 1.2 All activities conducted by Applicants shall be in accordance with:
 - a) the Occupational Health, Safety and Welfare Act, 1986, amended and Consolidated Regulations 1995 there under
 - b) relevant Australian Standards
 - c) the PTS Occupational Health & Safety Policies & Procedures
 - d) the “Code of Conduct Filming, Photography & Promotions”
 - e) relevant Acts, Regulations and Rules relating to the safety and the lawful requirement of Public, Municipal and other Authorities.
- 1.3 It is the responsibility of the Applicant to ensure that all volunteers, employees, agents, Entertainers, subcontractors thereof is familiar with the terms of the Code of Conduct.
- 1.4 All Applicants are to wear photographic identification pertaining to their company to confirm their identity.
- 1.5 Applicants may be required to produce a copy of the approval form should they be approached by a PTS staff member. Please ensure they have a copy with them throughout the course of the activity.

- 1.6 Applicants must agree to notify the nominated PTS liaison contact of any risks / incidents / injuries occurring during the course of the activity.

2. GENERAL SAFETY

- 2.1 Applicants must notify the PTS liaison contact of any events or circumstances they consider dangerous to personnel / volunteers, PTS employees or the general public as soon as reasonably possible.
- 2.2 All manual handling must comply with regulations under the Occupational Health, Safety and Welfare Act 1986 and Code of Practice for Manual Handling.
- 2.3 No chemicals can be used in or around the work area without prior consent from the PTS liaison contact, and relevant Material Safety Data Sheets must be provided.
- 2.4 Applicants shall ensure the provision of adequate first aid materials pursuant to statutory requirements of the Code of Practice for First Aid.

3. EMERGENCY EVACUATION AND FIRE PROCEDURES

- 3.1 Upon hearing an emergency or fire alarm, all persons must immediately vacate the area / building / vehicle by the nearest and safest exit. An announcement will be made when it is safe to re-enter the area / building / vehicle.

4. INCIDENT REPORTING AND INVESTIGATION

- 4.1 Applicants shall:
 - (a) immediately report to PTS all incidents occurring at a PTS site in connection with the performance of the persons
 - (b) maintain detailed and timely records of any incidents and comply with any Regulations in response to the recording and reporting of incidents and make those records available to PTS whenever requested and shall permit PTS to photocopy any such records;
 - (c) investigate all incidents and implement necessary preventative action to minimise recurrence of injuries; and
 - (d) notify the PTS contact liaison person and Department for Industrial Affairs of any dangerous occurrences as defined under Regulation 6.6.1 of OHS&W Consolidated Regulations 1995.

5. PERSONAL BEHAVIOUR

- 5.1 Applicants must exercise due care at all times.
- 5.2 Any promotional material distributed or activities conducted must be in a manner so as not to bring disruption to PTS customers or members of the general public.
- 5.3 Applicants must comply with all instructions given by PTS employees or Police Officers.
- 5.4 The use of alcohol and drugs is prohibited on PTS property / vehicles other than approved and licensed social circumstances. No person is permitted to enter PTS premises/vehicles in an intoxicated condition, or with intoxicating liquor or drugs in their possession.

- 5.5 When working on PTS property / vehicles, Applicants must recognise that all are considered smoke free zones.
- 5.6 Fighting, skylarking and any behaviour considered inappropriate by PTS is forbidden.
- 5.7 Interference with PTS equipment is not allowed and no person is permitted to operate or interfere in any manner with equipment which he or she is not authorised to use, operate or work upon. No person shall interfere with or use emergency safety equipment, except for legitimate emergency requirements, or with the approval of the responsible PTS contact liaison person.
- 5.8 The promotion / activity / performance shall be conducted at all times in an orderly manner and any noise levels should be kept to a reasonable level so as not to inconvenience the nearby PTS employees, customers, retailers or passersby.

6. EQUIPMENT

- 6.1 All equipment required when undertaking the activity is the responsibility of the Applicant which includes:
 - provision of plant and equipment.
 - training and/or instruction in the use of the plant and equipment.
 - maintenance of plant and equipment.
 - records of maintenance and repairs of the plant and equipment.
 - safe storage and protection of the plant and equipment.
 - replacement of any plant and equipment.
 - provision of training, information, and instruction on and maintenance of any Personal Protective Equipment required when using any plant and equipment.
- 6.2 All equipment and Personal Protective Equipment must at all times meet any legislative requirements, Australian Standards or Codes of Practice as directed in any legislation (ie Occupational Health & Safety Act and Consolidated Regulations).
- 6.3 Protected power boards with automatic shut off circuits, which meet Australian Standards, must be used between all power sources and electronic equipment, tools and machinery.
- 6.4 Only a licensed forklift operator may drive or operate a forklift. Other lifting equipment must have an operator with adequate training and experience in control. A copy of licences required to use any of this equipment must be provided to PTS prior to the commencement of the activity.

7. HOUSEKEEPING

- 7.1 Disposal of all rubbish including excess samples, is the responsibility of the persons conducting the promotion / activity / performance.
- 7.2 Passageways and access to safety and fire protection equipment must be kept free at all times.
- 7.3 Any person who causes a spillage is responsible for ensuring that it is cleaned up. Applicants are to notify the PTS contact liaison immediately they either cause or discover a spill.

8. SIGNAGE

- 8.1 All approved signage should be placed so as not to bring disruption to PTS employees, customers, retailers, the general public, and PTS services.
- 8.2 All signage is to be removed on completion of the promotion / activity.
- 8.3 No offensive or politically motivated signage is allowed.

9. LOCATION OF ACTIVITIES

- 9.1 All activities including photographer / filming / promotions / car lotteries / charity collections in the Adelaide Railway Station will be conducted in an area mutually agreed between PTS and the promoter.

10. VEHICLES

- 10.1 No parking is provided specifically for Applicants.
- 10.2 In the event that vehicle access into the Adelaide Railway Station is required (for example for a car lottery), PTS personnel will arrange for the glass doors at the northern end of the Station to be opened.
- 10.3 Motor vehicles approved to be brought onto PTS property shall be parked at all times in the designated area only as directed.
- 10.4 Motor vehicles, trailers and other driven equipment shall, at all times, be operated in a safe manner.
- 10.5 Applicants will only drive or operate a vehicle if appropriately licensed to do so.