

# SOLOTEL

## WORKPLACE HYGIENE STANDARDS – ENTERTAINMENT

All workers have a duty to take reasonable care for their own and others' health and safety. This is inclusive of contract workers (i.e. security, cleaners etc). The following procedures have been outlined to ensure there is clarity on the level of responsibility for each worker.

Please read the below and tick to indicate you understand each standard, before signing.

### TOP 3 WAYS TO STAY SAFE

- Hands are to be thoroughly washed and sanitised at regular intervals and immediately after using the bathroom, handling food, disposing of waste, touching money, touching face or coughing/sneezing.
- Routinely clean all frequently touched surfaces in the workplace – e.g. workstations, DJ booth, decks, microphone and stand, counters & benches with provided sanitizer spray;
- Avoid unnecessary contact with public and Solotel staff, and be sure to wash hands thoroughly after any interaction.

### PERSONAL HYGIENE

- I understand the correct way to wash hands: Using warm water and soap, rub your hands together, covering all surfaces including back of your hands and between your fingers. Rub together for 20 seconds, then rinse your hands ensuring you remove all soap.
- Anything brought on site (e.g. clothing, equipment etc) must be sanitary.
- Always use appropriate PPE (personal protective equipment) if applicable;
- Avoid unnecessary contact with peers – e.g. handshakes, high fives – and ensure all parties wash and sanitise hands after each interaction if contact is necessary;
- Avoid touching your face (eyes, nose, mouth) as much as possible;

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- Always cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available);
- Food should never be consumed over surfaces – e.g. bar, kitchen benches and pass;
- Gloves should always be removed, discarded and replaced after handling raw food, disposing of waste, touching money, touching face/coughing/sneezing;
- Always cover cuts or abrasions with authorised food-safe dressings available in venue;
- Gloves are provided to be worn to eliminate the need to directly touch high risk items (handling food, bank notes, used glassware etc) – ensure you have thoroughly washed your hands both prior to putting on and removing gloves.

## WORKPLACE HYGIENE

- If area allocated to you is not clear of cutlery, crockery, glassware and other items on your arrival to set up – please refrain from moving these items and instead ensure a staff member does this for you also sanitising the area once cleared;
- Ensure all surfaces with the space allocated are cleaned and sanitised on your arrival and before departure, with sanitising items provided, including any equipment and devices you bring with you;
- Please return any cutlery, crockery and /or glassware you have used to the service area once finished;
- If utilising Solotel owned equipment (e.g. microphones, stands, speakers etc) please ensure to clean and sanitise throughout use and before leaving;
- If utilising a storage area/band room within a venue, please ensure the space is left clear and clean on leaving;
- **IMPORTANT TO NOTE:** These checklists are legally binding documents, so agreeing you understand these standards set out and not fulfilling them is not only a hygiene risk but also a breach of policy and your obligations under the WHS Act 2011.