

ASIAN FASHION & BUSINESS CONFERENCE

17-19 MARCH 2025 PLAZA AUDITORIUM
BRISBANE CONVENTION & EXHIBITION CENTER

Occupational Safety and Health Compliance (OSHC) Induction Guide

Asian Fashion Business Conference 2025

1. Introduction

This Occupational Safety and Health Compliance Induction Guide outlines the health and safety requirements for all volunteers participating in the Asian Fashion Business Conference 2025. Volunteers play a crucial role in ensuring the smooth operation of the event while maintaining a safe and secure environment for attendees, staff, and other volunteers.

All volunteers are required to complete this induction process before the event and confirm their understanding of their responsibilities. By participating as a volunteer, individuals agree to comply with all Occupational Safety and Health regulations, event policies, and emergency procedures outlined in this document.

2. Volunteer Responsibilities

All volunteers must:

- Complete the OSHC induction training and confirm their understanding before the event.
- Follow all safety instructions from event coordinators, security staff, and venue officials.
- Adhere to the event schedule and complete assigned tasks responsibly.
- Report any hazards, safety concerns, or incidents immediately to the designated event manager.
- Maintain a professional and respectful attitude when engaging with attendees, guests, and fellow volunteers.
- Refrain from unauthorised access to restricted event areas.
- Comply with all local workplace health and safety regulations applicable to public events.

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- Ensure proper hygiene when handling materials, equipment, or working in food service areas.

3. Event Safety and Security Guidelines

3.1 General Safety Protocols

- Be aware of surroundings and potential hazards.
- Keep walkways, emergency exits, and fire safety areas clear at all times.
- Avoid running or engaging in unsafe behaviour within the venue.
- Use caution when handling heavy equipment or setting up materials.
- Do not leave personal belongings unattended in the event space.

3.2 Personal Protective Equipment Requirements

Depending on assigned roles, volunteers may be required to wear specific Personal Protective Equipment, including:

- Closed-toe shoes, which are mandatory for all volunteers.
- High-visibility vests for volunteers assisting with logistics and venue setup.
- Gloves or masks when handling food, event materials, or waste.

Volunteers assigned to outdoor tasks should ensure adequate sun protection by wearing hats and sunscreen and staying hydrated.

4. Emergency Procedures

4.1 Fire and Evacuation Procedures

- In case of fire, evacuate immediately via the nearest exit.

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- Follow official emergency exit signs and proceed to the designated assembly point outside the venue.
- Remain calm and wait for instructions from security personnel or event staff.
- Do not use elevators during an evacuation.

4.2 Medical Emergencies

- Contact event first aid staff in the venue or notify the nearest event coordinator immediately.
- If an individual is in distress, do not move them unless there is an immediate danger.
- Provide basic assistance only if trained and wait for emergency responders.

4.3 Lost Persons and Security Incidents

- Report any lost persons, security threats, or suspicious behaviour to event security immediately.
- Volunteers must not attempt to handle security issues independently and must defer to trained professionals.
- If a lost child or vulnerable individual is found, escort them to the event information desk and notify security immediately.

5. Incident Reporting and Hazard Management

All volunteers must report:

- Any accidents or injuries to event management.
- Any unsafe conditions, such as broken equipment or blocked exits.
- Any guest behaviour that may pose a security risk.

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5.1 Reporting an Incident

- Inform the nearest event supervisor or security personnel.
- Provide clear details, including location, nature of the incident, and individuals involved.
- Fill out an incident report form if required.

6. Workplace Specific Induction Checklist

Before beginning their roles, all volunteers must receive an induction covering the following:

- Venue layout, exits, and emergency assembly points.
- Workplace hazards and control measures.
- Event safety policies and procedures.
- Designated supervisors and reporting lines.
- Proper use of personal protective equipment, if applicable.
- Security procedures and restricted areas.
- First aid facilities and incident reporting.

7. Code of Conduct and Commitment Agreement

All volunteers must adhere to the following code of conduct:

- Maintain a professional and respectful attitude when engaging with event participants, staff, and guests.
- Arrive on time and complete assigned tasks responsibly.
- Keep all event-related information confidential.

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- Acknowledge that volunteer event tickets are non-transferable and may not be resold or given to another individual.

Any failure to comply with event policies, health and safety regulations, or professional conduct standards may result in immediate removal from the volunteer program.

8. Acknowledgment and Confirmation

By signing this document, I confirm that:

- I have completed the OSHC Induction Guide and understand all safety requirements.
- I agree to comply with all event regulations, security measures, and emergency procedures.
- I acknowledge that my volunteer event ticket is non-transferable and cannot be resold.
- I commit to performing my volunteer duties professionally and responsibly.

For any questions or additional support, volunteers may contact the event organisers at enquiries@asianfashionweek.org