

SOP #01 Turnstiles



ONLY TRAINED AND AUTHORISED OPERATORS TO USE THIS MACHINE

1.0	SAFE OPERATION:		
	- All staff to complete venue specific Induction. Conduct Pre-start Inspection; - Identify Internal and remote Shut-off switch before use. - Report any identified Hazards / Risks / Faults to the venue management and Ticketek IT Operations Manager immediately; Please note:- In most instances Turnstiles are the venues equipment and therefore the venue is responsible for damage, maintenance and repairs to the turnstiles. If you are unsure if this applies to your venue please seek approval from your Line Manager.		
2.0	OPERATIONAL RISK ASSESSMENT:		
	Hazards	Risk Class	Safety Controls:
	Electric Shock / Electrocution: □ Power Surge □ Faulty Equipment	Moderate	□ Ensure any live power lead is suspended from the ground by insulated hooks / materials; □ If Power lead is run along the ground ensure that it is sufficiently protected and doesn't present a trip hazard to patrons or staff. □ Ensure all Operators are suitably training in the use and emergency shutdown of the turnstile. □ Ensure turnstile is inspected, tested, and tagged on a 3 monthly basis by a suitably qualified person and that the tag is current; □ Ensure all RCDs are maintained, and electrical equipment is suitably tested, tagged with label readily identified.
	Amputation / Laceration / Crushing Wound: □ Moving Mechanical Components	Moderate	□ Ensure Protective Guard is in place, operational and has not been tampered with; □ Keep fingers, other body parts and any clothing and jewellery away from moving parts. □ Be aware of sharp edges. Internal components may be burred, sharp or rough.

Safe Operating Procedure: Turnstiles

SOP #01 Turnstiles

		- Remember that a turnstile arm will only turn in one direction. Take care to avoid trapping parts of your body or clothes. - Report faulty equipment / plant immediately to the Team Leader;
Muscular Skeletal Injuries: Lifting / Carrying	Moderate	- Ensure workers do not lift more than 25kg at each time, dual lifting as required; - Always lift or move a Turnstile as part of a team. Never try to lift a turnstile by yourself. - Ensure worker's fatigue is monitored and rotate persons from each respective post if necessary.
Tripping & Slipping: - Power leads on floor - Litter build up	High	- Ensure any live power lead is suspended from the ground by insulated hooks / materials; - If Power lead is run along the ground, ensure that it is sufficiently protected and doesn't present a trip hazard to patrons or staff. - Ensure work area is clear of any ticket stubs or other litter.
Excessive Noise Levels - Crowd Noise - Background Concert Noise	Moderate	- Ensure worker's noise exposure is monitored and rotate persons from each respective location. - Ensure workers wear suitable hearing protection (PPE).

TEG-WHS-SOP-08 / v1
(UNCONTROLLED IF PRINTED)

Page 1 of 2

3.0	STAFF TRAINING -Areas of Ticketek Access Control Operations that staff are briefed on prior to commencing works include points listed below.
	Event days - Turning a single turnstile\Pedestal\Hand Scanner on or off - Replacing a hand scanner battery - Instructed visually as to what Ticketek / IT staff do and do not touch- Location in Turnstile of Power button - Manual turnstile counter reset. Non-Event days - Removing / Installing turnstile head units
4.0	MANDATORY PPE REQUIREMENTS
	N/A
5.0	EMERGENCY EQUIPMENT REQUIREMENTS
	- Shut-down / Isolation 'Lock-out Station' Tags - Fire Extinguisher - Operational RCD

CONFIRMATION OF TRAINING & INDUCTION:

SOP #01 Turnstiles

DOES THE INDUCTEE REQUIRE AN INTERPRETER? (Circle Response)	Yes	No
---	-----	----

If 'Yes'; the Interpreter shall read and acknowledge the following statement:

I confirm that I have, to the best of my ability, accurately interpreted the above Safe Operating Procedure requirements to the Inductee as named below.

Interpreter's Full Name (Print):	Date:
Interpreter's Signature:	

After completing the training (with or without an Interpreter), the Inductee shall read and acknowledge the following statement:

I confirm that I have been instructed and trained on the above Safe Operating Procedure, that I understand its requirements and agree to follow these operating requirements when working with, or near this equipment.

Inductee's Full Name (Print):	Date:
Inductee's Signature:	

Trainer's Full Name:	
----------------------	--