PERTH POP-UP MOVIES

SAFETY DOCUMENT

GENERATOR AND BATTERY INVERTER HIRE
PERTH, WESTERN AUSTRALIA

Generator and Battery Inverter JSA

How we hire out petrol generators and battery inverters, and what we require when they are set up and used: our checks, our handover, the setup procedure, stop work rules, emergency steps and the hazards we have assessed.

HIRE COMPANY
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ISSUED
November 2026 · Version 1
Next review November 2027 (or after any incident or equipment change)

01 About This Procedure

This procedure covers the petrol generators and battery inverters we hire out to power outdoor cinemas and events: what we check before a unit leaves us, what we hand over, what we require when it is set up and used, and what happens if something goes wrong. Most hires are set up and run by the hirer's crew. Where we set up a unit ourselves, our crew follows the same steps and our crew leader acts as the site supervisor.

- We, us and our mean Perth Pop-Up Movies.
- The hirer is the person or organisation hiring the generator or battery inverter.
- The site supervisor is the person the hirer names to be in charge of the power setup on the day.
- The cordon is the area around the unit and its leads that people keep out of.
- Take 5 is a short site check before work starts: stop, identify the hazards, assess the risk, control them, then proceed or stop work.

02 Why We Have This Procedure

A generator or inverter puts fuel, hot parts, exhaust and electricity in the middle of an event. The main hazards are carbon monoxide, electric shock, fire and burns, and each of them can be controlled with the steps in this procedure.

> **The three rules we hold every job to**
>
> Generators run outdoors in open air only, never under cover. Every outlet is RCD protected and each unit runs from its own earth spike. Refuel only when the engine is stopped and cool.

If your event is open to the public, your council may also require a Form 5 Certificate of Electrical Compliance under the Health (Public Buildings) Regulations 1992, completed by a licensed electrician who attends site. We arrange the electrician and charge the Form 5 fee, which is set out on our generator hire page.

03 What We Check Before a Unit Leaves

We check every unit before delivery or pickup. We check that:

- a petrol generator starts and runs smoothly, with guards in place and no fuel leaks
- oil and fuel are checked, and fuel is supplied in closed, approved containers
- the battery inverter is fully charged, undamaged and its enclosure is closed
- the earth spike, earth lead and RCD protected outlets are present and the RCDs trip on test
- leads and outlets are undamaged, rated for the load, and the test tag is in date
- a dry powder extinguisher and a spill kit go with every petrol generator
- servicing and maintenance are up to date, as the manufacturer or a competent person recommends

A unit that fails any check does not go out.

04 What We Hand Over

With every unit we give the hirer:

- the manufacturer's manual for the unit, or we explain its operation to the person who will run it
- the rating of the unit, and what it can and cannot be connected to
- a handover demonstration of starting, stopping, refuelling safely and testing the RCDs
- this procedure

If nobody on site is able to run the unit safely, we ask the hirer not to run it and to call us on 0433 951 928.

05 Setup We Require

Before the unit is started, the hirer's crew:

1. confirms the person running the unit knows how to start, stop and shut it down in an emergency
2. completes a Take 5 site assessment
3. places a petrol generator outdoors in open air, on level ground, with the exhaust pointing away from people, tents, windows, vents and doors, and never under cover
4. uses the battery inverter in place of a generator wherever a generator cannot be placed safely
5. drives the earth spike for the unit and checks the earth lead is connected
6. checks the connected load is within the rating of the unit
7. inspects the leads, runs power only through RCD protected outlets and tests the RCDs
8. keeps leads and joins off wet ground and puts cable covers across any walkway
9. keeps a dry powder extinguisher within 5 m and a spill kit on hand for petrol generators
10. sets up a cordon around the unit and briefs the event organiser on the no-go zone

The site supervisor confirms these steps before the unit is started. If the supervisor set up the unit, a second person checks them.

DURING THE EVENT

A named person watches the unit and the cordon throughout the event. The unit, leads and fuel are checked at least every hour, and work stops as set out in Section 07 if anything changes.

WHEN FINISHED OR NOT IN USE

The engine is stopped and left to cool before it is moved or refuelled. Fuel is stored closed and away from heat and the crowd.

06 The Toolbox Talk We Ask For

We ask the hirer's crew to hold a short toolbox talk before anyone touches the unit. It takes about five minutes and covers:

1. Why we are talking. Generators and inverters put fuel, hot parts, exhaust and electricity in the middle of an event. The serious hazards are carbon monoxide, electric shock, fire and burns.
2. The three rules. Generators run outdoors in open air only. Every outlet is RCD protected and each unit has its own earth spike. Refuel only when the engine is stopped and cool.
3. Where is the unit, which way does the exhaust point, and how far is it from tents, vents and the audience?
4. Who knows how to shut it down in an emergency? Anyone unsure does not run it alone.
5. What do we do if someone feels dizzy near the engine, or the RCD trips? The answer is in Section 07.
6. Questions. The hirer keeps a record of who attended.

07 Stop Work

Anyone on site can stop the job. The crew stops and clears the area if any of these happen:

IF	THEN
Anyone near a running engine has a headache, dizziness, nausea or confusion, or you smell exhaust inside a tent or room	Move everyone into fresh air and shut the engine down. Call 000 if anyone is unwell. Do not restart the generator until it has been moved to open air and we have been called.
An RCD trips, or trips again after one reset	Do not bypass it and do not keep resetting it. Isolate power, look for a damaged lead, wet joint or overload, and call us on 0433 951 928.
A lead, plug or outlet is damaged or hot, or there is a burning smell	Isolate power if it is safe to do so, take the item out of use and call us.
Fuel spills or leaks, or fuel vapour is smelt	Stop the engine, keep ignition sources away, contain the spill with the spill kit and call us. Do not restart until the area is clean and dry.
Rain or water reaches the generator, inverter, outlets or leads	Shut down and isolate power. Keep the audience clear of the electrical parts until they are dry and checked.
Lightning is seen or thunder is heard	Shut down and isolate power if it is safe to do so, and move everyone to shelter in a building or vehicle until 30 minutes after the last thunder.

08 Emergency Procedures

- Fire. Call 000. Evacuate to the emergency assembly point the hirer has identified for the site. Use the dry powder extinguisher only if it is safe.
- Carbon monoxide. Move everyone into fresh air and call 000. Do not go back inside an enclosed space to look for a source.
- Electric shock. Call 000. Switch off the supply if it is safe to do so. Do not touch the person until power is isolated. Start CPR if they are not breathing and it is safe to approach.
- Burns. Cool the burn under running water for 20 minutes and call 000 for anything serious.
- Fuel swallowed or in the eyes. Call the Poisons Information Centre on 13 11 26, or 000 if the person is unwell.

09 Contacts and Incident Reporting

EMERGENCY	PERTH POP-UP MOVIES	WORKSAFE WA, 24 HOURS	POISONS INFORMATION
000	0433 951 928	1800 678 198	13 11 26

- The site supervisor notifies WorkSafe WA immediately after a death, a serious injury or illness, or a dangerous incident that exposes a person to serious risk, such as an electric shock, a fire or an explosion, and then tells us. Both the hirer and we may have a duty to notify, so neither waits for the other.
- Phone 1800 678 198 for a death, serious injury or illness, or a life-threatening dangerous incident. For any other dangerous incident, notify online at worksafe.wa.gov.au.
- The scene is left undisturbed, except to help the injured or make it safe.
- The hirer tells us the same day about any near miss. We record every report within 24 hours and keep records of every notifiable incident for at least five years from the day WorkSafe is notified.

10 Risk Matrix

All hazards in Section 11 are rated using the matrix below. Risk = Likelihood x Consequence. Catastrophic means a death or permanent disability. Major means a serious injury needing hospital treatment. Consequence is the most serious outcome that could credibly happen.

LIKELIHOOD (DOWN) AND CONSEQUENCE (ACROSS)	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
Almost Certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	L	M	M	H
Rare	L	L	L	M	H

- LOW. Acceptable. Routine controls apply.
- MEDIUM. Monitor. Specific controls required and recorded.
- HIGH. Active control required. The site supervisor confirms the setup steps in Section 05 before the unit is started.
- EXTREME. Do not proceed. Eliminate the hazard or relocate the activity.

Controls lower how likely a hazard is and how serious it could be. Carbon monoxide and electric shock can kill however carefully a unit is set up, so those hazards are only acceptable while every control is followed.

11 Hazards and Controls

Each hazard is rated before controls (Initial) and after controls are applied (Residual). The likelihood and consequence behind each rating are shown under it.

HAZARD	INITIAL	CONTROLS	RESIDUAL
Carbon monoxide Petrol engine exhaust collects in a tent, marquee, room or vehicle, or drifts to the audience: poisoning, death	**EXTREME** Possible, Catastrophic	Petrol generators run outdoors in open air only, never inside a building, tent, marquee, shed, vehicle or under any cover. Exhaust points away from people, tents, windows, vents and doors, as far from the audience as the site allows. Where a generator cannot be placed safely, such as an indoor or enclosed venue, we supply the battery inverter instead, which has no exhaust. Anyone with a headache, dizziness, nausea or confusion near a running engine moves into fresh air and the engine is shut down (see Section 07).	**HIGH** Rare, Catastrophic
Electric shock Damaged leads, wet connections, an unprotected outlet or a faulty earth: shock, electrocution	**EXTREME** Possible, Catastrophic	Every outlet is supplied through RCD protection. Each petrol generator and the battery inverter runs from its own earth spike. Leads and equipment are visually inspected before every use, removed from service if damaged, and test and tagged in line with AS/NZS 3760. Connections are kept off wet ground and clear of standing water. RCDs are tested with the test button before each event and are never bypassed or reset repeatedly after tripping (see Section 07).	**MEDIUM** Rare, Major
Fuel, fire and burns Petrol spilled or vapour ignited while refuelling, hot engine and exhaust: fire, explosion, burns	**HIGH** Possible, Major	Refuel only when the engine is stopped and cool, away from ignition sources, using a funnel and approved fuel containers, with a spill kit on hand. Fuel containers are kept closed and stored away from the generator, heat and the crowd. A dry powder extinguisher is kept within 5 m. Hot engines and exhaust are positioned where nobody can touch them and are fenced or cordoned.	**MEDIUM** Rare, Major

HAZARD	INITIAL	CONTROLS	RESIDUAL
Overload and cable fire Connected load above the unit's rating, coiled or undersized leads: overheating, fire, tripped power mid event	HIGH Possible, Major	The connected load is added up before the event and kept inside the rating of the unit. Leads are rated for the load and for outdoor use, and are fully unrolled when carrying load. Plugs are never piggy-backed and double adaptors are not used. If a lead, plug or outlet gets hot, power is isolated and we are called.	LOW Rare, Moderate
Battery inverter hazards Large battery bank: heavy, stored energy, heat or damage: burns, fire, shock	MEDIUM Unlikely, Major	The battery bank is charged before delivery. The unit is kept dry, out of direct heat and away from sparks and open flame. Covers and enclosures are left closed and nobody opens, modifies or short circuits the batteries or the inverter. A unit that is damaged, hot, swollen or smells strange is switched off, left alone and reported to us.	MEDIUM Rare, Major
Wet weather Rain or water reaches the generator, inverter, outlets or leads: shock, damage	HIGH Possible, Major	Forecast checked before the event. Electrical parts, outlets and joins are kept off wet ground and protected from rain and sprinklers. If rain reaches the electrical parts, the unit is shut down and isolated until it is dry and checked.	MEDIUM Rare, Major
Noise Engine noise over the film, or disturbing neighbours	MEDIUM Likely, Minor	The generator is placed as far from the audience and the neighbours as the site allows. Where noise matters, such as a wedding, a winery or a residential street, we offer the silent battery inverter at the same price.	MEDIUM Possible, Minor
Unit moved, tipped or struck Generator or inverter on unlevel ground, knocked or driven into: crush, fuel spill	MEDIUM Possible, Moderate	Units sit on level, stable ground, clear of vehicle routes, and are protected by the cordon. Cables are routed so they cannot pull the unit over.	LOW Rare, Moderate
Public and bystanders near the unit Audience or children reach the unit, hot exhaust or leads; trip hazards	HIGH Possible, Major	A cordon is set up around the generator or inverter and its leads, and the event organiser is briefed on the no-go zone before the audience arrives. Cable covers go across any walkway. A named person watches the unit and the cordon throughout the event.	MEDIUM Rare, Major
Manual handling during setup Lifting a generator, inverter, fuel containers or leads: strain, dropped items	MEDIUM Possible, Moderate	Nothing over 20 kg is lifted alone: use a trolley or lifting aid, or plan a lift with two or more people. Awkward, bulky or long carry items also get a second person or an aid. Correct lifting technique and regular breaks.	LOW Unlikely, Minor

12 References

Work Health and Safety Act 2020 (WA). Work Health and Safety (General) Regulations 2022 (WA). Health (Public Buildings) Regulations 1992 (WA), including the Form 5 Certificate of Electrical Compliance. AS/NZS 3760: In-service safety inspection and testing of electrical equipment and RCDs. AS/NZS 3002: Electrical installations, shows and carnivals. The manufacturer's manual for the unit.

Kaya. Nidja Whadjuk Noongar Boodja. We acknowledge the Whadjuk Noongar people as the traditional custodians of the lands on which we work, and pay our respects to Elders past, present and emerging.