

SOUTH GIPPSLAND SHIRE COUNCIL

# ArtCube Induction Checklist and Record



**ARTCUBE**



*South Gippsland*  
Shire Council

This checklist is a guide and record of the ArtCube Site Induction and User Orientation.

The completed induction is an essential part of the handover of the ArtCube assets from Council to the organisation for the duration of the agreed period and its activities. It includes identification of hazards, risks and control measures as well as essential safe operation information.

Both the user / organisation site representative and South Gippsland Shire Council representative must sign this document in agreement that it is a true record of the induction process.

When completed, ensure a copy is filled with the Partnering and Event Registration documentation.

**Activity Event Name:**

**ArtCube Site Location:**

**Organisation / User Name:**

**Contact Name:**

**Induction Conducted By:**

**Date Induction Completed:**

**Contact / User Signature:**

**Council Representative Signature:**

| Number | Items Covered   | Yes | No | N/A |
|--------|---|-----|----|-----|
| 1      | <p>The user and South Gippsland Shire Council representative have familiarised themselves with the site, where and how the ArtCubes are situated and discussed any key issues related to the site.</p> <p>This includes consideration of any issues related to:</p> <ul style="list-style-type: none"> <li>• Accessibility to the site / ArtCubes – public, all abilities, pathways etc.</li> <li>• Any gradient or rough surface issues or risks.</li> <li>• Any other structures, placing of external fittings or furniture such as seating, shelter etc.</li> </ul>  |     |    |     |
| 2      | <p>Have you discussed and clearly stated the structure of responsibility for the ArtCubes? This includes:</p> <ul style="list-style-type: none"> <li>• Sharing the contact details of the first community contact for the ArtCube in its current location.</li> <li>• Sharing the contact details of the Arts Development Officer and the Coordinator Arts, Culture and Visitor Economy.</li> </ul>   |     |    |     |
| 3      | <p>Have both parties reviewed the Event Site Plan and submitted it with the event registration?</p> <ul style="list-style-type: none"> <li>• Is it a true reflection of the site and ArtCube / amenity locations?</li> <li>• Does it need to be updated?</li> <li>• If yes, has this been done?</li> </ul>  |     |    |     |
| 4      | <p>Has the ArtCubes User Manual been provided to the user / organisation?</p>   |     |    |     |
| 5      | <p>Have you discussed how to use the ArtCubes in a safe manner, including:</p> <ul style="list-style-type: none"> <li>• Review, discuss and clarify any queries regarding the ArtCubes User Manual.</li> <li>• How to open, close and lock the container doors.</li> <li>• How to secure doors open.</li> <li>• How to use the lighting.</li> <li>• How to access the power points.</li> <li>• How to connect the ArtCube to an external power source (generator or mains power).</li> <li>• How to install the ramps.</li> <li>• How to set up / pack down any external chairs or other event / public furnishings.</li> </ul> |     |    |     |

| Number | Items Covered  | Yes | No | N/A |
|--------|--|-----|----|-----|
| 6      | <p>Have you discussed weather and other conditions that may impact using the ArtCubes in a safe manner, including when the ArtCubes must be closed and secured due to:</p> <ul style="list-style-type: none"> <li>• High wind (26 knots and over).</li> <li>• Heavy rain.</li> </ul>   |     |    |     |
| 7      | <p>Have users been trained to access the power box, and been familiarised with:</p> <ul style="list-style-type: none"> <li>• The timer function.</li> <li>• What is required to switch to generator or mains power.</li> <li>• The instruction manuals found on the inside door.</li> </ul>  |     |    |     |
| 8      | <p>If using external power, has the power source and method of supply to the ArtCubes been accessed for safety, including trip hazards associated with cables?</p>   |     |    |     |
| 9      | <p>Have users been familiarised with internal artwork installation options and limitations including:</p> <ul style="list-style-type: none"> <li>• How to safely affix hangers to walls.</li> <li>• How to safely affix hanging points to ceiling.</li> <li>• Weight limitations.</li> <li>• Tools / fixtures provided for safe installation.</li> <li>• Limitations on where fittings can be fixed.</li> <li>• Limitation on type of fittings, screws etc. (length).</li> </ul> |     |    |     |
| 10     | <p>Have both the user and South Gippsland Shire Council representative reviewed and familiarised themselves with:</p> <ul style="list-style-type: none"> <li>• The Event Emergency and Response Plan.</li> <li>• The Event Risk Management Plan.</li> </ul>  |     |    |     |
| 11     | <p>Have you shared the procedures for reporting incidents, injuries and hazards to the relevant contacts?</p>  |     |    |     |
| 12     | <p>Have you shown the user what to do in an emergency and identified the location of the:</p> <ul style="list-style-type: none"> <li>• Assembly point and evacuation route.</li> <li>• Closest medical facility.</li> <li>• Emergency access to the site.</li> <li>• Contact details of emergency services.</li> </ul>   |     |    |     |

| Number | Items Covered   | Yes | No | N/A |
|--------|---|-----|----|-----|
| 13     | Have you shown the user: <ul style="list-style-type: none"> <li>• The location of the first aid kit.</li> <li>• Discussed the use of the first aid kit.</li> <li>• Reviewed the Incident Report Form and process.</li> </ul>  |     |    |     |
| 14     | Have the user and South Gippsland Shire Council representative familiarised themselves with the location of and access to amenities (where relevant), including: <ul style="list-style-type: none"> <li>• Toilets.</li> <li>• Drinking water.</li> <li>• Lighting.</li> </ul> |     |    |     |
| 15     | Have you explained the ArtCube security procedures (if any)?  |     |    |     |
| 16     | Does the user have any further questions or need clarification on any points or topics?<br><br>If so, briefly list what was discussed or is still required below, or attach documents.  |     |    |     |

## SOUTH GIPPSLAND SHIRE COUNCIL

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