

Please read the following carefully. Breach or noncompliance with the below safety instructions will result in immediate termination of props hire appointment in progress and ban from MTC Props Hire.

Evacuation	
Upon entering the building, familiarise yourself with the Emergency Evacuation Procedures and maps found on every floor by the lift. The evacuation alarm can be identified by a "WHOOOP WHOOOP" type siren and/or red or orange flashing lights.	
In the case of an evacuation:	
a)	Immediately stop work and make your way to the entrance of the props store.
b)	Exit the building via the closest emergency exit unless directed otherwise by MTC staff.
c)	Area Wardens can be identified by a yellow or red hard hat. First aid officers can be identified by green hard hats.
d)	Once outside the building go directly to the meeting point at the park at the corner of Kings Way and Sturt Street (pictured below) and notify the receptionist of my presence and ensure your name has been marked off the sign in book to verify you have exited the building.
e)	Do not return to the building until the emergency is declared by the Building Emergency Controller to be over.

General Safety Guidelines	
Climbing on any items including, but not limited to; chairs, containers, or crates is strictly prohibited .	
Access to or egress through the Workshop is strictly prohibited .	
Do not lift any items you believe to be beyond your limit, ask MTC Props Hire staff for assistance if you require it. Assess the mobility of items during your booking and bring additional people to assist access to items and transportation of them during your appointment.	
Props are not permitted to be left cluttering aisles, walkways, or overhanging shelves, un-attended at reception, in the corridors, in front of Fire Equipment or in any way impeding access and egress within the building.	

Ladder Safety	
When using a ladder:	
a)	Ensure the ladder is on a flat, solid surface away from any doors.
b)	Do not overreach while on a ladder. Feet to remain flat on platform at all times.
c)	Do not have more than one person on a ladder at one time.
d)	Ask MTC Props Hire staff for assistance, if required.
e)	Always be conscious of MTC ceilings, building overhangs and fire services.