



## Occupational Health, Risk, Safety & Security Guidelines Manual

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# Introduction

The Victorian Arts Centre Trust recognises its responsibilities, both legal and moral, in providing a safe environment for its internal and external customers, being; employees, hirers, contractors, patrons and visitors. This guidelines manual is designed to provide a simple, "one stop shop", of identified issues that affect the management of providing for a safe and secure environment.

## Why it matters

The provision of a safe, secure and health workplace is paramount. Irrespective of the legal requirements, organisations have a moral requirement to ensure their staff, contractors and visitors are well cared for. It matters because our staff are our greatest asset. It matters because contractors and visitors to our environs deserve and expect to be able to work and visit without risk to their safety and health.

## What we want to achieve

The Trust's core statutory purpose is to enrich the lives of Victorians – culturally, educationally, socially and economically (Victorian Arts Centre Act 1979).

The roles that best fit the delivery of this manual are:

- provide leadership in the creation, production, presentation, promotion and advocacy of the performing arts
- increase accessibility to and enjoyment of the performing arts
- exercise responsible care and presentation of publicly owned cultural facilities

To achieve the aim of these roles the Arts Centre needs to identify risk, health, safety and security practices that promote leadership, culture, collective mindfulness and awareness. This manual only serves part of that purpose through the documentation of a preferred approach to each of the subject matter contained herein. Staff are encouraged to use their skills, knowledge and initiative when dealing with health, safety, security & risk challenges.

The education of the preferred approach and through contemporary methodologies in risk identification, assessment and control will assist in fulfilling the aims.

# Policy Administration

The manual contains the preferred approach to be taken with each identified subject matter. The manual will be subject to annual review and during that process changes to the content may be made. For this reason the cover page of the manual features a version number and date. This will alert the reader to the latest available release of the manual.

## Amendments and Additions

This manual is current at the time of release. Every effort has been made to ensure that the Acts, Regulations, and Codes of practice that are referred to are current. It is suggested that prior to quoting any of these documents, that research is conducted to ensure that the most current reference material is referenced.

The Arts Centre from time to time may release updated procedures and/ or policies to ensure that we are operating on best practice. These amendments will be versioned controlled and distributed to staff and contractors as required. This distribution will occur via an update on the intranet web link and/ or the all staff email facility.

All amendments will be included in the hard copies of the manuals located at the stage door in the Theatres, Hamer hall and Sidney Myer Music Bowl buildings.

# 1. Health, Safety and Risk Management

The risk management process utilises the application of logical and systematic approaches to achieve its objectives.

Under the direction of the Victorian Managed Insurance Authority, the VACT is required to comply with Australian Standards AS4360 Risk Management via the Victorian Managed Insurance Authority Act. The ability to successfully comply with AS4360 will ensure that the VACT is able to maximise its business opportunities by minimising its losses.

- Use accepted health, safety and risk management practices in order to identify, analyse, assess, treat, monitor and communicate risks within the workplace.
- Ensure that all employees, presenters and contractors are committed to the provision and maintenance of a safe environment.
- Ensure that the Victorian Arts Centre is a safe environment for employees, presenters, performers, contractors, visitors and customers.
- Ensure that health, safety and risk management is linked to VACT Corporate objectives, Business Plans, position descriptions and personal performance plans.
- Manage worker's compensation and rehabilitation in a manner consistent with industry best practice delivery standards.
- Identify and reduce the risk of all types of work activities that might produce personal injury or illness, damage to property or the environment and safety or security breaches, and ensure consultation with employees and specialists is undertaken to assist in eliminating and controlling identified risks.
- Identify and comply with all legislative requirements pertinent to the Arts Centre's operations.
- Provide plant, equipment, systems of work and a work environment that considers the physical and psychological requirements of the user groups.
- Provide information, training and supervision to increase understanding of workplace hazards and the development of safe working practices and emergency preparedness.
- Provide adequate systems and resources for health care, health promotion, injury and claim management, and rehabilitation.
- Protect all visitors to and performers in, the environs of the Arts Centre from any potential adverse health and safety effects associated with the operation of the Centre's activities or the use of its premises.
- Set short and long-term goals in occupational health and safety management and regularly audit and review performances against these goals.
- Allocate appropriate personnel and financial resources to meet health, safety and risk management requirements.

- Report on all aspects of health, safety and risk management to the Trust as required.
- Report on the progress of the Risk Management Policy to the Victorian Management Insurance Authority by 1 October each year.

Other information may be found by reading the following:

- Australian Standards AS 4804 & AS 4801 Health & Safety Management Systems
- Occupational Health and Safety Act 2004 (Victoria)
- Australian Standards AS4360 Risk Management
- Victorian Managed Insurance Authority Act 1996
- Workers Compensation Act 1985

## 2. Electronic Surveillance

All persons have a due expectation of their privacy; especially when conducting their activities in areas that would not be considered "a public place". In regard to employees in the workplace, such employees would expect; and should be made aware of; when, where and why they may be the subject of electronic surveillance; and whether or not such surveillance is for performance monitoring.

- The Arts Centre will not install surveillance equipment to record or observe a private activity.
- The Arts Centre will at all times utilise the provisions of overt surveillance for the random observation of safety and security strategies and matters within the workplace and within public spaces. In this context, public spaces means "where the public may reasonably expect to go to and to gather at various times".
- Covert surveillance may be considered; but only after and independent audit of such use if made verifying its justification; and then only within the parameters of current legislation.
- In regard to employees, electronic surveillance will not generally be used for performance monitoring, but where decided to use as such, clear notice is to be given to the employees concerned clearly indicating the reason of use, the dates and timings of such observation; and the duration of same.

The Arts Centre will also abide by the following parameters regarding electronic surveillance:

- Its use will not contravene the reasonable expectations of a person's privacy.
- It will be used for lawful purposes.

- It will not exceed the purpose for which it is intended.
- There will be in place a secure means of collection, storage and access of recorded material.
- Such systems will be available for inspection to regulatory and law enforcement agencies.
- That the collection of recorded material is used in a fair manner and with due regard to legislation; by authorised persons.

Other information may be found by reading the Surveillance Devices Act 1999 (Victoria).

### 3. Safety, Health and Environment Committee

In order to assist in the achievement a safer workplace; the outcomes of the committee shall be:

- to identify, investigate and recommend action on any matter relevant to making the Arts Centre a safer workplace.
- to ensure representation of the whole workplace, encourage broad participation, undertake its work promptly and efficiently; and to promote cooperation and consensual understanding across the organisation.

Additionally, the SHE Committee guidelines are as follows:

- Health and safety representatives (HSR) will be elected for a 3-year term.
- HSR's shall be elected to represent each Goal of the organisation. The HSR's should represent internal workgroups accordingly.
- Relevant accredited training will be provided for all HSR's; and such training providers can be selected by the HSR. Attendance at such training is paid accordingly.
- HSR's may nominate proxies to attend meetings or deal with matters where appropriate.
- Where HSR's are casual employees, attendance to SHE Committee meetings will be paid as a minimum call.

Other information may be found by reading the Occupational Health and Safety Act 2004.

## 4. Worker's Compensation and Occupational Rehabilitation

- Should injury or illness occur, the employer will provide support to the injured person during recovery and their return to work. Where possible, employees will be encouraged to remain at work on limited or alternative duties.
- It is the normal expectation and practice of the Arts Centre to offer Occupational Rehabilitation services where necessary to assist in preparing employees for the earliest return to their full duties.
- Employees will be fully advised of any changes to their rights and obligations under the Accident Compensation Act.
- All incidents that occur within the Arts Centre must be reported. Where injury or illness occurs; the employee has the right, without prejudice, to make a worker's compensation claim.
- If you wish to claim for compensation under Worker's Compensation, an Employee Claim for Compensation must be completed.
- Employees have an obligation to report any injury to the employer within 30 days of being aware of the injury. Failure to do so may jeopardise any claim for compensation.
- Where an injury or illness occurs; and where an opportunity exists; a return to work plan will be formulated by the Rehabilitation Coordinator.
- The occupational rehabilitation process will commence as soon, as is practicable after an injury in a manner consistent with the capability of the employee and medical judgement.
- As part of the occupational rehabilitation process and return to work plan, suitable duties will be provided for any injured worker complimentary to any temporary or permanent disability. If for any reason, this cannot be provided in the employees own department, attempts will be made to locate such duties elsewhere.
- Injured workers are encouraged to return to work as soon as possible (subject to medical opinion). This is normal practice and expectation.
- Where an external rehabilitation provider is required, the Arts Centre will assist in ensuring access to the injured or ill worker is available where required.
- Employees should advise their doctor that their employer has an Occupational Rehabilitation Policy and it is likely that the doctor will be contacted by the Rehabilitation Coordinator, to assist the employee in returning to work.

Other information may be found by contacting or reading the following:  
Contacting the Arts Centre's Worker's Compensation insurer; Allianz Worker's Compensation on 9234 3690. The Arts Centre's workplace number is: 1024522.

## 5. Weapons in Performances

Weapons are subject to strict legislative requirements that must be observed. These include knives, swords, firearms and like devices or equipment. The failure to do so would expose the Arts Centre and its employees to significant risk. Should a person, persons or company; be found breaching the relevant legislation, the Arts Centre have no option than to report the matter to the police.

- Hirers intending to bring weapons onto the premises must give at least five working days notice to the Safety Manager on (03) 9281 8157 or the Security Manager on (03) 9281 8500 via a Notification of Hazardous Performance Conditions form (Appendix 6).
- Approved firearms cabinets are located at each venue and are to be utilised for the security of firearms by the person in control of the firearm. The key to the cabinet will be issued to that person, and no control or access to the firearm will be available to the Arts Centre.
- In regard to the security of other weapons, it is anticipated that the presenter will ensure compliance is maintained.

Other information may be found by reading the following:

- Firearms Act 1996
- Control of Weapons Act 2000

## 6. Outdoor Work

Working in outdoor conditions and being exposed to the elements can cause discomfort; illness and injury. Managing the workplace when exposed to environmental elements is recognised as being very important.

The issue of heat or cold discomfort is not an issue of illness and is managed quite differently to this guideline.

Extended exposure to extreme hot or cold weather conditions can lead to heat or cold related illnesses such as: heat stroke; fainting in heat; heat exhaustion; heat cramps; skin rashes; heat fatigue; and hypothermia.

People with pre-existing medical conditions such as shown; may be more at risk of exposure from extreme weather conditions; and such persons should alert their manager or supervisor of their condition. Such conditions may include: asthma; heart ailments; high blood pressure; kidney conditions; and diabetes.

## Working in Heat

As the Arts Centre supplies appropriate personal protective equipment; and that most employees only undertake light or moderate workloads; employees should not suffer any heat-related illness during their work. Where someone suspects they are suffering; they should alert their manager or supervisor immediately.

- Personal sunglasses may be worn at all times when working in an outdoor environment, but they must be of clear lens design so that appropriate customer service can be provided by eye contact. The Arts Centre will supply these and can be requested through your business unit manager.
- Drinking water will be made available to all staff and resupplied as required. This will be in the form of bottled water for those who are in static positions. Running water will be available at all other times.
- First aid-qualified persons will be on-site at all times.
- Appropriate shade facilities will be made available where practicable; including a location for staff to rest during authorised periods of their shift; or when feeling the effects of heat.
- Staff will be rotated through different areas of the work environment so that they are not subject to "full sun" conditions for the duration of their shifts.
- Employees will be provided with the skills required to identify the symptoms of heat related illness. A description of such symptoms will form part of the pre-event briefing to staff.
- Where extreme heat has been forecast during an event; additional rostering should occur to ensure sufficient staff are available to allow for breaks.
- Up until the notification of "an extreme heat condition", normal breaks shall apply.
- The guideline for an extreme heat condition shall be when the official weather bureau measurement site indicates a temperature of 32C or greater with associated unfavourable humidity readings; in the Melbourne CBD locality at the time the outdoor work is being conducted.
- Alternatively the Arts Centre will endeavour at all times to utilise a Wet Bulb Globe Thermometer (WBGT) which is an internationally recognised manner of assessing environmental risk factors associated with heat stress. The temperature will be monitored throughout the event. This unit is held in the safety and security office.
- Upon the notification of an extreme heat condition, and upon observation and monitoring of heat stress symptoms; appropriate work and rest regimes will be implemented. As a guide a 10-minute break in every hour worked should be observed. If a person requires extra time to recover, this will be assessed at the time and granted where necessary.

## Working in Cold

Not only the ambient temperature will determine a cold environment, but also the effects of wind chill and the type of clothing worn. The majority of employees will be able to work without undue stress in temperatures experienced by the Arts Centre under normal working conditions.

- Appropriate protective personal equipment (PPE) shall be supplied, worn and utilised at all times when working in an outdoor environment. Shelter from the effects of wind chill will be provided where practicable.
- The guideline for an extreme cold condition shall be when the ambient outside temperature is less than 4C. Such temperature measurement shall be taken from the official weather bureau measurement site for the Melbourne CBD at the time the outdoor work is being conducted. The temperature will be monitored throughout the event.
- Upon the notification of an extreme cold condition; and upon observation and monitoring of cold stress symptoms; appropriate work and rest regimes will be implemented. As a guide a 10-minute break in every hour worked should be observed. If a person requires extra time to recover, this will be assessed at the time and granted where necessary.
- Employees will be provided with the skills required to identify the symptoms of cold related illness. A description of such symptoms will form part of the pre-event briefing to staff. This briefing will include the points as listed above.
- First aid-qualified persons will be on-site at all times.

## Working in Lightning

- Where, at the commencement of any outdoor work; storms or lightning has been forecast by the weather bureau; staff working in that outdoor area are to identify a 'safe structure' to be utilised should cessation of their duties be required. In all environs of the Arts Centre, a safe structure would mean a building; or alternatively in the case of the Bowl, under the canopy.
- When lightning is in the immediate vicinity, and where staff are working without supervision; they should take refuge in the identified safe structure.
- Where supervisors or management are present, they should instruct staff to vacate their posts to seek refuge in their identified safe structure.

Other information may be found by reading the Workplace Code of Practice as found on the Worksafe website:

[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

## 7. Identification Card and Access Passes

Every person that conducts work at the Arts Centre has the right to feel that all other persons in their area of work are authorised to be there; and can be identified.

- Applications for identification cards and access passes can be made through Safety & Security on 9281 8316 or by visiting the intranet site.
- All persons authorised to be on Arts Centre property must wear approved identification cards, in order to signify that the Arts Centre has granted authority for such access.
- Identification cards must be displayed in a fashion that provides easy and unhindered viewing. Persons not wearing their identification card, or wearing their identification card incorrectly, should expect to be challenged by Safety and Security personnel or employees.
- All persons who require entry and access will be issued with an access pass, which will allow access via strategically positioned electronic access control points.
- It is the responsibility of all Arts Centre staff to ensure that they, and all people responsible to them, wear the appropriate identification cards whilst in non-public areas and carry access passes.
- It is the responsibility of business unit managers hiring contractors, to make the wearing of Arts Centre approved identification cards and the carriage of access passes, a condition of their contract.
- Incident reports will be required for lost or stolen cards and passes. In some instances, a charge may be levied against the responsible Arts Centre business unit, hirer or contractor for the cost of the lost or stolen cards and/or passes.
- On ceasing employment with the Arts Centre or upon the expiration of contract or hire; identification cards and access passes must be handed to the business unit manager. It is then the responsibility of that manager to forward the pass to Safety & Security.
- For casual visitors to the Arts Centre, identification cards and access passes are available at stage door entries.

## 8. Health and Safety Information

The availability of health and safety information will assist all staff, hirers and contractors in conducting their duties in a safe manner; and will increase their knowledge and skill levels.

- A listing will be maintained of current health and safety legislation, Codes of Practice, Standards and other relevant health and safety resource information.
- Health and safety information will be kept in the office of the Safety Manager; who will be responsible for the maintenance, record and dissemination of such information.
- Wherever practicable, all publications will be made available electronically so that unimpeded access is available.

## 9. Retention of Records

The Arts Centre is obligated by legislation, Australian Standards, insurance requirements and other sources to ensure the efficient and accurate management of health and safety records.

- Records relating to the health and safety of employees and to the activities of the organisation shall be identified, collected and retained for the appropriate period of time and in a manner which protects their respective confidentiality.
- Responsibility will be allocated for the retention of each identified record type.
- Responsible persons will also ensure that access to each record is confined to the persons identified and authorised to do so.

Further information can be found by reading the following material:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety (Asbestos) Regulations 2003
- Occupational Health and Safety (Confined Spaces) Regulations 1996
- Equipment (Public Safety) (Incident Notification) Regulations 1997
- Occupational Health and Safety (Lead Control) Regulations 2000
- Occupational Health and Safety (Noise) Regulations 2004
- Occupational Health and Safety (Plant) Regulations 1995
- Dangerous Goods Act 1985
- Dangerous Goods (Storage & Handling) Regulations 2000
- Accident Compensation Act 1985

## 10. Induction & Orientation

Having relevant levels of skills and knowledge assists in all persons being able to undertake their employment or tasks with efficiency and effectiveness.

- New employees will receive orientation training relevant to their employment. Such orientation is the responsibility of the relevant business unit manager and should be completed within the probation period of their employment. Part of the orientation is a site induction. This induction will be conducted by the Safety Manager or the business unit manager if so authorised to do so. This authorisation will be in writing from the Safety and Security department.
- Existing employees should undertake refresher orientation every two years. Such training can be conducted on-line through the intranet.
- Contractors will be inducted by the manager responsible for their engagement.
- Visitors to the Arts Centre need not be inducted, as long as they are under the direct supervision of an employee. Where such supervision is not held; the person responsible for their invite should induct all visitors.
- Hirers of Arts Centre venues will receive an orientation and induction relevant to their hire. The hirer may conduct such orientations themselves upon arrangement; or the Arts Centre will do the training.
- Orientation and induction guides are available on the intranet; by attending stage door; or from the Safety Manager (9281 8157) or the Security Manager (9281 8500).

## 11. Health & Safety Issue Resolution

The resolution of health and safety matters in an efficient and effective manner provides for a safe, respected and communicative workplace.

- Where an employee identifies a health and safety issue they should raise it with his/her immediate supervisor. The employee or supervisor should inform both the employer representative and the employee health and safety representative for the designated work group.
- The issue should be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved. (Note: A specialist may need to be engaged for advice such as a hygienist for air monitoring).
- A Health and Safety Representative (HSR) has the power to issue a

Provisional Improvement Notice (PIN) where an issue fails to be resolved. Where the issue concerns work which involves an immediate threat to the health and safety of any person, the HSR or employer representative may direct that work will cease. Where an issue or an immediate threat remains unresolved, the HSR or employer representative may request the assistance of a Work Cover Inspector. The Inspector may issue an Improvement Notice or a Prohibition Notice.

- The issue and agreed outcomes should be communicated to the Safety, Health and Environment Committee who then provide information to other designated work groups. This communication should be formal using the Incident Reporting policy.
- Solutions should be recorded as well as communicated to relevant employees for their information.

## 12. Purchasing

The purchase of goods, services, plant and equipment that may have an implication on health and safety must be carefully considered. Some purchases, such as those of chemicals, have the potential to cause harm and are subject to legislative control.

- Purchased items must take into account legislative safety requirements and, will be assessed by the appropriate manager initiating the purchase, ensuring conformance to the health and safety standards.
- All purchases will be assessed regarding their likelihood to present, or contribute to, a hazard to personnel when introduced and/or utilised in the workplace. Those considered to present such a hazard will be subject to formal assessment. Those assessed as NOT likely to present a hazard do not require any further action.
- As part of the assessment process, potential suppliers will be requested to supply hazard information concerning the materials and services, safe methods of handling and type of Personal Protection Equipment (PPE) required. The assessment should consider any such information obtained from the prospective supplier including type and classification of PPE used.
- Where chemicals or dangerous goods are purchased; such purchase must be notified to the Manager; Safety, Security & Assurance; in order for the site manifest to be updated. Every attempt must be made to utilise products that do not cause harm to persons or the environment.
- Where applicable, all training for processes, operation and handling of plant, chemicals or substances shall be conducted prior to the arrival on site or delivery to site.

## 13. Education and Training

Investing in career planning and development of skills, knowledge and leadership; aligned to strategic objectives; is important in creating an appropriate workplace safety culture within the Arts Centre.

- Endeavour to assess and document all employee skills, competencies, licences and such to establish where training may be required to maintain or develop skills.
- Competency assessments should be undertaken periodically utilising appropriate and recognised assessment tools.
- Required education and training requirements will be delivered through appropriately qualified persons or organisations.
- Health and safety education and training will form part of the overall training budget delivered in the organisation.

## 14. Health and Safety Systems Audit and Reporting

Health and safety systems, to be effective, must form a part of day-to-day business operations. Health and safety is effectively about people, both as the beneficiary and as the means of achieving a safe workplace.

- The organisation will undertake a full internal audit of the health and safety systems every year as per the requirements under the Act. An appropriately authorised and qualified person will conduct the audit.
- Spot checks of components of the health and safety system are to be conducted on a routine basis throughout each year as per the annual checklist.
- Non-compliance issues should be recorded and an action plan, in order of priority in relation to safety impact, will be implemented for rectification of such non-compliance issues.

Annual reports will be submitted to senior management and then made available to all staff and contractors on the OH&S performance data for the reporting period.

This report will include;

- Number and type of injuries/ illnesses.
- Number of incidents and near misses.
- Number of notifiable incidents.

- Number of Hazards reported.
- Emergency events/ evacuations that have occurred.
- Number of incidents verses the number of investigations.
- Number of Risk Assessments that were carried out.
- SHE Committee attendance and Key Performance Indicator information.
- Number of OH&S campaigns carried out.
- Number of corrective action reports issued.
- Score of Internal audit report.

Other information may be found by reading the Australian Standard AS4804 Health & Safety Management Systems.

## 15. Health & Safety Promotion

The health and safety of all persons within the organisation is imperative to the continued success of the Arts Centre. The ability to promote; and then provide access to relevant health and safety resources is paramount in the establishment and maintenance of a safety culture; where all persons share values, beliefs and processes.

- Health and safety information will be sourced and maintained in a central locale, physically and/or electronically.
- Such information will be available and accessible to all employees, hirers and contractors; and promoted accordingly.
- Where health and safety information is provided as part of a training and/or education process; appropriate records shall be kept.
- Consultation with employees where significant changes within the workplace may affect health and safety; will be undertaken to ensure that such matters are considered carefully.

## 16. Asbestos

A range of health effects are known to occur after exposure to asbestos; depending on the type of asbestos, and the type, duration and intensity of exposure. The management of asbestos within the workplace minimises or eliminates such exposure risks. Asbestos has been identified within the Arts Centre and is generally (but not only) found as:

- insulation inside fire doors.
- wall linings inside Hamer Hall plant rooms.
- insulation to boiler hatch doors.
- insulation in older electrical equipment such as that donated to Collections

& Exhibitions.

The Arts Centre will ensure:

- Absolute compliance to the Occupational Health and Safety (Asbestos) Regulations.
- Assess the risk of asbestos exposure by utilising the Asbestos Risk Form (Appendix 1).
- Elimination of asbestos from the workplace, wherever practicable.
- Protection of employees engaged in processes involving asbestos materials.
- Identification of the location and condition of asbestos containing materials or equipment. (Maintained and kept by Facilities Management).
- Placement of warning labels in areas where it is known that asbestos exists.
- Provision of adequate training and education in regard to asbestos hazards.
- Implementation of a suitable health assessment for employees at risk.
- Maintenance of all asbestos related documentation where it refers to the risk identified in the organisation.
- Engagement of suitably qualified persons as needed for the identification, assessment and control of asbestos.

In addition to the above the following should be observed:

- Any equipment being donated to Collections & Exhibitions that is electrical in nature; or by its nature stored heat; and pre-dates 1990; should be viewed as being "suspect asbestos positive". The equipment is not to be accepted into the Collection until it either has been declared safe; or has been made safe if it is found to contain asbestos; by a suitably qualified person.

Further information can be found by reading the Occupational Health and Safety (Asbestos) Regulations 2003.

## 17. Hot Works

The lack of supervision or management in regard to hot works has the potential to cause significant damage to property; injury to persons; or interruption to a performance or function.

- All hot works carried out in the Arts Centre shall be carried out by an operator who is in possession of a PERMIT TO WORK (Appendix 2); and in a manner that poses no risk to the safety and health of any person, or damage to any property.
- Activity such as sanding, drilling and some cleaning methods (i.e.: high pressure washing); may simulate hot works due to increased levels of smoke and dust. Such works should be managed as for hot works.
- Great care must be working in areas where the accidental activation of alarms is increased such as in gas suppression rooms and switchboards.
- It is the responsibility of the officer authorising hot works to ensure that the work area is safe at the completion of the works.
- Hot works will not be allowed in hazardous areas where flammable materials; or the presence of flammable materials exist. Such areas must be completely purged and cleaned of product before works are undertaken.
- Appropriate and adequate fire fighting equipment must be available in the immediate vicinity where hot works are being conducted.
- Before commencing hot works, the person conducting the works should ensure that relevant heat and smoke detection devices have been isolated. Contact Safety & Security on 9281 8316.
- The following areas are exempt from the issuance of a hot works Permit to Work; but must follow all other procedures:
  - Level 4 workshop of the Theatres Building.
  - Lighting workshop on Level 7 of the Theatres Building.
  - Scenery dock workshop on Level 2 of the Theatres Building.
  - Sound workshop on Level 2 of the Theatres Building.
  - Workshop area of the Sidney Myer Music Bowl.
  - Workshop areas associated with Collections & Exhibitions.
  - Maintenance area on Level 10 of the Theatres Building.

## 18. Penetrations of Walls, Floors and Ceilings

Penetrations of walls, floors and ceilings for services may affect the integrity of fire safety provisions and building code requirements. Integrity loss in such areas has serious safety implications.

- No penetrations are to take place without the express permission of Facilities.
- Penetrations of walls, floors and ceilings for the following services (but not limited to) constitutes compliance with this policy:
  - Metal pipe systems.
  - Pipes penetrating sanitary compartments.
  - Wires and cables.
  - Electrical switches and outlets.
- No penetration works are to commence until a PERMIT TO WORK (Appendix 2) has been issued and authorised.

Other information may be found by reading the following documentation:

- Building Code of Australia
- Australian Standards AS4072.1; AS1530.4; AS1038.15

## 19. Confined Spaces

Confined spaces have the potential to cause harm to those that enter them. They can be spaces that have limited air supply; potentially dangerous atmospheres; and can be difficult in regard to ingress and egress. The management of them, and the entry into them; must be managed with utmost safety.

- Work in confined spaces must be in accordance with Occupational Health and Safety (Confined Spaces) Regulations 1996.
- Consideration should also be given to the Australian Standard AS2865 Safe Working in a Confined Space.
- It is the responsibility of Facilities Management to ensure that a confined spaces register is maintained at all times. This register must be available to any person working in the Arts Centre.
- It is the responsibility of Facilities Management to ensure that all confined spaces are appropriately identified by approved signage.

- A confined space may be a space such as a tank, pit, pipe, duct, flue, chimney, container, receptacle, underground sewer, shaft, tunnel or other similar enclosed or partially enclosed structure; where there is a restricted entry or exit, hazardous atmosphere or risk of engulfment.
- Entry to confined spaces cannot be made until a PERMIT TO WORK (Appendix 2) has been issued and authorised.

## 20. Manual Handling

The majority of workplace injuries are associated with manual handling and apart from having the potential to cause long term health implications to the injured employee; add significant financial stress to the workplace.

- Risk assessments and consultation will be conducted of manual handling tasks to identify the hazards involved; and the manner in those hazards can be eliminated or controlled.
- Plant and equipment used within the workplace; where practicable; will be designed, constructed and maintained without risks to health and safety in regard to manual handling orientated tasks.
- Work practices carried out within the workplace involving manual handling tasks designed to be safe and without risk to health and safety.
- The working environment designed; where practicable; to be consistent with safe manual handling activities and upon consultation with persons working in the relevant area.

Other information may be found by reading the Manual Handling Code of Practice.

## 21. Hamer Hall and Theatres Roofs

The organisation has conducted a risk assessment of the Hamer Hall and Theatres roofs environments and considers them to be restricted spaces. Such spaces have the potential to cause injury or harm to persons who enter them unless such entry is supervised and managed.

- The authority of Facilities Management must be gained before any access to the roofs is granted.
- All persons accessing the roofs are to first attend stage door and sign out the roof access key set; and inform the duty SS/O that such access is being made.
- Persons accessing the roofs must inform the duty SS/O of their expected duration and ensure they have radio communications at all times.

- All outer perimeter roof doors must be secured at all times. When leaving the roof area, check with the duty SS/O to ensure a security seal has been obtained on the perimeter doors.
- Key sets must be returned to the duty SS/O immediately upon completion of works.
- When on the Hamer Hall roof, care must be taken to ensure that the copper roof sheeting is not walked upon. If walking on the copper roof sheeting is required, adequate protection must be in place as authorised by Facilities Management.
- Equipment is not to be placed on; or transported across; the copper sheeting roof of Hamer Hall without first laying protective equipment as authorised by Facilities Management.
- No person is to overhang the roof perimeter without proper assessment of the risks and associated protective equipment.

## 22. Hamer Hall Internal Roof

The internal roof area of Hamer Hall has a range of hazards that have been identified. As such, it has been deemed a restrictive space and is subject to management and supervision to ensure that persons who are required to work within the space do so without risk to their health or safety.

- No person may enter the Hamer Hall internal roof without first notifying the duty SS/O of their intentions; type of work; and expected duration.
- The duty SS/O is to maintain a log entry of persons entering the internal roof, when they vacate; and any other pertinent entries.
- Such persons should remain in radio communications at all times with the duty SS/O.
- No person may enter the internal roof unless actually engaged in the conduct of works; providing emergency assistance; or ensuring the safety of plant, equipment and other assets. Entry to the internal roof should be limited as much as is practicable.
- No entry to the internal roof may occur without another person as a companion. Each person should monitor the status of each other; be alert of the need to evacuate the space; or to initiate emergency procedures if required.
- Should an emergency condition escalate, staff and contractors are to gain assistance from the MFBES via the Safety and Security Emergency number on Ext. 8222 or 9281 8222.

## 23. Fork Lift Operation

The operation of fork lifts without appropriate licensing and competency could lead to hazardous conditions being encountered; with little or no knowledge of how to manage such situations.

- Fork lifts can only be operated by a driver who holds a current fork lift drivers licence and who have attended an approved course on fork lift operation.
- Pedestrian fork lift trucks can only be operated by an operator who has attended a recognised training course of instruction in pedestrian fork lift operation and who holds a certificate of competency in same.
- Licensing, training and competency documentation will be held on the employee's personnel file.
- All drivers and operators are to attend regular refresher training courses as decided by the Arts Centre.
- Fork lifts are to be serviced in accordance with the manufacturer's requirements.
- Fork lifts are only to be used for moving pallets and items that have been specifically built for movement by fork lift (i.e.: large equipment boxes).
- Fork lifts are to be operated in accordance with regulations and manufacturer's specifications at all times.
- Fork lifts are not to be used for the lifting of people.
- If seatbelts are fitted to a fork lift truck, they are to be worn by the driver.
- Careful consideration should be given before using a fork lift on a public roadway. Self powered fork lift trucks that are operated on such roadways require registration.
- All accidents and incidents, including near misses, are to be reported as per the Incident Reporting Policy.
- Drivers and operators are to ensure that a pre-start-up check must be conducted which pays particular attention to, but is not limited to, the serviceability of; tyres, the mast, seating, controls, warning devices, hydraulic fluids, load plate, brakes and fuel, and any apparent damage to the machine. Drivers and operators are to wear appropriate footwear whilst in control of this equipment.
- Fork lifts shall have a log book and pre-start-up checklist attached to it. It is the responsibility of each driver and operator to ensure that the log book is filled out completely, noting any pre-start-up discrepancies or other remarks in the appropriate location of the log book.

Other information can be found by reading the:

- Occupational Health and Safety (Certification of Plant Users and Operators) Regulations 1994
- Australian Standard AS/NZS 1763 Industrial Trucks Glossary of Terms
- Australian Standard AS/NZS 2359 Powered Industrial Trucks

## 24. Energy Isolation

Working on plant and equipment often requires the isolation of energy; in order to conduct the necessary works. The failure to carry out such isolation may expose the person conducting the works; or others; to harm or injury.

- The Australian Standards AS/NZS 4024.1 Safeguarding of Machinery – General Principles; should be followed at all times when conducting energy isolation of plant and equipment.
- Whenever isolation is required for any reason appropriate 'Lockout' procedure shall be followed and implemented.
- Machinery shall be fitted with a device to enable it to be isolated from all power supplies and stored energy to be dissipated.

Other information can be found by reading the Australian Standard AS/NZS 4024.1 Safeguarding of Machinery – General Principles.

## 25. Electrical Safety

Electricity has the potential to cause significant injury or harm to any person who may come into contact with it whilst conducting electrical works.

- The Australian Standard AS/NZS 3000 Electrical Installations should be followed at all times for any electrical works.
- Additionally, the Code of Practice for Temporary Electrical Installations on Building and Construction Sites should be followed where such works are relevant.
- Isolation procedures developed for each item of equipment must ensure that person/s are safeguarded whilst working on or near the vicinity of that equipment at all times.

### Testing and Tagging

The use of electrical equipment that has not been safety tested exposes employees in the workplace to an unacceptable electrical hazard.

- The Australian Standard AS/NZS 3760 should be adhered to at all times.
- Persons holding a current electrical licence must only conduct testing of electrical equipment.
- All portable electrical equipment designed for connection by a flexible power cord shall be subject to testing and tagging procedures.
- Do not use equipment that does not have a test tag attached; or where the tag date has expired. The following table shows the appropriate testing frequency standards.

Equipment	Frequency Interval
Portable Dimmer Racks	12 Months
Portable Lanterns	6 Months
Laundry Equipment – Irons and Steamers	12 Months
Fixed Lanterns – Circle & Balcony Fronts	12 Months
Hire Sound Equipment	6 Months
Fixed Lanterns – FOH Bridges	12 Months
Orchestra Lighting – Sconces	6 Months
Ladder Looms	6 Months
Extension Leads – Single and 3 Phase	6 Months
RCD Extension Leads	6 Months
Portable Power Tools – Earthed	6 Months
Portable Power Tools – double Insulated	12 Months

## 26. Fire Suppression and Detection Equipment Impairment

The automatic detection and suppression of a fire is the primary source of building protection. Where such equipment is impaired, the capability of detecting and suppressing a fire is limited.

- The impairment of suppression and detection equipment is to be kept to an absolute minimum and must be carefully considered; especially where such equipment is the only protection in a given area.
- Any impairment must be authorised by the Facilities Management, Safety & Security or Facilities business units either by contract; or by other notification.
- Where construction works are being undertaken, sprinkler devices located within the construction boundaries, are to be drained and isolated to ensure that accidental breakage cannot occur. It is the responsibility of the Manager, Facilities to ensure compliance.
- Any impairment of the following equipment (which does not result in the impairment of the ASE), is to result in the completion of the Fire Impairment Log by the SS/O's:
  - Sprinkler systems (including pumps)
  - Early Warning Devices (smoke and heat detectors)
  - Hydrants and Boosters (including pumps)
  - Gaseous Protection System
  - Complete system impairment must be a last resort option.
  - Where complete impairment of the system has occurred, additional physical resources (roving patrols) may be required to detect any outbreak of fire.

## 27. First Aid

The delivery of first response first aid procedures is critical in the preservation of life.

- The organisation will follow the principles of first aid as indicated in the First Aid Code of Practice.
- The provision of first aid response will be maintained as part of the Safety & Security contract. All officers contracted to the site will maintain the equivalent of Level 2 Workplace First Aid. Additional skills such as defibrillator and asthma management training must also be maintained.
- Requests for first aid attendance can be made as follows:
  - Internal phone dialling: **8222**.
  - Radio communications. **BASE**
  - External phone dialling: **03 9281 8222**.
  - Or by attending stage door or approaching a Safety & Security Officer.
- Requests for first aid should be made as soon as is practicable after an injury has been suffered. This is regardless of any action a qualified first aider or medical practitioner in attendance at the scene may carry out. When requests are made, the caller is to ensure they provide as much of the following information as possible:
  - The nature of the injury
  - The exact location of the patient
  - The approximate age of the patient
- A few seconds taken to assess the situation and convey precise information will save valuable minutes in response times. With full and detailed information, duty Safety and Security Officers can decide whether to call an ambulance and the type of ambulance required.

## 28. Health Monitoring

Where employees have been identified during a workplace assessment as having exposure to hazardous substances; the monitoring of their health is of paramount importance.

- Health monitoring should be conducted where employees have been exposed to a hazardous substance as listed in Schedule 3 of the National Model Regulations for the Control of Workplace Hazardous Substances (NOHSC:1005(1994)); and the exposure to the hazardous substance is such that it is likely that an adverse effect on the employee's health may occur under the particular conditions of work.
- Monitoring will be conducted after extensive consultation with the employee concerned and relevant medical practitioners.
- Records of such health monitoring shall be kept for 60 years as legislated.

Additionally the following documentation may be reviewed:

- Occupational Health and Safety (Asbestos) Regulations 2003
- Occupational Health and Safety (Lead Control) Regulations 2000
- Occupational Health and Safety (Noise) Regulations 2004
- Health (Pest Control Operators) Regulations 1992
- Guidelines for Health Surveillance [NOHSC:7039(1995)]
- National Model Regulations for the Control of Workplace Hazardous Substances (NOHSC:1005(1994))

## 29. Blood Borne Pathogens

Blood borne pathogens have the ability to infect those that come into contact with them and cause serious long-term health issues. The ability to have a set of guidelines to minimise or eliminate any potential exposure is important.

- Where the spillage of blood borne pathogens has occurred, the Duty Safety and Security Officer is to be contacted via extension 8222.
- The Duty SS/O will utilise appropriate resources to have the spill cleaned.
- A blood borne pathogens spillage kit is located in each first aid room located.
- Personnel involved in the clean up shall ensure they are wearing appropriate personal protective equipment such as: rubber/latex gloves, splash suit or plastic apron and eye protection or face shield. These items are located in each first aid room.
- Avoid bare skin contact with blood and bodily fluids, splashes to eyes, mouth, nose or ears, and thoroughly wash hands and exposed skin at the completion of the clean up.

## 30. Workplace Facilities

Workplace facilities are an important ingredient in the morale and welfare of all employees.

- The organisation shall utilise the Code of Practice for Workplaces as a guiding tool.
- Relevant managers and SHE Committee members should conduct an assessment of the following staff workplace facilities every 12 months for suitability and serviceability. Where serviceability issues are observed they should be reported to Facilities Management via the BEIMS system.

## 31. Workplace Environmental Monitoring

Workplaces that are not monitored for environmental contamination could expose persons to illness.

- Atmospheric monitoring of hazardous substances will be undertaken:
- Where personal exposure requires measurement to ensure compliance with exposure standards.
- After process modifications or changes to work practices that may adversely affect employee exposure.
- As a check of the effectiveness of control measures.
- To assist in the design or selection of controls to reduce exposure.
- To test atmospheres in confined spaces.
- Continuously on processes involving highly dangerous substances.

All environmental monitoring records will be maintained by Facilities Management and will be available upon request.

You will also find further reference in the following publications:

- Occupational Health and Safety (Asbestos) Regulations.
- Occupational Health and Safety (Confined Spaces) Regulations.

## 32. Elevators and Escalators

Elevators and escalators are a major means of transporting people and equipment within the organisation. The failure of such can cause significant delays. The return to service of such plant in a prompt and efficient manner is paramount.

- The importance of reassuring persons who are involved in an elevator or escalator incident should not be underestimated. In the case of an elevator breakdown it is quite normal for people who are trapped to suffer from anxiety. This may be brought about by a feeling of claustrophobia, the fear of an elevator “falling” or just being uneasy about how long they may be in that situation.
- Persons who suffer a fall on an escalator may suffer some form of injury. The nature of escalator design and operations means that first aid will probably need to be administered to any person involved in such an incident. This is especially so for elderly people.
- Prompt response and action in these circumstances is vital. The act of maintaining communications with persons involved in such an incident is paramount.

### Elevator and Escalator Details

<b>Building</b>	<b>Identification</b>	<b>Telephone Extension</b>
Theatres	Lift 1	8544
	Lift 2	8545
	Lift 3	8546
	Lift 4	8546
	Lift 5	8548
<b>Building</b>	<b>Identification</b>	<b>Telephone Extension</b>
	Escalator 1	
	Escalator 2	
	Escalator 3 (State)	
	Escalator 4 (State Door 6)	
	Scissor Lift (Scenery Dock)	
Hamer Hall	Lift 1 (North)	8280
	Lift 2 (South)	8281
	Lift 3 (Goods)	8206
	Escalators 1 & 2 (L4 to L3)	
	Escalators 3 & 4 (L3 to L2)	
SMMB	Lift	

## Elevator Breakdown - Persons Trapped

- If a trapped person calls the security control room via the emergency intercom or telephone carry out the following actions:
- Reassure the person and any other occupants of the elevator.
- Ascertain which elevator the persons are trapped. Ask them to identify the elevator by the description plate adjacent to the call buttons.
- Ascertain where elevator has stopped. This can be done by asking occupants if there is any indication on the display panel or where they even think they might be.
- Ascertain how many people are trapped; that they are comfortable; and that they will be released as soon as possible.
- The Safety & Security Officer (SSO) is to call the responsible maintenance company, informing them of the details they have gained.
- The SSO is to inform Facilities Management of the situation at any time that such an incident occurs by contacting their help desk on extension **8392**. If the incident has occurred at an operational time that Facilities Management personnel are available to assist, they are to proceed to the security control room and assist as requested by the SSO until the situation is resolved.
- The SS/O is to maintain contact via the intercom or telephone on a regular basis. As a guide, intervals of no more than 5 minutes should elapse between such contacts. The following points should be maintained:
  - Reassure those persons trapped at all times.
  - Continue to ask if everyone is comfortable.
  - Attempt to accede to requests and provide updated information when available.

NOTE: Information in relation to the air supply in elevators, or queries if the elevator can fall, should only be addressed if asked by the occupants. The following points should however, be remembered:

- Elevators cannot run out of air.
- Elevators cannot fall.
- Should the emergency escalate to a point that rescue of entrapped persons is warranted, the SS/O is to contact the MFESB by dialling 000, and informing them of the situation.
- If security have had trouble identifying where the elevator has stopped, they are to commence a search utilising the adjoining elevator. This search is to take place from floor to floor, stopping at each level and viewing the shaft that the stopped elevator is in via the door cavity. In this manner, you will be able to ascertain accurately exactly where the stopped elevator is.
- Upon release of the trapped persons, their details are to be obtained where appropriate. Offers of assistance such as medical treatment, refreshments or free car park exit should be made.

- Ensure the elevator service log kept at the security control room is completed correctly and that an incident report is compiled.

### Elevator and Escalator Breakdown – General

The staff member making the discovery must advise the security control room (extension **8316**) of any breakdown. The following information must be relayed:

- The number of the elevator or escalator as shown on the attached identification plate
- The location of the elevator or escalator

The duty Security Officer is to carry out the following upon receiving such advice:

- Contact the relevant maintenance company utilising the details shown at page one of this policy and procedure
- Inform the company of the nature of the breakdown and the identification number of the affected equipment
- If the breakdown does not adversely affect the operations of the Arts Centre, the company is to be informed that a service call should be implemented at the earliest opportunity during working hours
- If the breakdown does adversely affect the operations of the Arts Centre, the company is to be informed that an immediate service call is required
- Inform Facilities Management help desk on extension 8392 of the breakdown details
- Have signs placed at all levels that the affected equipment operates, alerting to the fact that the elevator or escalator is out of service (utilise ropes and stands for escalators in addition to signs)
- In the event of elevator 3 breaking down, change access control allocation day files to file 2
- In the event of elevator 4 breaking down, change access control allocation day files to file 3, prop open level 5 pass door between lifts 3 and 4, and place appropriate sign giving patrons direction
- Ensure the elevator or escalator service log at the security control room is completed correctly

### Elevator or Escalator Incident - Injured Persons

- Staff must stop the movement of the subject equipment immediately by activating the stop button.
- Staff should carry out normal first aid response procedures on the injured person.
- The duty Security Officer must:

- Call ambulance if required
- Gain details of persons involved and any witnesses
- Call the responsible maintenance company, utilising the information shown at page one of this policy and procedure, and provide details of the breakdown
- Have the maintenance company instigate an immediate service call to test and provide a report on the subject equipment
- The subject equipment cannot be re-started until such testing and reports have been conducted
- Inform the Manager; Safety and Security Operations
- Inform the Facilities Management help desk on extension **8392**
- Ensure that the escalator or elevator service log located in the security control room is completed correctly
- Ensure that an incident report is compiled

The Manager, Safe, Secure & Assured must inform the Chief Inspector of the Victorian Work Cover Authority if:

- There has been a loss of life
- There has been bodily injury to any person which is of such a nature as to prevent him or her from returning to work within 24 hours after the accident which may prevent him or her from attending at work at anytime within 14 days after the accident
- Involves damage to any part of the elevator or escalator which may inhibit the safe operation of the same

Other information may be gained from the following material:

- Occupational Health and Safety (Incident Notification) Regulations 1997
- Equipment Public Safety (Incident Notification) Regulations 1997

## 33. Elevating Work Platforms

The incorrect operation of an EWP could lead to serious injury for the operator or those in the general vicinity.

The use of EWP's should be in accordance with:

- Cranes – Safe Use Part 10: Elevated Work Platform AS/NZS 2550.10 1994
- Code of Practice for Elevated Work Platform
- Specific EWP Operators manual for each unit
  
- Selection of an appropriate type of Elevating Work Platform (EWP) should be made following consideration of:
  - type of work to be carried out
  - height and reach of the unit
  - safe working load of the unit
  - existing ground and weather conditions
  - existence of any electrical hazards such as powerlines or other hazards
  
- Safety precautions that should be taken include:
  - operator and personnel are appropriately trained and familiar with the EWP
  - the EWP is checked for operational safety prior to use
  - the support surface for the EWP is free of penetrations and is preferably flat
  - pneumatic tyres are in good condition and free of defects
  - any travel when the platform is raised is in accordance with the manufacturer's recommendations
  - harnesses are connected and worn at all times if a boom-type EWP is used
  - outriggers to be utilised at all times; or where practicable
  - do not climb in or out of the platform while the EWP is elevated
  
- Persons operating boom-type EWPs with a boom length of 11 metres or more must hold a WorkCover Certificate of Competency (class WP).

## 34. Combustion Engines and Fuel

The use of combustion engines and fuel internally of a building increases the potential for explosion or fire and must be risk assessed and managed appropriately.

- Care and consideration must be given to the extraction of fumes associated with operational combustion engines and fuel.
- For productions where vehicles will be used over a period of time, they should be delivered with a full tank of fuel. This will minimise the need to carry out refuelling, which presents greater hazards.
- If refuelling is required, it should be done in the open air. Where LPG cylinders can be removed (such as on fork lifts etc), and it is not feasible to refuel them in the open air, they should be removed from the vehicle, refuelled off-site, then refitted to the vehicle.
- Fuel caps must be fitted and secured at all times.
- Heat is not to be applied to any portion of the fuel system.
- Naked flame is prohibited from sharing the same stage as an operational combustion engine or fuel.
- Where non-operational vehicles are utilised, they should be purged of all flammable liquids and have the fuel tank removed.
- Any vehicles that are placed inside the building must be reported to the safety and security department via the hazardous performance conditions form at a minimum of one week prior to it being brought on site.

## 35. Registration of Plant & Equipment

Particular plant and equipment needs to be registered in accordance with current legislation. The failure to do so may expose the organisation to financial risk. Examples of plant and equipment are cooling towers, water chillers and escalators.

- Plant and equipment that requires registration will be so notified, recorded and maintained by the Facilities Management business unit.
- Business units that purchase such plant and equipment that requires registration are to notify Facilities Management upon the commencement of such a project.
- Such equipment might include; but is not limited to; pressure equipment, boilers, gas cylinders, tower cranes, lifts & escalators, amusement rides, concrete placing units and mobile cranes.

Further information may be found by reading the following:

- OH&S (Plant) Regulations 1995
- "A Guide to Developing Risk Management Plan for Cooling Towers". Department of Human Resources.
- Australian Standards AS3666; AS4343; AS2030.

## 36. Transport, Storage and Disposal Systems

The lack of coordination and management of transport, storage and disposal systems has the potential to cause operational difficulties and injury to persons.

- All materials will have a designated storage area which caters for the maximum amount likely to be stored, and ensures that there will be clear areas in front of walkways, fire exits, fire equipment and electrical switchboards etc.
- All containers will be durably and accurately labelled as to their contents.
- All storage areas will display signs that describe the materials to be stored and the capacity allowed. Racking and free stacks are to be stable and protected against vehicle impact where appropriate.
- Hazardous materials storage areas will ensure product stability and segregation from any potentially reactive materials. The storage will display appropriate signs and emergency procedures, fire fighting equipment, personal protective equipment and clothing and employee training will be maintained.
- Pedestrian and vehicle will be separated where possible by painted lines and signs.
- Appropriate speed limits for vehicles will be identified, signed and monitored.
- Work instructions will be developed for the loading, unloading and transport of all materials.
- Vehicles will be inspected daily (including any mechanical aids used to load/unload).
- Drivers and/or operators will maintain daily inspection logs and fully document any defects found.
- The disposal of any material will be conducted to recognised best practice for environmental protection and utilising Environmental Protection Authority (EPA) accredited providers where applicable.

## 37. Dangerous Goods and Hazardous Substances

Dangerous goods or hazardous substances have the potential to harm a persons health through exposure; or to harm the environment. Comprehensive management of them is vital.

Dangerous goods and hazardous substances are to be managed in accordance with the following:

- Dangerous Goods Act 1985.
- Dangerous Goods (Transport) Regulations 1987.
- Dangerous Goods (Explosives) Regulations 1988.
- Dangerous Goods (Liquefied Gases Transfer) Regulations 1987.
- Dangerous Goods (Storage and Handling) Regulations 1989.
- Code of Practice for Dangerous Goods Storage and Handling.

Additionally the following Australian Standards should be observed:

- AS/NZS 1596-1989: LP gas - storage and handling.
- AS/NZS 1940-1993: The storage handling of flammable and combustible liquids.
- AS/NZS 2507-1984: The storage and handling of pesticides.
- AS/NZS 2714-1993: The storage and handling of hazardous chemical materials - Class 5.2 substances (organic peroxides).
- AS/NZS 2927-1987: The storage and handling of liquefied chlorine gas.
- AS/NZS 3780-1994: The storage and handling of corrosive substances.
- AS/NZS 4081-1993: The storage, handling and transport of liquid and liquefied poly-functional isocyanates.

## 38. Contract Development & Review

The provision of health and safety management within any contract ensures that the process of managing risk within the workplace is established across all aspects of operations.

- It is the responsibility of the relevant manager whom engages a contractor to ensure that all safety considerations are taken into account, before works and/or purchases are finalised to ensure that all areas of safety have been investigated and/or eliminated where possible.
- Areas that should be considered (but not limited to):
  - Are dangerous goods associated with the works/purchases?
  - Are there hazards associated with the contract?
  - Does the contractor have a safety management system in place (see Contractors on VACT premises)
  - Can the contractor produce their appropriate licenses and certificates?
  - Are employees or public at risk of exposure?
  - Does the contractor employ the use of work method statements or job safety analysis methodology?

## 39. Modifications to Plant, Equipment and Processes

Equipment or plant modifications may introduce hazards into the workplace that were not previously there; and careful consideration needs to be implemented so that the hazards may be identified and controlled.

- The organisation expects that all modifications to plant and equipment be in accordance with:
  - Occupational Health and Safety Plant Regulations.
  - Code of Practice for Plant.
  - Code of Practice for Noise.
  - Occupational Health and Safety Noise Regulations.
  - Code of Practice for Manual Handling.
  - Occupational Health and Safety Manual Handling Regulations.
- Facilities Management will authorise, document and communicate all plant and equipment modifications as is necessary.
- On completion of the modifications and before commissioning takes place, a hazard identification team together with the relevant nominated health & safety representative will conduct a risk assessment of the plant or equipment.
- On completion relevant personnel will undergo training and or change awareness for the new operation.

# 40. Incident Reporting

Apart from legislative requirements regarding the reporting of serious incidents; incident reporting is critical for workers compensation and liability insurance matters; the health and welfare of those concerned; and trend and benchmark strategies. All incidents will be investigated by a Manager of the Safety and Security Department and the investigation and outcomes will be documented in the incident recording system.

## General

- All incidents are to be reported to Safety and Security Services by dialling 8222 during an emergency or 8316 at other times.
- Staff are to ensure they refrain from making any statement or taking any actions which might amount to an admission of liability when dealing with any person involved in an incident. This does not mean you cannot apologise to, or offer your compassion to, a person involved in an incident.
- At all times where possible, you are to remain with an injured person to provide assistance and comfort.
- Make the injured person comfortable and be concerned and considerate.
- Make a note of the complaint of injuries and surrounding areas such as:
  - Floor surfaces, fixtures or fittings.
  - Lighting.
  - Number of people in the area, and the location of equipment and furniture.
  - Whether or not the injured person wears glasses.
  - Type and condition of footwear being worn.
  - Whether or not the person was carrying objects or using walking aids.
  - Any evidence of any substance on the injured persons clothes or footwear.
  - What the injured person said as to the cause of the accident or any other relevant information.
- Ensure all of this information is recorded on the incident report, as it will assist in any possible litigation action that may occur in the future.
- If the incident has occurred as the result of an unsafe condition, ensure the area is barricaded and monitored until such conditions can be rendered safe.
- Do not argue the cause of the incident with any person.
- Do not offer to make any payment for medical or other costs under any circumstances.
- Do not offer blame on any item, any other person, department or organisation.
- Do not conduct an investigation into the incident in the presence of injured persons or witnesses.
- Do not discuss the incident with strangers or allow strangers to take

- photographs of the area.
- IF the incident results in serious injury or death, or there is an allegation or suspicion of negligence on the part of the organisation; the Manager; Safe, Secure & Assured; is to be informed IMMEDIATELY.

## 41. Notifiable Incidents

Notifiable incidents to WorkCover Victoria will be actioned as outlined in the Occupational Health and Safety Act 2004 (Appendix 3).

All notifiable incidents must be reported to the relevant department manager and the Safety Manager immediately by the Safety and Security officers. If they are unable to make contact with the Safety Manager after several attempts they are to ring the Security Manager and failing that the Manager, Safe Secure and Assured.

Further information on the prerequisites for a notifiable incident can be found in the Worksafe booklet of the same name or on the Worksafe Victoria website.

## 42. Building or System Works

The unauthorised conduct of building or system works has the potential to greatly increase risk and leave the organisation with an unacceptable risk exposure.

- A Permit to Work (Appendix 2) must be gained and approved to conduct any of the following:
  - Hot works
  - Confined spaces entry
  - Penetrations of walls, floors and ceilings
  - Isolation of Emergency Warning Intercommunication System (EWIS)
  - Theatres, MCH and SMMB external roof access and works (including spire).
  - (All of the above are subject to their own policy or guideline and can be found in this manual).
  - Any other works so identified or directed by an Arts Centre authorised officer (see below).
- Any person/s wishing to conduct such works can obtain a Permit to Work from any of the following authorised officers:

- Managers; Facilities & Asset Management
  - Manager: Safety & Security Operations
  - Safety & Security Shift Leader
  - Managers; Production
- The Authorised Officer is to ensure that Permit to Work is fully completed, including checklist requirements, prior to signing the permit.
  - Only the issuing Authorised Officer can conduct the final check, unless other arrangements have been made. (i.e.: handover of permit to Duty Safety and Security Officer, including full brief of permit and progress of works).
  - If a Permit to Work has NOT been issued and authorised, the works are NOT to commence. It is the responsibility of the permit holder to ensure that the works are conducted in a manner that ensures due care and consideration to the safety of persons, and operations of the VAC.
  - Breaches of permit conditions or safe working practices will result in the permit being revoked by any Authorised Officer or designated Health and Safety Representative.

All completed permits are to be forwarded to the Manager; Safety and Security Operations.

- Where works are of such a scale that they may impact on the operations or safety of the environs; the organisation is to be notified by the use of an Internal Hazard Notification Form ("Bluey") (Appendix 7). The "Bluey" should be placed in relevant locations adjacent to the works; and posted on the All Staff E-mail Folder.

## 43. Hazard Control

The identification of hazards enables sound judgements to be made about how arising risks can be assessed and controlled. Any introduction of new equipment or processes, or the modification of equipment or processes; has the ability to introduce new hazards into the workplace.

### Hazard Identification

- The identification of hazards within the organisation will be conducted through the utilisation of the Australian Standard AS4360 as a guiding resource.
- Hazard identification is to be documented by using the Hazard Identification Report (Appendix 4).
- Team members should consult with all relevant employees when conducting the hazard identification and risk assessment. The team should determine whether a hazard exists and if so should assess the risk through use of the measurement matrix. At times this matrix may follow a legislative model. (eg: manual handling tasks).
- All identified risks will be listed on the organisations Risk Register and subject to monitoring and review by the Facilities & Environment Planning Group (FEPG).

### Risk Review

- Risks listed in the Risk Register will be reviewed at appropriate intervals by the FEPG.
- Formal risk reviews should be documented using the Hazard Identification Report (Appendix 6).
- Risk treatment schedules are to be based on the hierarchy of control.

Further information can be gained by reading the Australian Standards AS4360 Risk Management

## 44. Environmental Noise

All residents that may be affected by musical noise emissions from Arts Centre venues have the right to expect that such levels of music do not unduly interfere with normal domestic and recreational activities and in particular, sleep in the night period. At the same time recognising the community demand for a wide range of musical entertainment.

- Generally, music levels generated at a venue cannot exceed 65dB(A) at a resident's location when measured at their balcony or similar.
- As a guide, noise levels in any venue should not exceed 100Leq. It is acknowledged that peak levels for a short duration may exceed this.
- Music levels within the ANZ Pavilion are not to exceed 80dB(A) when the State Theatre is in use; due to noise transference.
- As a guide, when music is at 90dB(A) in the ANZ; it is 73dB(A) on the balcony with the doors open. This is measured from the centre of the room.
- Music levels of the lawn area, when measured at the sound desk; should not exceed 65dB(A) at the lawn edge nearest apartments overlooking City Rd.
- Operating times of an outdoor venue may only take place between 1200-2300hrs; except where the duration of the event is greater than 5 hours; in which case the hours are 1200-2200hrs.
- Extended hours of operation may be obtained by the EPA under special circumstances.
- Music levels within the SMMB should not exceed 93dB(A) when measured at the sound desk behind the seating area. This should ensure noise compliance at the nearest residence.
- It is generally accepted that New Year's Eve is exempt from the 2300hrs curfew; however music from such celebrations should cease immediately after midnight.
- Where advice is given to any presenter or hirer that non-compliance with this guideline has occurred; immediate rectification for compliance must take place. Failure to do so may result in the Arts Centre taking all necessary actions to ensure compliance; or any associated fines that may be incurred from the EPA being passed onto the presenter or hirer.

Additional information can be found by reading the following:

- Environment Protection Act 1970; and the SEPP N-2 will provide further detailed information.
- Arts Centre's Noise Abatement Plans.

## 45. Workplace Inspections

Equipment that is safe and operational is imperative to a successful business; and for the welfare of its staff.

- All areas of the workplace should be inspected at least annually in a formal manner utilising a workplace inspection checklist (Example: Appendix 5).
- The relevant Health & Safety Representative (HSR) shall conduct inspections. A local supervisor or manager should also be in attendance.
- Informal inspections should be conducted as often as required.
- The BEIMS system should be utilised to report all hazards or faults identified. (This can be accessed on-line via the intranet).
- All formal inspection results will be discussed at the SHE Committee.
- HSR's are authorised by this policy; and Legislation; to enter and inspect any area of the workplace.
- From time to time; external agencies will conduct workplace inspections in order to ascertain levels of safety and risk. These inspections will be supervised by either of the following persons, the Manager; Safe, Secure & Assured, the Safety Manager or the Security Manager.

## 46. Notification of Hazardous Performance Conditions

The safety and welfare of staff working during performances; and of the public; are paramount. The identification of hazards; and notification of same; will assist in ensuring that all performances are conducted in a safe manner. Failure of the production company or presenter to comply with this policy, in total or part, breaches legislative conditions of the OH&S Act, and constitutes a failure to comply with "duty of care" provisions.

- The preferred method of identifying hazards and assessing risks is the utilisation of the Australian Standard AS4360 Risk Management as a guiding template.
- Notification of hazards utilising the templates at Appendix 6 should be forwarded to Production; the Arts Centre; at least 14 days prior to any bump-in.
- In order for the Arts Centre to have a better appreciation of identified hazards; briefings and demonstrations (where applicable); should be held with Production; and/or Safety & Security as soon as practicable upon residency.
- Material Safety Data Sheets (MSDS); should be supplied where necessary to the Safety and Security Department located at Stage Door, Theatres

building..

- Should performances require the appointment of a dedicated Safety Officer; as required by the Arts Centre; they will be rostered accordingly.

## 47. Defective Plant

Unsafe plant has the potential to cause injury; or further damage if used. The ability to action such plant in an effective manner will eliminate or minimise further loss.

- Unsafe plant should be reported to Facilities Management by dialling their Help Line on 8392
- Unsafe plant should be made inoperable through routine practices such as isolating power; or attaching a 'Danger – Do Not Operate' tag.
- Facilities Management shall complete necessary rectification and documentation works.

Further information may be gained by reading the following:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety (Plant) Regulations 1995
- Code of Practice - Plant

## 48. Personal Protective Equipment

The provision and use of PPE is identified as part of the risk management strategy of the Arts Centre. It is a vital link in the provision of a safe workplace.

- The identification of suitable PPE should take place through the utilisation of risk management strategies. The identification of hazards will direct staff to appropriate PPE for the task.
- Where the use of PPE has been identified as being necessary, it is to be worn at all times whilst conducting that task. Training in the use of PPE must be maintained at all times.
- All PPE will meet Australian Standards approval.
- Where practicable, workplace signs will indicate the types of PPE to be worn in specific locations.

Further knowledge can be gained by reading the following:

- National Code of Practice for Noise Management and Protection of Hearing at Work [NOHSC:2009(2004)].
- Australian Standard AS HB9 – 1994. Occupation Personal Protection
- Australian Standard AS 1270, 2004. Acoustics - Hearing Protectors

## 49. Safety Signs

The communication of safety or health hazards is an essential part in the provision of a safe workplace. Such signposting can be written or pictorial; or a combination of both; in order to ensure the communication is effective.

- The organisation will ensure that a formal survey is undertaken; from time to time; in an attempt to identify the signposting required for operations.
- Where staff identifies signposting as a requirement; such signs will be confirmed and supplied where requested.
- As a guide, signposting should occur (but not limited to) where there is a prohibition on smoking; where overhead work is conducted; where there are slip/trip hazards; where there is the need for PPE; where vehicular traffic (including forklifts) occurs; where there are dangerous goods and where restricted access occurs.

Further information can be gained by reading the following:

- Occupational Health & Safety (Confined Spaces) Regulations 1996
- Occupational Health & Safety (Noise) Regulations 2004
- Dangerous Goods (Storage & Handling) Regulations 1989
- Australian Standard AS1319 Safety Signs for the Occupational Environment

## 50. Scaffolding

Scaffolding that has not been erected by untrained persons; or erected without considering the impact on surrounding areas; can introduce unacceptable risks into the workplace. All scaffolding works should be conducted in line with current regulatory requirements.

- All scaffolds shall be constructed in accordance with the Australian Standards AS 4576, 1995 Guidelines for Scaffolding
- Scaffolding at heights less than 4M can be erected by a non-certificated person who has been trained for the task by a competent person
- Scaffolding which exceeds a height of 4M can only be erected, altered or dismantled by a certificated scaffolder
- Work can only proceed from a scaffold when;
  - It is tied into the structure
  - It has proper base plates and a stable foundation for the standards
  - Guardrails including mid-rails are in place
  - There are kickboards on the working deck

- It is fully planked out
- It is adequately braced
- All mobile scaffolds over 2M in height should have an internal access ladder, a top-rail, mid-rail and kickboard
- Mobile scaffolding should only be used on level solid surfaces
- The castor wheels on mobiles should be locked before using the scaffolding
- No personnel should be on a mobile when it is being moved
- When moving a mobile, ensure no overhead power lines are in the way.

Other information can be found by reading the following material:

- Australian Standard AS 1576.1 Scaffolding Part 1: General requirements

## 51. Portable Ladders

Ladders primarily are a means of access. They are not, however, a safe work platform and should be used in a safe manner only when the erection of a safe platform is impracticable.

Ladders are to be utilised with regard to:

- OHS Working from Heights Regulations
- Australian Standards AS 4804 & AS 4801
- Australian Standards AS 1892.1 (1996) Portable Ladders Part 1: Metal
- Australian Standards S 1892.2 (1992) Portable Ladders Part 2: Timber

## 52. Contractors on Arts Centre Premises

All contractors must report to Stage Door prior to commencing work, and then sign into the site in the appropriate register. Once this has been conducted, each contractor will be allocated an Arts Centre identification and access control pass, which must be worn in an easily identified location on their person at all times they remain on site.

- All Arts Centre business units utilising contractors, must alert Stage Door to the following, to ensure the authority for the attendance of such contractors is given:
  - date of contractor commencing work
  - time of arrival
  - name of contractor
  - location of work to be carried out

- any special requirements (i.e.: permit to work)
- name of manager authorising work
- It is the responsibility of the Arts Centre manager authorising such work, to ensure that contractors are aware of this, and all, health and safety policies.
- It is the responsibility of the manager authorising such work, to ensure that all contractors who have entered into a service agreement (contract) with the Arts Centre, attend Contractor Safety Orientation.

## 53. Hours of Work, Fatigue & Rostering

Clear evidence is emerging that the length of shifts has an overwhelming effect on the incident of injury or accidents. The overall risk on 12-hour shifts is greater than that of an 8- hour shift. The risk of injury or an accident doubles after 12 hours at work; and trebles by 16 hours worked. Additionally the work-life balance of all employees must be taken into consideration when rostering is undertaken, as there is a considerable effect on the wellbeing of employees, their health, and their social and private lives. The Enterprise Development Agreement provides guidelines on specific conditions relating to hours of work, rostering, and work-life balance and should be referenced in guiding decision making.

- A full time working week is 38 hours.
- If overtime is necessary beyond this; the maximum hours per week should not exceed 60 hours. It is preferred that such hours should not be repeated consecutively or that it be undertaken on a regular basis.

### Shift Length

- A maximum of 12-hour shifts is preferred.
- Rostering beyond 12-hour shifts should only be undertaken after careful consideration of the duties and tasks involved; including ongoing rest periods or "down time" during the shift.
- Where rostering beyond 12 hours does take place; the rostered shift must not exceed 16 hours (including breaks).

## Rostering

- A minimum of 10 hours rest between shifts is required.
- Additionally, rest between shifts should be at least equivalent to the hours previously worked. (i.e.: if a 16 hour shift has been completed; at least 16 hours rest should be rostered before the next shift commences).
- Consecutive 12-hour nightshifts should be limited to two.
- Work conducted outside of what is recognised as “normal” hours; should be carefully considered and monitored as the risk of injury or accident is increased.
- Staff should at all times be monitored in regard to their ability to undertake rostered shifts. Consideration must be given to staff who are engaged in other employment and may already have undertaken significant hours of work.
- Managers should review the skills and capacity of all staff; for the Arts Centre to meet staffing needs over the short to medium term. Appropriate training should be provided for staff to ensure overtime is not continuously relied upon to meet staffing requirements.
- Communication between supervisors and managers is vital to ensure rostering is equitable and appropriate for the Arts Centre's needs.
- Shift cycles should always rotate forward. (i.e.: morning shifts followed by afternoon shifts followed by night shifts). The body adapts best to this sort of shift cycle.

Other information may be found at:

Australian Council of Trade Unions. ([www.actu.asn.au](http://www.actu.asn.au))

Australian Safety and Compensation Council ([www.ascc.gov.au](http://www.ascc.gov.au)) formerly the National Occupational Health & Safety Commission. ([www.nohsc.gov.au](http://www.nohsc.gov.au))

## 54. Staff Consultation

Consultation between the employer and their staff is integral to the ongoing safety environment. The Arts Centre commits to an OHS consultation strategy that is available, timely & understood:

- Sharing information
  - Publication/ Distribution of an OHS newsletter posted on the All Staff email folder
  - SHE Committee minutes on a monthly basis
- Giving staff a reasonable opportunity to express their views
  - Establishment of an OHS Mail Box. All submissions to the mailbox will be responded to. Where relevant, they will be forwarded to the responsible HSR. Possible solutions to any OHS items will be sought from the author.
- Taking staff views into account
  - Staff will be engaged to assist in shaping decisions

The Arts Centre will consult with staff where reasonably practicable when:

- Resolving health & safety issues
- Monitoring staff health & safety
- Identifying, assessing & controlling hazards or risks
- Determining the structure of the SHE Committee
- Proposing physical changes in the workplace or systems of work that may affect health & safety
- Size & structure of the business, the nature of the work, the urgency of particular decisions or actions and work arrangements

Other information can be found at:


[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## 55. Woodworking

A range of timber and veneered products are utilised throughout wood working processes. These include soft and hardwoods as well as medium density fibreboards. Wood dust is not classified as a hazardous substance, however, certain hardwoods such as beech and oak may produce allergic asthma like respiratory sensitisation after repeated or prolonged exposure to their dust. Chemical constituents such as formaldehyde may also be released in dust produced through the use of mechanical equipment in the cutting/sanding/routing of Medium Density Fibreboard (MDF).

- When carrying out any woodworking, correct personal protective equipment must be worn. This should include respirators or dust masks and eye protection.
- Where necessary, a risk assessment should be conducted. The attached checklist (Appendix 8) can be utilised as a guide.
- Cutting, sanding or routing of wood should always be conducted in an environment where dust extraction is possible. This may include permanent dust extraction systems or the placement of a vacuum cleaner and nozzle immediately adjacent to the work area. Such work should never be carried out where others may be affected.
- The use of MDF should be minimised wherever possible. When cutting, sanding or routing of MDF is required, it should not be conducted within the Arts Centre environs.

# Appendix 1 – Asbestos Risk Form

	<h2 style="margin: 0;">Asbestos Risk Assessment Form</h2>	Office Use:																	
		Work Order No:																	
		Asset No:																	
Building <input style="width: 80px;" type="text"/>	Level <input style="width: 50px;" type="text"/>	Location <input style="width: 100px;" type="text"/>																	
<div style="border: 1px solid black; min-height: 60px; margin-bottom: 10px;"> <p><b>Description:</b></p> </div>																			
Fire Door No. <input style="width: 100px;" type="text"/>																			
Is work identified as asbestos site in BEIMS?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	Check BEIMS for warning	<input type="checkbox"/> <b>Y</b>																
Can work be done inhouse?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	<i>If <u>yes</u>, go to questionnaire below</i> <i>If <u>no</u>, suggest action and sign off this form</i>	<input type="checkbox"/> <b>Y</b>																
Suggested action	Repair/Replace with asbestos free door																		
Will work create asbestos dust?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	Obtain protective equipment	<input type="checkbox"/> <b>Y</b>																
Is this work URGENT?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	Plan for after hours if possible	<input type="checkbox"/> <b>Y</b>																
Is this work in high location?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	Have ladder or hydraulic lift	<input type="checkbox"/> <b>Y</b>																
Can work be done with hand tools?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	Avoid use of power tools	<input type="checkbox"/> <b>Y</b>																
Can work area be barricaded?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	Barricade the area	<input type="checkbox"/> <b>Y</b>																
Is there an Air Handling Unit inlet/outlet near work site?	<input type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>	Turn Air Handling Unit off	<input type="checkbox"/> <b>Y</b>																
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; padding: 5px;">Work completed by: .....</td> <td style="width: 40%; padding: 5px;">Date: .....</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><i>(Print Operator's name clearly)</i></td> <td></td> </tr> <tr> <td style="padding: 5px;">.....</td> <td></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><i>(Operator's signature)</i></td> <td></td> </tr> <tr> <td style="padding: 5px;">Inspection completed by: .....</td> <td style="padding: 5px;">Date: .....</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><i>(Print Supervisor's name clearly)</i></td> <td></td> </tr> <tr> <td style="padding: 5px;">.....</td> <td></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><i>(Supervisor's signature)</i></td> <td></td> </tr> </table>				Work completed by: .....	Date: .....	<i>(Print Operator's name clearly)</i>		.....		<i>(Operator's signature)</i>		Inspection completed by: .....	Date: .....	<i>(Print Supervisor's name clearly)</i>		.....		<i>(Supervisor's signature)</i>	
Work completed by: .....	Date: .....																		
<i>(Print Operator's name clearly)</i>																			
.....																			
<i>(Operator's signature)</i>																			
Inspection completed by: .....	Date: .....																		
<i>(Print Supervisor's name clearly)</i>																			
.....																			
<i>(Supervisor's signature)</i>																			

# Appendix 2 – Permit to Work



## Permit to Work (In and emergency - DIAL 8222)

Hot Works  Confined Space  Penetrations  Other

- Tick relevant work type. If other, please state nature of work:
- Permit must be displayed at work location in a prominent position and returned to the Authorised Officer at completion of works.

Permission is sought for _____ (insert name), and employed by _____ (insert company name), to conduct the works indicated.		<b>Safe Work Checklist</b> <b>General</b> <ul style="list-style-type: none"> <li>• Fire extinguishers in proximity of works area and permit holder is familiar with use.</li> <li>• Penetrations of walls, ceilings and floors have been sealed correctly.</li> <li>• Permit holder knows location of telephone/EWIS/fire alarm.</li> <li>• Performances scheduled or likely to be affected?</li> <li>• Equipment to be used in good order and electrically tagged.</li> <li>• Permit holder has, and is, wearing correct personal protective equipment.</li> </ul>																					
Commencement Date:	Date	Time	<b>Hot Works</b>																				
Completion Date (expected):																							
Location of works:	Building: THS/MCH/SMMB (circle) Level: <input type="checkbox"/>	Where? (description of exact location):	<ul style="list-style-type: none"> <li>• Combustible materials removed or made safe.</li> <li>• No flammable liquids, vapours, gases or dusts present.</li> <li>• Impairment of fire detection or suppression equipment required?</li> <li>• Fire watch during, and at least 30 mins after works.</li> </ul>																				
Brief description of works:																							
Equipment to be used:			<b>Confined Spaces</b> <i>Prior to isolation and ventilation</i> <table border="0"> <tr> <td><input type="checkbox"/> Oxygen (19.5% min. 23.5% max)</td> <td>%</td> </tr> <tr> <td><input type="checkbox"/> Flammability (10% LEL/LFL)</td> <td>%</td> </tr> <tr> <td><input type="checkbox"/> CO (.2ppm allowable)</td> <td>ppm</td> </tr> <tr> <td><input type="checkbox"/> Toxic (specify)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Heat</td> <td>C</td> </tr> </table> <i>After isolation and ventilation</i> <table border="0"> <tr> <td><input type="checkbox"/> Oxygen (19.5% min. 23.5% max)</td> <td>%</td> </tr> <tr> <td><input type="checkbox"/> Flammability (10% LEL/LFL)</td> <td>%</td> </tr> <tr> <td><input type="checkbox"/> CO (.2ppm allowable)</td> <td>ppm</td> </tr> <tr> <td><input type="checkbox"/> Toxic (specify)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Heat</td> <td>C</td> </tr> </table>	<input type="checkbox"/> Oxygen (19.5% min. 23.5% max)	%	<input type="checkbox"/> Flammability (10% LEL/LFL)	%	<input type="checkbox"/> CO (.2ppm allowable)	ppm	<input type="checkbox"/> Toxic (specify)		<input type="checkbox"/> Heat	C	<input type="checkbox"/> Oxygen (19.5% min. 23.5% max)	%	<input type="checkbox"/> Flammability (10% LEL/LFL)	%	<input type="checkbox"/> CO (.2ppm allowable)	ppm	<input type="checkbox"/> Toxic (specify)		<input type="checkbox"/> Heat	C
<input type="checkbox"/> Oxygen (19.5% min. 23.5% max)	%																						
<input type="checkbox"/> Flammability (10% LEL/LFL)	%																						
<input type="checkbox"/> CO (.2ppm allowable)	ppm																						
<input type="checkbox"/> Toxic (specify)																							
<input type="checkbox"/> Heat	C																						
<input type="checkbox"/> Oxygen (19.5% min. 23.5% max)	%																						
<input type="checkbox"/> Flammability (10% LEL/LFL)	%																						
<input type="checkbox"/> CO (.2ppm allowable)	ppm																						
<input type="checkbox"/> Toxic (specify)																							
<input type="checkbox"/> Heat	C																						
<b>The location where works are to be conducted has been examined by me, the Authorised Officer, and the necessary precautions taken (see checklist). Permission is granted for this work.</b>			<b>Note: all measurements must be continually monitored.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Energy sources locked and tagged</li> <li><input type="checkbox"/> Stand-by personnel in attendance</li> <li><input type="checkbox"/> Communication equipment (specify) _____</li> <li><input type="checkbox"/> Respiratory aids (specify) _____</li> <li><input type="checkbox"/> Rescue aids (specify) _____</li> </ul>																				
Permit Expires	Signed:																						
Date:	(Authorised Officer)																						
Time:	Print name:																						
<input type="checkbox"/> Safety and Security notified prior to commencing works. <input type="checkbox"/> Safety and Security notified at completion of works. <input type="checkbox"/> Final Check Conducted.			Signed: Print Name:																				

# Appendix 3 – Incident Notification Form

## Reportable Incident Notification Form

(For Occupational Health and Safety (Incident Notification) Regulations 1997)



### Person submitting details

<b>Name:</b>	<b>Tel No:</b>
--------------	----------------

<b>Date:</b>	<b>Date of Incident:</b>	<b>Time of Incident:</b>
--------------	--------------------------	--------------------------

<b>Employer:</b> Victorian Arts Centre Trust
--

<b>Business address:</b> 100 St Kilda Rd Melbourne 3004	<b>Place/location where incident occurred:</b>
--	--

<b>Name of employer of deceased/injured person(s) if any, if different from above:</b>
--

<b>Brief description of incident (give details of the type of injury, if any, caused by the incident):</b>
--

### Details of injured person(s)

<b>Name:</b>	<b>Sex:</b>
--------------	-------------

<b>Residential address:</b>
-----------------------------

<b>Date of birth:</b>	<b>Tel No:</b>
-----------------------	----------------

<b>Occupation:</b>	<b>Employee/contractor/member of public:</b>
--------------------	--

<b>Work activity being undertaken at time of incident (identify any plant, substance or equipment involved):</b>
--

<b>Person(s) who saw incident or first came to scene:</b>
---

<b>Action taken/intended, if any, to prevent recurrence of incident:</b>
--

Fax to Victorian WorkCover Authority: 9641 1091  
Call Safety Manager (03) 9281 8157 or 0411 751 993

# Appendix 4 – Hazard Identification Form

<i>the Arts Centre</i>	HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL TEMPLATE
<b>Plant, equipment or system process identified:</b>	
<b>Business Unit &amp; area of hazard:</b>	
<b>Hazard identified by:</b> (insert name, team or committee).	
<b>How identified:</b> (self observation, analysis, informed etc).	

<b>Description of hazard (utilise point form where practicable):</b>

<b>Risk assessment team:</b>	Name	Title
<b>Date of assessment:</b>		

<b>Initial risk assessment outcome (utilising risk matrix templates):</b>		
	Rating	Reason
Consequence:		
Likelihood:		
Level of Risk:		This rating is the absolute risk. The level of risk prior to controls or treatment.
Is this level of risk acceptable?	Yes or No (circle)	

<b>Controls: have any been identified? What are they?</b> (Controls make the risk acceptable, prior to any available treatment strategy).	
1	
2	
3	
4	
5	

Risk assessment with controls:		
	Rating	Reason
Consequence:		
Likelihood:		
Level of Risk:		This rating is the controlled risk. The level of risk after controls have been/will be; implemented.
Is this level of risk acceptable?	Yes or No (circle)	

Treatment: has any been identified? What is it? (A treatment either eliminates controls, or eliminates the risk).	
1	
2	
3	

Risk assessment with treatment:		
	Rating	Reason
Consequence:		
Likelihood:		
Level of Risk:		This rating is the treated risk. The level of risk after treatment has been/will be; implemented.
Is this level of risk acceptable?	Yes or No (circle)	

ADMINISTRATION		
Hazard entered onto risk register?	(Name)	(Date)

Personal protective equipment required? (Insert details & implementation).	Head protection	Feet protection	Hand protection	Hearing protection	Nasal protection	Eye protection

This template is to remain with the identifying business unit as part of the ongoing risk management. A copy must be submitted to the Safety Manager.

# Appendix 5 – Workplace Inspection Checklist

This list gives general guidance on possible workplace health and safety hazards and issues. It is not intended to be exhaustive.

Housekeeping	Work Benches	Storage
Bins located at suitable points	Clear of rubbish	Materials stored in racks and bins wherever possible
Bins emptied regularly	Tools put away when not in use	Designed to minimise manual handling problems
Oily rags and combustible refuse in covered metal containers	No sharp edges on work benches	Commonly used and heavy items stored between mid thigh and shoulder height
Passageways kept clear of obstructions	Correct height for worker	Floors around racks, shelves, pallets, etc. clear of rubbish
Spills cleaned up thoroughly		Racks, shelves, pallets, etc. kept in good condition
Hazardous Substances	First Aid	Office Equipment
Hazardous substance register is complete and available	Contents of first aid cabinets clean and orderly	Screen based equipment positioned to reduce glare from windows and lighting
Material Safety Data Sheets (MSDS) provided for all substances	Contents regularly checked to see if adequate for the workplace	Area around photocopiers well ventilated to control fumes
Risk assessment completed for substances	Contents not past expiry date	Stable non-slip floor coverings
All containers labelled correctly	Cabinets clearly labelled	Noise at or below acceptable levels
Unused or unnecessary substances are disposed of in a safe manner	Cabinets easily accessible and unlocked	Sufficient space for all operations
Special storage conditions followed where applicable	Employees aware of the location for first aid treatment	Appropriate adjustable furniture and equipment is available
Workers trained in the use of hazardous substances	Emergency phone numbers displayed	Fire and Emergency
Tasks performed as per safety instructions	First aid officers accessible to all workers and work areas	Fire wardens and floor wardens appointed for all parts of the workplace
Necessary equipment for safe use of substances provided	A trained first aider is on the premises at all times	Names of all fire and floor wardens displayed in their areas
Where necessary, PPE provided and maintained	Electrical	Fire extinguishers recently serviced and tagged
Adequate ventilation is provided	Portable equipment and leads tested and tagged	Fire exits clearly marked
Eye washes and showers are easily accessed	No broken plugs, sockets or switches	Exit doors easily opened
Procedures exist for the safe clean-up of spilt chemicals	No frayed or damaged leads	All employees advised of emergency procedures
General lighting	Portable power tools in good condition	Exits clear of obstructions
Correct level of illumination for tasks	No temporary leads on floor	Walkways/Floors
No direct or reflected glare	Emergency shut-down procedures in place	Oil and grease removed
Light fittings clean and in good condition	No strained leads	Access to walkways kept clear
Emergency lighting operable	Machinery	Walkways free from obstructions
Signs	Adequately guarded	No electrical leads crossing walkways
Warning signs in place	Starting and stopping devices clearly marked and within reach of operator	Walkways adequately and clearly marked
Exits clearly marked	Provision to store waste cut-offs	Unobstructed vision at intersections
Names of workplace health and safety representatives clearly displayed	Machinery clean & floor around machines kept clean and free from clutter	Stairs and risers are in good repair
	Adequate work space around machines	Floor surfaces even and uncluttered
	Operators trained	

<b>Ladders</b>	<b>Gas Bottles</b>	<b>Ergonomics and Manual Handling</b>
In good state of repair	Chained in an upright position	Work height adjustable to suit size of worker
Made of non-conductive material if for electrical work	Hoses in good state of repair	Controls are well designed and properly positioned
Used correctly	Portable gas bottles mounted on appropriate trolley	Tools and equipment within easy reach
Ropes, pulleys and treads in a good state of repair	<b>Personal Protective Equipment (PPE)</b>	Tools and equipment well designed
<b>Situation and Amenities</b>	Supplied where hazard cannot be controlled in any other way	Chairs well designed and adjustable
Adequate lunch facilities provided	Correct and appropriate PPE supplied	Sufficient leg room available
Adequate number of toilets are available and accessible	PPE checked and maintained regularly	Adequate work space available
Showers and washing facilities provided where necessary	Workers trained in correct use of PPE	Working in standing position is avoided where possible
Drinking water available	PPE used in the correct manner	Working in a fixed position is avoided
<b>Security</b>	PPE worn by workers when required to	Awkward and constrained postures are avoided
Security measures in place & adequate	<b>Training</b>	Repetitive movements avoided
Adequate lighting within and around workplaces	Training program documented and records maintained	Frequent lifting, pulling, pushing, dragging of loads is avoided
Workers not working alone or in isolation where possible	Workplace-specific induction training provided for all workers, managers, supervisors and visitors	Bending or reaching above shoulder height and twisting of the back is avoided
Car parks well lit and secure	Induction training includes a review of workplace health and safety matters	Awkward loads (eg bulky, moving, hot, difficult to grip) redesigned where possible
	Workers trained in emergency procedures	Mechanical lifting aids available and used where necessary
	Workers trained in the handling of hazardous substances	
	Workers trained in safe manual handling techniques	
	Workers trained in the correct use of PPE	

# Appendix 6 – Notification of Hazardous Performance Conditions

<b>To be completed by the production company or presenter</b>
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<b>Hirer</b>	
<b>Production</b>	
<b>Venue</b>	<b>Date/s:</b>
<b>Contact name</b>	<b>Phone:</b>
<b>Stage Manager</b>	<b>Phone:</b>
<b>Demonstration Date</b>	<b>Time:</b>

Type of Effect (tick)	Materials Involved	
Naked Flame		
Pyrotechnics		
Explosives		
Firearms	<b>Company supplying hazardous materials/equipment</b>	
Smoke	<b>Name:</b>	
Other	<b>Address:</b>	<b>Telephone:</b>

Brief description of effect

Declaration			
I confirm that the above details are a true and accurate reflection of hazardous performance conditions, and that all effects will be conducted within OH&S guidelines.	<b>Name &amp; Signature</b>		<b>Date</b>

Pyrotechnics, Explosives and Firearms Use Only			
<b>Accredited or licensed person</b>			
<b>License or permit number</b>		<b>Expiry Date</b>	
A copy of the license or permit must be made available to the Manager, Safety and Security Services, VACT, at or prior to the risk assessment meeting.			

Victorian Arts Centre Use Only	
<b>Approved by:</b>	<b>Conditions of operation (if any):</b>
(signature)	
<b>Manager, Safety &amp; Security Operations</b>	
<b>Date:</b>	

Despatch to VACT: PO Box 7585 MELBOURNE 8004. Fax: 9281 8293. Email: [Col.Strawbridge@theartscentre.net.au](mailto:Col.Strawbridge@theartscentre.net.au)

## Appendix 7 – Internal Hazard Notification

# Bluey!



What is a Bluey?

A Bluey is the Arts Centre's internal safety hazard notification system.

It is designed to ensure that all areas of the Arts Centre are notified where a safety hazard has been identified that may have an impact on our operations. The manager or supervisor responsible for organising the works will post the Bluey in appropriate areas; and release it via an all staff email.

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<b>Issue date:</b>	
<b>Expiration date:</b>	
<b>What is the advice?:</b>	
<b>What should you do?</b>	
<b>What is the Arts Centre doing?</b>	
<b>Further information?</b>	

# Appendix 8 – Woodworking Checklist

List possible health hazards which may result from using woodworking products:

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List any safety warnings issued on labels:

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	Yes	No
Has MSDS and label information been read? (The regulations require you to consider this information)	—	—
Are the products used as described above?	—	—

Are the health effects described above applicable to the products used in your workplace?

*If you answer No to this question you should complete a general risk assessment template... If Yes to all questions, proceed to the following questions*

List who uses these substances or performs this process:

	<b>hrs/day</b>
	<b>hrs/day</b>
	<b>hrs/day</b>

Does the form or concentration of the substance differ from that described above?	—	—
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*If you answer YES to this question you should complete a general risk assessment template..*

## 1.0 Evidence of Exposure

	Yes	No
• Are workers required to handle green timber?	—	—
• Do employees suffer from rashes?	—	—
• Do skin conditions return rapidly after returning from leave?	—	—
• Do skin conditions occur after working with a particular type of wood?	—	—

Specify.....

- Do employees suffer irritated eyes or redness of the eyes during work with wood? — —
- Do employees suffer nose irritation or redness whilst working with wood? — —
- Do employees find breathing difficult whilst working with wood products? — —
- Do employees with respiratory illness (asthma) find their condition deteriorates when working with wood? — —

*If YES to any of the above, additional safety measures as detailed below are necessary to further reduce the risk of exposure.*

## 2.0 Safe Operating Procedures

- |  | Yes | No |
|--|-----|----|
| • Is all woodwork undertaken using exhaust ventilation?  | —   | —  |
| • Are dust masks worn when working with MDF?   | —   | —  |
| • Have specific areas been designated for working with MDF that are isolated from other work areas?      | —   | —  |
| • Are hand tools provided with dust collection bags?   | —   | —  |
| • Is time spent working with MDF boards limited to minimise employee exposure?                           | —   | —  |
| • Is good housekeeping in place to ensure excessive quantities of wood dust are not laying on surfaces?  | —   | —  |
| • Is the use of compressed air to clean equipment prohibited?  | —   | —  |
| • Are vacuum cleaners used to clean the work area of wood dust?  | —   | —  |
| • Are good hygiene practices a requirement in the workplace (i.e. wash hands prior to lunch or smoking)? | —   | —  |

*If NO to any of the above, additional safety measures may be required to further reduce the risk of exposure.*

## 3.0 Effectiveness of Controls

- |   | Yes | No |
|---|-----|----|
| • Is the mechanical ventilation provided operating effectively?<br><i>Hint: manually place a minor quantity of wood dust on the working surface of the machine and determine whether the dust is extracted.</i> | —   | —  |
| • Has the requirement to work with green wood been prohibited?  | —   | —  |

**4.0 Personal Protective Equipment**

- |   | Yes | No |
|---|-----|----|
| • Are the following PPE provided:   |     |    |
| ▫ Leather gloves for handling wood (not during machine operation)?              | —   | —  |
| ▫ Safety glasses with side shields?   | —   | —  |
| ▫ Long sleeve clothing?   | —   | —  |
| ▫ Dust masks?   | —   | —  |
| • Are employees trained in the use and maintenance of these items of equipment? | —   | —  |

*If NO to any of the above, the risk of exposure to wood dust hazards may be further reduced through the use of PPE.*

**5.0 Results of Risk Assessment**

	Yes	No
Have any risks been identified?		

**Comment:** .....  
.....  
.....

Does a particular issue require further assessment (e.g. monitoring, consultation, etc.)	—	—
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**Comment:** .....  
.....  
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