



OCCUPATIONAL HEALTH & SAFETY MANUAL

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OCCUPATIONAL HEALTH & SAFETY STATEMENT

OVERVIEW

The occupational health and safety of all persons working for or engaged in a voluntary capacity (thereafter referred to as 'members') for Williamstown Little Theatre, is of paramount importance to the Committee. All necessary initiatives will be taken to ensure that the workplace is safe and without risk to health, and to ensure that WLT complies with the Victorian Occupational Health and Safety Act 2004 and other relevant Victorian legislation.

The OHS policy is supported by all members of the WLT management committee. This is evidenced by their signing the Health & Safety Policy Document, [APPENDIX A](#).

Members of the WLT Committee will sign an updated version of this policy on an annual basis.

RESPONSIBILITIES

WLT MEMBERS

Each WLT member is responsible for:

- Taking reasonable care of his/her own health and safety, as well as the health and safety of other persons who may be affected by his/her actions;
- Co-operating with Williamstown Little Theatre in any action taken to comply with any legislative requirements;
- Wearing protective clothing and using protective equipment where relevant;
- Maintaining a high standard of housekeeping by working in an orderly manner;
- Avoiding wilfully risking the health and safety of others;
- Reporting any safety issue to their designated team leader.

All WLT members will be inducted into WLT so that they understand their OHS responsibilities. The Induction form, which must be signed by each member, is included in [APPENDIX A](#)

WLT MANAGEMENT

The committee of management is required to ensure that this policy is fully implemented, and to support team leaders in their areas of responsibility.

WLT TEAM LEADERS

Each team leader is responsible for taking all practicable measures to:

- Ensure that the workplace under his/her control is safe and without risks to health;
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health;
- Detect any unsafe or unhealthy conditions of behaviour and take remedial action;
- Report all faulty or dangerous equipment to the WLT Committee and taking steps to fix it, ensuring that it is not used until fixed.

[Appendix F](#) should be completed to list areas of responsibility and designated Team Leaders.

RISK ASSESSMENT

Risk assessment is an important part of ensuring ongoing health and safety at WLT. The aim of risk assessment is to ensure that all hazards in the workplace are controlled so they provide minimal or no risk (acceptable risk). Risk assessment should be carried out whenever any hazardous activity is being undertaken. Construction of new sets, operation of electrical equipment and transportations of materials are good examples of such activities.

A hazard analysis should be completed whenever a new play is being developed. This risk sheet should be completed whenever a new production is being developed or any hazardous work is being undertaken.

Periodic inspections of theatre sections should be undertaken to ensure that no new hazards have arisen and that current controls are still effective. These should be undertaken by each designated Team Leader. A risk assessment check sheet is included in *Appendix B*.

SMOKING

Smoking is restricted to designated areas in the open air area of the courtyard. Areas designated for smoking should be clearly identified by signs. Smoking is prohibited in all interior areas and should not be carried out under the roof in the outdoor area. This smoking policy is in line with WLT policy of providing a safe and healthy working environment.

ILLNESS/INJURY

Williamstown Little Theatre provides assistance to WLT members who suffer injury or illness whilst engaged in WLT related activities.

A WLT member who suffers personal injury and requires medical care must notify the duty First Aid Officer, or in their absence their Team Leader or a member of the Williamstown Little Theatre Committee. This person should refer the patient to a doctor or hospital, or send him/her home or call an ambulance should he/she think it necessary.

- In the case of serious illness or injury, the First Aid Officer, or in their absence a member of Williamstown Little Theatre, should call an ambulance. When an ambulance is called, a person should be instructed to stand outside WLT in order to direct the ambulance when it arrives.
- Every injury, accident and near miss must be recorded by the person to whom it was reported on the Incident Report Form (*APPENDIX C*), located in the Front of House OHS box. If working alone and an incident occurs, it should be recorded as soon as possible after the event.

Williamstown Little Theatre recommends all members have ambulance cover and take advantage of any opportunity to gain First Aid qualifications.

WORKING ALONE

WLT recognises that members may undertake work at WLT while working alone. When members have to work alone, they should ensure that the following is done:

1. Only designated key holders will be allowed to work alone.
2. All people working alone must make another person aware that they are doing so, and give an estimate as to what time they will be finished.
3. The designated person must be contacted by the person working alone when he/she has finished his/her work.
4. In the event of the designated person not hearing from the person working alone, he/she should contact that person to ascertain if everything is all right.

FIRST AID KITS

Fully stocked First Aid kits are located in the following places, all identified by an appropriate sign:

- Front of House counter
- Inner Dressing Room
- Wardrobe area upstairs

These kits should be maintained with replacement of components when used. They should also be inspected in January and July to ensure that contents are complete and in date.

BLOOD BORNE VIRUSES

Williamstown Little Theatre recognises that some members may be antibody positive or suffering an illness due to blood borne viruses. As WLT is a non-discrimination place, all body fluids will be treated as a biohazard when cleaning up spills. As such, a biohazard spill kit should be part of the First Aid kit and all WLT members should receive training in cleaning these spills.

The procedure for cleaning body fluids is as follows:

1. Always put on a pair of disposable gloves before cleaning any spill.
2. Place a paper towel over the spill.
3. Thoroughly wet the towel with a 4% bleach solution or similar disinfectant, and leave for five minutes.
4. Using a dry towel, pick up the wetted towel and dispose into the bin. Take off gloves so that they enclose the wetted towel. In this way, the gloves will completely contain the wetted towel when removed.
5. Put on a clean pair of gloves.
6. Thoroughly clean the area with warm water and detergent. When finished, remove gloves and dispose into bin.

There are bio hazard spill kits located under the sink in Front of House, in the inner Dressing Room and in the Wardrobe area upstairs.

CONSUMPTION OF ALCOHOL AND OTHER SUBSTANCES

While WLT is licenced to sell alcohol during performances, the consumption of alcohol must follow the guidelines set out by the Responsible Serving of Alcohol guidelines and the conditions of the Liquor Licence. Lack of judgment through consumption of alcohol or other substances by any person could result in a serious injury.

Alcohol or other substances must not be consumed by participating WLT members before or during performances or during set construction sessions where equipment which can cause death or serious harm is being used. This includes electrical equipment, power tools, working from heights (<1m) etc.

POLICY

Any member who is deemed to have impaired judgment due to the consumption of alcohol or other substances will be expelled from WLT and will have to show cause why they should be readmitted.

Consumption of any substances deemed to be illegal under Victorian law is strictly prohibited in WLT premises and any persons found to have consumed an illegal substance will be immediately expelled from WLT.

Alcohol should only be sold to the public by persons who hold a current responsible serving of alcohol certificate. If no such persons are on duty for public performances, alcohol will not be sold.

EMERGENCY EVACUATION

Emergency evacuation of the theatre is the responsibility of the Committee.

Any decision to evacuate during performance time must be made by Stage Manager.

Front of House staff and stage management team assist evacuation of members as directed by Stage Manager. All instructions given by either of these parties must be obeyed immediately. Occupants of the theatre should proceed quickly and quietly to the nearest exit and proceed to the car park of the Prince Albert Hotel opposite the theatre.

Details and diagram of the evacuation procedure is contained in *Appendix D*.

Copies of this procedure are to be kept in booklet kept in Front of House box behind the bar.

SUITABILITY OF TOOLS AND EQUIPMENT

WLT recognises that members will use a combination of WLT's and their own tools when carrying out tasks. To ensure that the tools used for construction activity are acceptable, WLT will ensure that:

- All WLT tools are maintained according to their specific requirements as specified in their instruction manual, and that this maintenance is recorded;
- All WLT electrical tools are tested and tagged at least once every two years;
- Any tool not working properly is labelled with a 'Do Not Use' label affixed to its power cord or handle and that this label should not be removed from the tool until it is repaired and the nature of its repairs recorded. This should be reported to the Team Leader.
- Members bringing their own tools for use on WLT's premises must ensure they are serviced and working properly . A waiver is included in the induction checklist to include equipment brought to WLT from other places.

REFERENCES

Occupational Health and Safety Act 2004 (with amendments as at June 2013)

Employment Guide to Occupational Health and Safety in the Entertainment Industry

APPENDIX A : WLT HEALTH AND SAFETY POLICY

At Williamstown Little Theatre we believe that a safe workplace is essential for the wellbeing of our people and our organisation. We are committed to ensuring a safe and healthy working environment for everyone who works at or visits our theatre.

HOW WILL WE DO IT?

We will operate in accordance with a safety management system based on proactive risk management, consultation, provision of adequate resources, and safe behaviours.

RISK MANAGEMENT

A safe workplace requires that we understand and are managing all of our risks. We will:

- Maintain a documented occupational health and safety system with procedures for identifying, assessing and controlling the workplace hazards so far as is practicable;
- Continuously review and implement safe systems of work;
- Require safe work practices from our co-workers, presenting partners, contractors, suppliers;
- Ensure that all our people are aware of their responsibilities with respect to safety legislation and our policies;
- Comply with all relevant safety laws, standards and codes of practice.

CONSULTATION

A safe workplace requires that we all understand and are committed to our safety practices and procedures. We will:

- Have OHS as the standing first item on all WLT Committee meetings;
- Consult with our people on the development, implementation and refinement of safety policies and procedures and review of work practices;
- Consult with commercial partners, presenting partners, contractors and suppliers when planning work to ensure all parties fulfil their safety responsibilities.

A POSITIVE SAFETY CULTURE

A safe workplace requires the proactive participation of all of us. We will:

- Provide appropriate safety resources including personal protective equipment and systems for all WLT members;
- Monitor the welfare of WLT members;
- Provide regular training on safety issues and procedures;
- Encourage all our people to accept personal responsibility to work safely and use protective equipment;
- Expect all our people to immediately report any health or safety issue;
- Measure and report on safety performance;
- Recognise and reward safe behaviour,
- Conduct regular Audits;
- Implement risk control measures identified to control and prevent occurrence of workplace incidents. All our people: actors, directors, front and back of house staff, technicians and contractors, will be held accountable for their safety performance in the areas with their control or influence.

ANNUAL REVIEW

This policy will be reviewed annually, and at other times if any significant new information or legislative or organisational change warrants amendment to this document.

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

Name _____ Signature _____ date _____

APPENDIX B: WLT RISK ASSESSMENT CHECKLIST

Inspection date _____ Area inspected _____

This checklist will be used whenever a Team Leader is carrying out a safety inspection of their area. This should be done at least every six months. Tick item when satisfactory. When an item is unsatisfactory, place a cross next to it and make comment on sheet if relevant. Completed checklists should be stored in designated filing cabinet in the office.

STORAGE (HOUSEKEEPING)

- Equipment stored in racks wherever possible;
- Materials stored in such a way as to minimise potential lifting problem;
- Materials are easily accessible.

FLOORS AND WALKWAYS (HOUSEKEEPING)

- Ensure floors are not dry and not slippery – avoid wet or greasy surfaces;
- Maintain adequate walkways free of debris e.g leads, props, scenery;
- Walkways should be clearly delineated;
- Unobstructed vision at intersection of walkways.

STAIRS, LADDERS, PLATFORMS

- Ensure steps are firm with anti-slip treads;
- Ensure stairs are kept clear at all times of all obstructions, rubbish or debris;
- Ensure ladder rungs and bolts are firm;
- Ensure that all ladders and platforms are used according to the manufacturers' specifications;
- Ensure that all ladders and platforms are regularly checked.

LIGHTING

- There should be adequate illumination;
- Glare should be minimised wherever possible;
- Ensure adequate emergency lighting.

ELECTRICAL

- Ensure that plugs, sockets or switches are not broken or frayed;
- Ensure all leads are not frayed or broken and that they are properly certified;
- Circuit breakers should be installed and push controls clearly marked;
- Ensure all electrical tools and appliances are regularly tested/tagged and serviced.

WORK BENCHES

- Work benches should be clear of rubbish;
- Tools should be kept in a designated place;
- The height of the work bench should be appropriate for the worker/s;
- The bench should not have any sharp edges;
- The layout of the bench should minimise bending, reaching and twisting.

MANUAL HANDLING

- Repetitive reaching and twisting should be minimised;
- Lifting from ground level or above shoulder height should be minimised wherever possible;
- Minimise the moving of heavy objects;
- Objects that are handled should be easy to grasp, have no sharp edges, and not liable to be hot, cold, slippery or bulky.

HAZARDOUS SUBSTANCES

- Maintain material safety data sheets for all substances used. Make this information available to workers;
- Containers should be labelled with their labels clearly visible;
- Comply with any special storage conditions;
- Dispose of any waste chemicals in the appropriate fashion;
- Provide adequate ventilation and extraction facilities in storage and use of hazardous substances.

MACHINERY

- Machinery should always be kept clean and adequately guarded;
- Machinery should only be operated by those who are adequately trained;
- Stop/start switches should be clearly marked and within easy reach of operator;
- Noise levels, fumes and exhaust should be controlled;
- Maintain machinery according to manufacturers' specifications.

FIRE

- Fire extinguishers should be clearly marked and always in place;
- Fire extinguishers should be regularly serviced;
- Fire exits should be kept clear and be well-marked;
- Staff should be trained in evacuation procedures.

TRAINING

- Follow the best (safest) work procedures;
- Clarify roles and responsibilities;
- Create a culture of safety by training new members;
- Meet legislative requirements.

PERSONAL PROTECTIVE EQUIPMENT

- Ensure appropriate clothing/ footwear for the activities being carried out are worn at all times;
- Ensure that anyone involved in any form of cutting, grinding, welding, or any form of activity that has an element of personal risk to ears, eyes, head, hands etc. wear the appropriate personal safety equipment, such as goggles, ear protection, protective headgear, gloves, etc.



INCIDENT REPORT FORM

NAME DATE

DATE OF INJURY TIME

PLACE WHERE INJURY OCCURRED

MEMBER OF (cast/crew/LX/FOH/Audience/other)

WITNESSES

Part of body injured

Head	Toes/foot	Shoulder	No evident injury	Elbow
Eyes	Ankle	Back	Fingers/hand	Arm
Neck	Knees	Trunk	Wrist	Other (state)
Multiple	Leg	hernia		

Nature of injury if known

Fracture	Burns/scald	Bruising	Shock	Spectacles
Dislocation	Strain/sprain	Multiple	Foreign bodies	Other (state)
Amputation	Abrasion/laceration	Graze	Skin ailment	

Treatment

First Aid Resumed duties Sent home Referred to own doctor/other doctor
 Sent to hospital Ambulance to :

Cause of injury (Tick more than one if appropriate)

Lifting/pushing	Slip/fall/trip	Electricity	Slippery rough surface	Striking against
Hand tools	Flying objects	Harmful/toxic substance	Mobile equipment	Caught in b/t
Materials handling	Wet surface	Hot contact	Machinery	Other:

CAUSE/S OF INJURY (state clearly but briefly by patient)

Signed

Actions required to prevent recurrence (SM/team leader)

Signed

Corrective action taken

Signature SM/Committee Member Date

APPENDIX D: EMERGENCY EVACUATION PROCEDURE

For evacuation during performance, Stage Manager (SM) is the person in charge, assisted as directed by FOH, ASM/s, Operator.

There are warden helmets for use during evacuation hanging above dressing room door:
Red for SM, yellow for all others.

- If emergency occurs FOH or courtyard, FOH staff will notify SM.
- If emergency occurs backstage, SM will notify FOH staff .

SM will direct FOH staff to ring 000, collect First Aid kit and ticket/seating list, torches if necessary, and wait in position as directed while SM informs and instructs audience.

Audience to be directed to exit row by row, A to E either through foyer or across stage as appropriate. Patrons needing assistance will be asked to wait until last, when they will be assisted out. Carers remain with them.

One FOH staff to direct patrons out of theatre, the other to direct patrons across courtyard and street to assembly point at pub car park. When patrons assembled, FOH begin checking names from the seating list, and to determine if any First Aid or paramedic attendance is needed. Assistant Stage Manager/s to assist patrons to exit auditorium.

Cast and FOH staff to join patrons in assembly area, and will give assistance as needed.

SM and ASM/operator to check that toilets/courtyards/office clear, then leave.

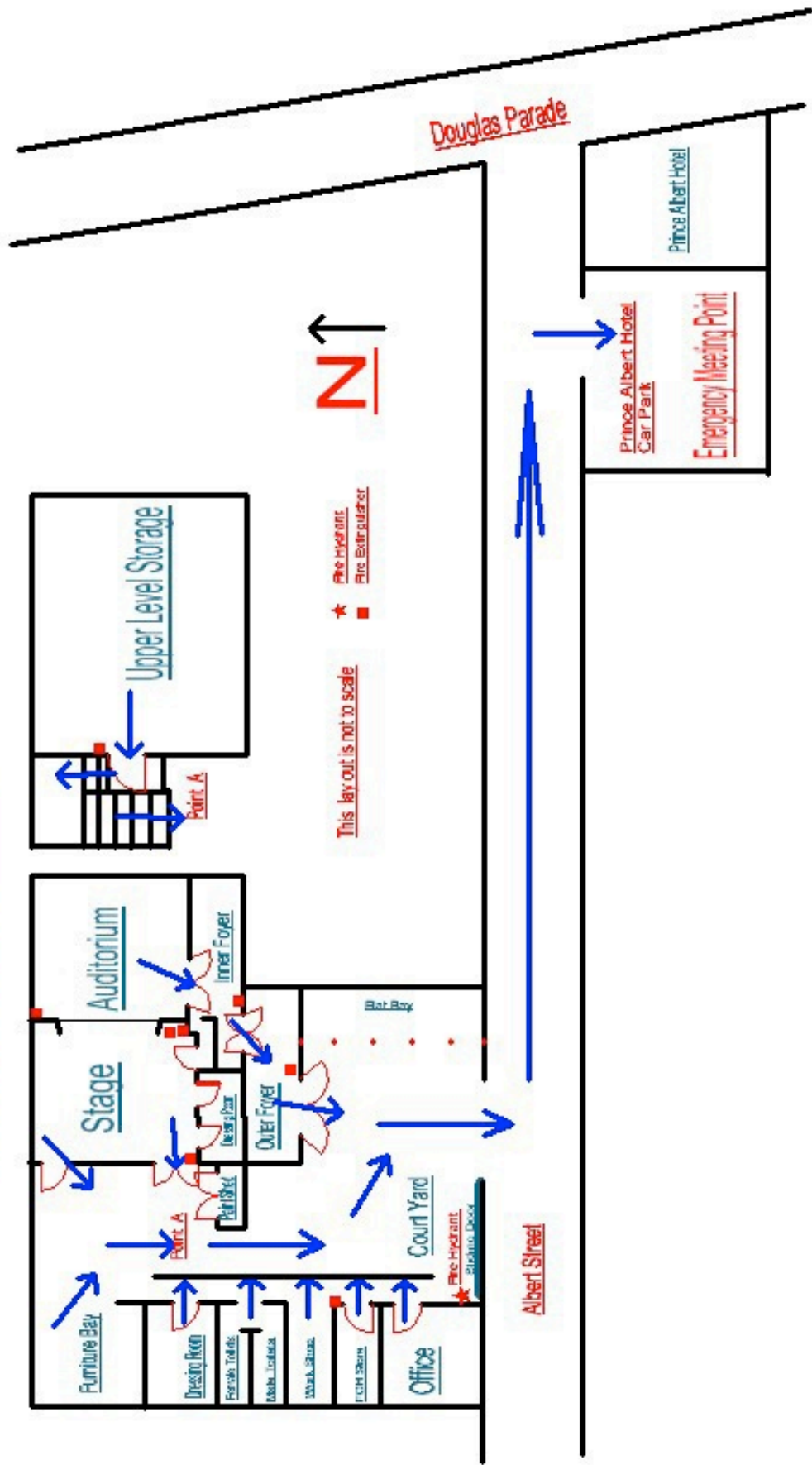
Everyone stays in assembly area till Emergency Services allow them to go.

SM to give details to emergency services when they arrive.

EVACUATION PLAN

Williamstown Little Theatre 2-4 Albert St

Evacuation Plan





INDUCTION CHECKLIST

Completion and signing of this form indicates that you have been taken through the relevant sections of the Williamstown Little Theatre OHS manual by a Committee Member.

I have been shown the contents and location of the WLT Occupational Health and Safety Manual.

By signing this sheet I certify that I understand my safety obligations as specified in this document and that I will abide by them.

Name: _____ (please print)

Date: _____

I understand that:

1. I must follow all rules relating to conducting work and using dangerous equipment as specified in the OHS manual;
2. I know where the first aid kits are placed and what to do if an accident occurs;
3. I am aware of the working alone rules and will abide by them;
4. I will not undertake any work while under the influence of drugs or alcohol, and I understand they are banned in my work area.
5. I will keep my work area clean and tidy and conduct all my work safely, paying attention to relevant items specified on the checklist.
6. I understand that any equipment I bring for use at WLT will be working properly and has been serviced.

Signed: _____

Committee Member: _____

APPENDIX F: RISK ASSESSMENT FORM

To be completed whenever any hazardous work is being undertaken at WLT.

Hazardous work is defined as any work capable of causing serious harm.

Date _____

Person completing assessment _____

Type of activity (tick)

- Construction of sets for production: _____
- Development of new performance : _____
- Other _____

Hazard	Potential Harm	What to do to minimise harm

APPENDIX G: SPECIAL AREAS OF MANAGEMENT IMPLEMENTATION

Appointed Team Leaders will be responsible for completing Risk Assessment Forms (*Appendix F*) for their area of responsibility.

AREA :

TEAM LEADER:

Stage Lighting/sound box Lighting Storage Room FOH Electrical cupboard Lighting Store next to office	Roger Forsey
Upstairs, including stairway	Barbara Hughes
Workshop Furniture Bay Paint shed	David Dare
Set construction, ladders	Brian Christopher
FOH , foyer Toilets	Robert Harsley
Theatre Auditorium	Peter Newling
Dressing Rooms Office	Shirley Sydenham
First Aid Kits, blood spill kits	Peta Ripper
Courtyards	Ellis Ebell
Kitchen	Bernadette Wheatley