



**OCCUPATIONAL
HEALTH &
SAFETY POLICY**

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OCCUPATIONAL HEALTH & SAFETY POLICY STATEMENT

Overview

The occupational health and safety of all persons working for or engaged in a voluntary capacity (*thereafter referred to as 'members'*) for CLOC Musical Theatre, is of paramount importance to the Management Committee. All necessary initiatives will be taken to ensure that the workplace is safe and without risk to health, and to ensure that the Company complies with the *Occupational Health and Safety Act 1985*.

Policy Statement

CLOC Musical Theatre has a duty, so far as is practicable, to:

- Provide and maintain a safe and healthy working environment;
- Provide and maintain safe and healthy plant and work systems;
- Ensure that the use, handling, storage and transport of plant and substances is safe and without risk to health;
- Provide facilities for the welfare of its 'members';
- Provide information, instruction, training and supervision as necessary to enable its 'members' to work safely and without risk to health.

CLOC Musical Theatre will also, so far as is practicable:

- Monitor the well being of its 'members';
- Monitor conditions at the workplace;
- Maintain safety records at the workplace;
- Ensure a high standard of housekeeping is maintained;
- Engage suitably qualified persons in occupational health and safety to provide appropriate advice.

RESPONSIBILITIES

Members

Each '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 CLOC Musical 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 or recklessly interfering with any equipment, including safety equipment;
- Avoiding wilfully risking the health and safety of others.

Management

The Committee of Management is required to ensure that this policy is fully implemented and to support 'Production Heads/Managers' in their area of responsibility.

Production Heads/Managers

Each 'Production Head/Manager' 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 risk to health;
- Detect any unsafe or unhealthy conditions of behaviour, and take remedial action;
- Ensure appropriate safety equipment and protective clothing is used and maintained correctly;
- Report all faulty or dangerous equipment to the Stage Manager, Technical Director or National Theatre Technician.

SMOKING

Overview

Smoking is prohibited in all performance spaces and rehearsal venues occupied by CLOC Musical Theatre. This smoking policy is in line with the Company's policy of providing a safe and healthy working environment.

Designated areas

'Members' are permitted to smoke during breaks in designated smoking areas outside the premises occupied by CLOC Musical Theatre. At the National Theatre, this is the outside landing on Prompt side and at CLOC Central rehearsal hall, outside in the smokers area between the two halls. Ashtrays are to be used at all times.

BLOOD BORNE VIRUSES

Overview

CLOC Musical Theatre recognises that some 'members' may be antibody positive or suffering an illness due to blood borne viruses such as Hepatitis B, C and the AIDS virus (HIV). Any such persons are entitled to protection from discrimination and confidential treatment of information about their health status. There is no legal obligation for anyone to inform the Company about his/her antibody status.

Precautionary Measures

While the risk of occupational transmission of blood borne viruses is negligible, occupational health and safety procedures relating to infectious diseases such as blood borne viruses are based on the principle that all persons are potentially infectious. Therefore, all injuries requiring treatment are to be referred to the duty First-Aid Officer and all first-aid staff are required to use the supplied protective equipment ie rubber gloves and a mouth guard for CPR.

ILLNESS/INJURY

Overview

CLOC Musical Theatre provides assistance to 'members' who suffer injury or illness whilst engaged in CLOC related activities.

Policy

- A 'member' who suffers personal injury or illness and requires medical care must notify the duty First Aid Officer or in their absence a member of the CLOC Management Committee. The duty First Aid Officer has the authority to refer a patient to a doctor or hospital, or send him/her home.
- In the case of serious illness or injury, the duty First Aid Officer or in their absence a member of the CLOC Management Committee may request the services of an ambulance or taxi to the nearest hospital.

Accident Reports

In all cases, accidents and injuries occurring whilst engaged in activities for CLOC Musical Theatre must be reported on the 'Accident Report Form'.

CLOC recommends that all 'members' have ambulance cover and take advantage of any opportunities to gain First Aid qualifications.

ALCOHOL & OTHER SUBSTANCES

Overview

Alcohol is prohibited in all performance spaces and rehearsal venues occupied by CLOC Musical Theatre. This policy is in line with the Company's policy of providing a safe and healthy working environment. Lack of judgement through consumption of alcohol or other substances could mean a serious injury.

Policy

Any 'member' who is deemed to have impaired judgement due to the consumption of alcohol or other substances will not be permitted to participate in CLOC activities.

REST BREAKS

Overview

It is the view of the 'company' that 'members' who do not take regular breaks and have refreshment will become fatigued and can be a danger to themselves and other 'members'.

Policy

- Therefore members of the cast, crew and orchestra should take a 15 minute refreshment break during a three hour call.
- During Bump-In and Bump-Out 'members' should take a break for refreshments every two hours and a half hour break for a meal every four hours. There should be a maximum working period of 12 hours followed by a break of 8 hours.
- Any fatigued personnel are encouraged to go home.

EMERGENCY EVACUATION

Overview

Emergency evacuation at the theatre is the responsibility of the National Theatre. Any decision to evacuate must be made by the National Theatre Duty Manager or University Security Officer. 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 park beside the theatre.

CHECKLIST FOR AN OH&S WORKPLACE

Storage (housekeeping)

- equipment stored in racks wherever possible;
- materials stored in such a way to minimise potential lifting problems;
- materials are easily accessible.

Floors & Walkways (housekeeping)

- ensure floors are not slippery : dry and avoid wet or greasy surfaces;
- maintain adequate walkways free of debris eg leads, props, scenery;
- walkways should be clearly delineated;
- ensure unobstructed vision at intersection of walkways.

Stairs, Ladders, Platforms

- ensure steps and handrails 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 and that fall-back protection is fitted on high ladders;
- ensure that all ladders and platforms are used according to the manufacturers specifications;
- ensure that all ladders and platforms are regularly checked and certified as safe.

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 and certified.

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 accessible 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 areas 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 the operator;
- noise levels, fumes and exhaust should be controlled;
- maintain machinery according to the manufacturer's 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 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 Protection Equipment

- ensure appropriate clothing and 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 other 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.

Design

- give consideration to direction and choreography in relation to the physical consequences for performers;
- give consideration to set design in relation to physical consequences to the crew in transporting and setting it up.



ACCIDENT REPORT FORM

NAME.....	DATE.....
DATE OF INJURY.....	TIME.....
PLACE WHERE INJURY OCCURRED.....	
MEMBER OF.....(Cast, crew, LX, Flycrew, Orchestra, 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(s) of Injury (Tick more than one if appropriate)		
Lifting/Pushing etc	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 briefly but clearly by patient)
Signed.....
Action required to prevent recurrence (Supervisor/Manager)
Signed.....Date.....
Corrective Action Taken.....
Signature SM or Committee.....Date.....