



# Welcome to the Victorian Association of Performing Arts Centres (VAPAC) induction for all parties engaged in planning, designing, preparation and conduct of work for entertainment activities

To progress through the induction click on  
the right hand bottom arrow to move forward  
and the left hand arrow to move back



**This induction is the first of two presentations. This presentation focuses on general hazards that may be encountered at the Whitehorse Centre.**

**The second presentation focuses on the identification of hazards and the management of risks.**

**Prepared in conjunction with:**

**HAZCON Pty Ltd**



# **The Aim of This Induction**

**The aim of this induction is to:-**

- Ensure that users of the Whitehorse Centre are able to enjoy the performance in a safe manner**
- Brief you on what is expected from you as a Whitehorse Centre user**
- Alert you to some common hazards**
- Also to make you aware of safety procedures that are particular to the Whitehorse Centre**



**This induction is a summary based on the “Employers Guide to Occupational Health and Safety in the Entertainment Industry”**

**These guidelines are available on the presentation with this presentation and at the Whitehorse Centre.**



# Introduction

**The Whitehorse Centre is a workplace and as such it can be a dangerous place.**

**The following are some of the hazards that may be found in the Whitehorse Centre:-**

- **Falling from height**
- **Manual handling**
- **Electrical**
- **Hazardous substances**



*Lets look at some responsibilities  
The Whitehorse Centre and  
yourself have while you are at the  
theatre.*



# Duties of Employers

**The *Occupational Health and Safety Act 2004* places the onus on employers to provide and maintain a working environment that is safe and without risks to health.**

**This should be undertaken through a process of consultation, risk management, information and training with employees at the workplace.**



# **Duties of Employees cont.**

**Employees also have a responsibility under the OH&S Act in that they should:-**

- **Take reasonable care for their own health and safety**
- **Be aware of how their actions may affect others**
- **Co-operate with the employer with respect to the employers duties under the Act.**





# Duties of Employees cont.

They should not:-

- Willfully or recklessly interfere with or misuse anything provided by the employer in the interests of health and safety
- Place other persons health and safety at risk

*All users of the Whitehorse Centre shall be considered to be employees of the Centre. This definition extends to contractors and employees of the contractors.*



# **What the Theatre Expects from YOU as a User of the Theatre**

- **Abide by all the rules and procedures of the Whitehorse Centre**
- **Be aware of what you do and how it may affect your safety and the safety of others**
- **Do not use any equipment or perform any procedure unless you have been trained to do so.**



**If you are unsure or have concerns for your safety or for the safety of others approach the Whitehorse Centre Management and request assistance.**

**Safety is everybody's business.**



# Consultation

**Consultation between Whitehorse Centre Management and users of the centre is an important tool for managing the health and safety program for the centre.**



**Employees and users of the Whitehorse Centre are encouraged to raise any health and safety concerns with the Centre Management.**



*Lets look at some common hazards  
that may be encountered at the  
centre.*



Remember: A HAZARD is something that has the potential to cause harm, injury or disease.

A RISK is a measure of the probability of the hazard occurring.



# Manual Handling

**Manual Handling can involve:**

- **Lifting, pushing, pulling, restraining, gripping, carrying or moving**
- **These types of activities often result in some form of musculoskeletal type injury**
- **Manual handling tasks should undergo hazard identification and risk assessment followed by the establishment of a safe system of completing the task.**





# Manual Handling cont.

A reduction in the risk of incurring a musculoskeletal type injury can be achieved by a safe system of work involving:-

- Team Lifting;
- Reducing the weight;
- Reducing the dimensions;
- Using lifting aids;
- Applying some form of mechanical assistance i.e. a hand trolley;
- Redesigning the task and;
- Adopting correct lifting postures.



**Remember:**

**If unsafe DO NOT perform the task !**





# Electrical Safety

## Electrical equipment do's and don'ts

### Do's

- Use only current tested and tagged equipment
- Remove faulty equipment from service
- Report electrical faults to Management



### Don'ts

- Don't use faulty equipment
- Don't perform electrical installations unless qualified



# Safe Work at Heights

- Falls from height have the potential to result in a severe injury or death
- A risk assessment must be undertaken for any task that requires work above two metres
- Persons working at height must wear the appropriate fall protection equipment and have a safe means of access
- Please refer to the Victorian Occupational Health and Safety (Safe Work At Heights) Regulations 2003 for further information.



# Hazardous Substances

**The Whitehorse Centre uses a variety of substances that may be hazardous. Prior to using any substance:**



- **Obtain a current Material Safety Data Sheet (MSDS)**
- **Identify the hazards**
- **Assess the risks**
- **Implement control strategies to reduce the risks**
- **Ensure the correct Personal Protective Equipment (PPE) is worn.**

**If you have any concerns with the substances you are using or intend using seek advice from the Centre Management.**



# **Hazardous Substances cont.**

**An example of a hazardous substance is the use of Ammonium Chloride for producing fog. The use of this substance creates certain hazards and risks that require assessment.**



**It is essential that Contractors obtain approval from Centre Management for the use of any substance at the Whitehorse Centre**



# Safe Use of Equipment

**The theatre uses a variety of equipment for a production. Some of the equipment requires a licenced operator or specialised training.**



**Verification/documentation of licence and training will be required.**

**Do not attempt to use any equipment within the centre unless you are trained, qualified and have received authorisation from the Centre Management.**



# Noise

- Exposure to excessive levels of noise may cause a loss of hearing ability
- Noise induced hearing loss is not repairable nor will your hearing ability return to pre-existing levels
- A rough indication that you are being exposed to excessive levels of noise is when you are communicating with someone and you have to approach that person closer than normal to determine what they are saying.







# Noise cont.



- It is advisable that personal hearing protection devices such as ear muffs or ear plugs be worn when communication is difficult or discomfort is experienced during noisy periods.
- Noise also causes secondary risks in that it is difficult to detect approaching vehicles or warning signals.



# Set Construction

The construction of sets used in performances should initially undergo the hazard identification and risk assessment process. The system of work for set construction effects many people and the following factors are examples of what should be considered prior to construction:



- ↑ Total hung weight
- ↑ Flying people
- ↑ Plant used
- ↑ Structural integrity
- ↑ Activities during bump in and out
- ↑ Slips, trips and falls
- ↑ Stage loading
- ↑ Manual handling



# Lasers

- Lasers are increasingly being used during productions which presents a variety of hazards depending on their classification
- Prior to the use of lasers a hazard identification and risk assessment should be performed by a qualified person.





# **Lasers cont.**

**Depending on the classification of the laser the following hazards may exist:**

- **Development of cataracts from long term exposure**
- **Loss of blue color vision**
- **Electric shock**
- **Release of atmospheric contaminants through contact with target materials**



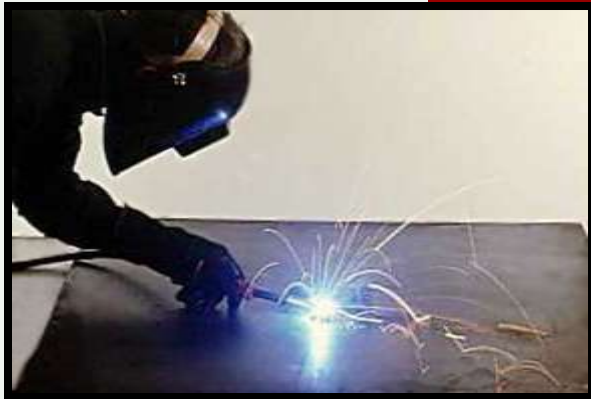
**A risk assessment should be undertaken on the use of strobe lighting because of the potential to cause flicker sensitive epilepsy.**



# Hot Work

**Hot work is defined as an activity that generates a potential source of ignition.**

**Hot works include arc welding, oxygen and acetylene welding or cutting, metal grinding or the use of any naked flame.**



**NO HOT WORK IS PERMITTED TO  
BE UNDERTAKEN WITHIN THE  
WHITEHORSE CENTRE**



# Emergency Evacuation

**Emergency evacuation of the Centre may be required for any number of reasons such as a fire or bomb threat. In case of an emergency at the Whitehorse Centre you should:-**



- **First contact the Foyer Duty Officer, Supervising Technician or Box Office and inform them of the nature of the emergency and its location**
- **Do not attempt to fight the fire unless you have been trained to do so**
- **Be aware of the Centre emergency evacuation procedure**
- **Obey the directions of the Fire Warden and exit the building in an orderly fashion**
- **Most importantly do not panic!**

# Slips, Trips and Falls

- Injuries from slipping, tripping or falling can occur as the result of a missing hatch cover, loose cables trailing over the floor, slippery surfaces, spilt liquid, unstable structures, open pits and unsafe systems of work
- As a general rule do not leave tools or equipment lying on the floor unattended. If you need to remove a pit cover, cordon off the area with the use of bollards and hazard tape.







# Accident and Incident Reporting

Report all accidents, incidents and near misses to the Centre Management (Duty Officer or Supervising Technician) on the day they occur no matter how minor.

Unreported events will not be acted upon and chances are they will reoccur, with the possible result of a severe injury.

Your inaction may result in the next person being injured.

**WATERBURY ACCIDENT, DANGEROUS OCCURRENCE, AND ENVIRONMENTAL INCIDENT REPORT**

THIS REPORT MUST BE COMPLETED BY THE SUPERVISOR, IMMEDIATE SUPERVISOR, OR THE PERSON INVOLVED IN THE INCIDENT. IT IS THE RESPONSIBILITY OF THE SUPERVISOR TO REPORT THE INCIDENT TO THE CENTRE MANAGEMENT (DUTY OFFICER OR SUPERVISING TECHNICIAN) ON THE DAY IT OCCURS.

**REPORT INFORMATION**

INCIDENT TYPE: ☐ ACCIDENT ☐ DANGEROUS OCCURRENCE ☐ ENVIRONMENTAL INCIDENT

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**PERSONAL INFORMATION**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**THE INCIDENT**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DESCRIPTION OF INCIDENT: \_\_\_\_\_

**THE NATURE OF THE INCIDENT**

TYPE OF INCIDENT: ☐ ACCIDENT ☐ DANGEROUS OCCURRENCE ☐ ENVIRONMENTAL INCIDENT

**INCIDENT INVESTIGATION**

CAUSE: \_\_\_\_\_

EFFECT: \_\_\_\_\_

PREVENTIVE ACTION: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



# Environmental Exposure

Outdoor events in the Soundshell are exposed to risks to health and safety from the elements.

Precautions must be taken for the following:-



- Sun
- Wind
- Rain
- Lightning strikes
- Wet surfaces
- Hypothermia
- Dehydration



# Workplace Violence

**Everybody should feel comfortable at work with the knowledge that they will not be bullied, harassed or victimised.**



**In the event of a hostile situation personnel should try the following:**

- **Do not aggravate the situation**
- **Attempt to walk away**
- **Gain the attention of another employee**
- **Do not confront the aggressor**
- **Maintain a neutral stance.**



# First Aid



- **The theatre has trained first aiders in attendance during all performances. Should you need first aid please notify Centre Management.**



- **First Aid Kits are Located in the Kiosk and Soundshell.**



## ***In Summary You Now Know That:-***

- **The Whitehorse Centre is a workplace and as such can be a dangerous place.**
- **The Centre and yourself have a responsibility to look after your health and safety.**
- **All activities at the Whitehorse Centre should undergo a hazard identification and risk assessment before starting.**
- **Don't use any equipment or perform any activity unless you are trained, qualified and authorised by the Centre Management.**
- **Be aware of what you do and that it may affect your safety and the safety of others.**



*This concludes the  
presentation thankyou  
for your time.*