



MONASH UNIVERSITY **ACADEMY OF PERFORMING ARTS** SAFETY INDUCTION

Safety induction for all MAPA Venues

Revised May 2019



Welcome to the Monash University Academy of Performing Arts induction for all parties engaged in planning, designing, preparation and conduct of work in our venues.

Our venues include

The Ian Potter Centre for Performing Arts

- Alexander Theatre
- Sound Gallery
- Jazz Club

Robert Blackwood Hall

George Jenkins Theatre

Please read all pages and complete declaration on the last page. When complete please return to your Venue Hire Team representative.

THE AIM OF THIS INDUCTION

The aim of this induction is to:-

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

INTRODUCTION

- Theatres and Concert Halls are workplaces and as such they can be dangerous places.
- The following are some of the hazards that may be found in Theatres and Concert Halls :-
 - Falling from height
 - Manual handling
 - Electrical
 - Hazardous substances
 - Traffic hazards
 - Low light levels

RESPONSIBILITIES

Lets look at some responsibilities Monash University Academy of Performing Arts and yourself have while you are at our venues.

DUTIES OF EMPLOYERS

The *Occupational Health and Safety Act 2004* (OHS Act) 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.

Whilst Monash University through MAPA provides a safe work environment and is responsible for its employees. Responsibility for all client personnel (employees, participants and volunteers) and activities undertaken in the Venue remains the responsibility of the Client.

DUTIES OF EMPLOYEES

Under the OHS Act any volunteer involved with the event is considered an employee of the organisation.

Employees also have a responsibility under the OHS 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:-

- Wilfully 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

WHAT THE VENUE EXPECTS FROM YOU AS A USER OF THE VENUE

- Abide by all the rules and procedures of the venue.
- 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 and authorised to do so.
- Children are to be fully supervised by responsible adults at all times and in all areas of the venue.
- Supervising adults are responsible for the safe evacuation of children as directed by theatre staff.
- Ensure that this information is shared and understood by all performers and production personnel involved in your presentation

ASK

If you are unsure or have concerns for your safety or for the safety of others, approach Monash University Academy of Performing Arts staff or management and request assistance.

SAFETY IS EVERYBODY'S BUSINESS.

CONSULTATION

Consultation between Monash University Academy of Performing Arts management and users of our venues is an important tool for managing the health and safety program of the venue.

Employees and clients using the venue (including all personnel) of the venue are actively encouraged to raise any health and safety concerns with the Monash University Academy of Performing Arts management and or staff representatives on site.

HAZARDS & RISKS

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

Remember: If unsafe, DO NOT perform the task !

ELECTRICAL SAFETY

Use of electrical equipment

DO

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

DO NOT

- Don't use faulty equipment
- Don't perform electrical installations unless qualified and authorised by Monash University

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 with a potential to fall
- Persons working at height must wear the appropriate fall protection equipment and have a safe means of access
- Please refer to the Occupational Health and Safety Regulations 2017, Prevention of Falls for further information.

HAZARDOUS SUBSTANCES

Theatrical venues use a variety of substances that may be hazardous.

Prior to using any substance:

- Obtain a current Material Safety Data Sheet (MSDS) from supplier or manufacturer
- Identify the hazards
- Assess the risks
- Implement control strategies to reduce the risks
- Ensure the correct Personal Protective Equipment (PPE) is worn as last resort.

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

HAZARDOUS SUBSTANCES (CONT.)

An example of a hazardous substance is the fluid in a smoke machine. The use of this substance creates certain hazards and risks that require assessment.

It is essential that organisers obtain approval from the Management for the use of any substance at the venue and this is noted on the Notification of Hazardous Event Conditions form

SAFE USE OF EQUIPMENT

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

Verification/documentation of licence and training will be required.

Do not attempt to use any equipment within the venue unless you are trained, qualified and have received authorisation from the venue 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.
- Australia's noise exposure standard sets a safe maximum exposure level of 85 decibels (A-weighted) averaged over an eight-hour period, and a peak level of 140 decibels (c-weighted).

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 affects many people and the following factors are examples of what should be considered prior to construction:

- Total weight
- Slips, trips and falls
- Flammability
- Stage loading
- Sharp edges
- Plant used
- Manual handling
- Structural integrity
- Activities during bump in and out

FLYING SCENERY

- Only Monash University Academy of Performing Arts authorised personnel are permitted to operate the Flying Systems.
- Only approved materials may be used to suspend scenery from the fly bars, winches and truss.
- Only properly constructed scenery is to be suspended from the fly bars, winches and truss.
- All use of rigging or flown scenery/equipment must be discussed with the Technical Manager or their representative prior to, and approved at a production meeting before the bump in period.
- The MAPA Technical Manager or their representative retain the right to decline to rig or request remedial works to any suspended scenery

SPECIAL NOTICE REQUIRED

Please advise venue management if you intend to incorporate any of the following in your production:

- Naked Flame
- Pyrotechnics
- Lasers
- Strobes
- Smoke & Haze
- Flying system
- Guns, Knives & Swords
- Water or other liquids on stage
- Simulated stage fights
- Scenery which is structural and has to support the weight of the performer

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.

All hot work activities should undergo a hazard identification and risk assessment. No hot work should be performed without appropriate fire fighting measures on standby.

Please ensure the venue Management are notified of any planned activity involving hot work.

TRAFFIC MANAGEMENT

The movement of traffic around the venue presents a risk to the health and safety of all users.

DO

- Undertake a hazard identification & risk assessment of traffic movement
- Segregate pedestrians from traffic when ever possible
- Obey signage and protective fencing
- Give vehicles a wide berth
- Be aware of what is going on around you

DO NOT assume drivers have seen you.

OVER CROWDING

MAPA Venue audience and backstage capacity is as follows:-

Venue	Mode	Auditorium	Backstage	Total
Alexander Theatre	Stage Apron or Orchestra Pit	561	300	861
Alexander Theatre	No Stage Apron	589	300	889
Sound Gallery		130	30	160
Jazz Club		176	30	206
Robert Blackwood Hall		1598	100	1698
George Jenkins Theatre		426	100	526

Aisles, stairways and seating rows are to be kept free of obstructions at all times, ie:

- Prams
- Baby Capsules
- Large Bags
- Tripods
- Additional Seating
- Un-seated patrons
- Scenery

are not allowed to remain in the aisles or stairways.

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 instruments, tools or equipment lying on the floor unattended.
- Please notify MAPA staff as soon as possible of any identified potential trip hazards.

EMERGENCY EVACUATION

MAPA Venues are equipped with an Emergency Warden Intercom System (EWIS), this will provide a Warning Tone “Beep Beep” sound to prepare and a Evacuate Tone “Whoop Whoop” to evacuate the building as directed. All personnel on site should follow the directions of the wardens and evacuate to the assembly area. Due to the numbers of people in the building the venue staff may start the evacuation at the earliest possible time.

In case of an emergency at the venue you should:-

- Ensure you are aware of the nearest exits and assembly area
- Do not attempt to fight the fire unless you have been trained to do so
- Be aware of the venue emergency evacuation procedure
- Obey the directions of the Fire Warden and exit the building in an orderly fashion
- Supervisors of children are responsible to assist in their evacuation and assembly.
- Most importantly do not panic!

ACCIDENT AND INCIDENT REPORTING

Report all accidents, incidents and near misses to the Theatre Management (Front of House Supervisor or Supervising Technician) on the day they occur no matter how minor. A formal report will also need to be completed.

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.

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 Front of House Supervisor or Supervising Technician. All First Aid incidents are required to be formally reported.

See Front of House Supervisor or Supervising Technician for First Aid Kit Locations.

SUMMARY

- Theatres and Concert Halls are workplaces and as such can be dangerous places.
- Monash University Academy of Performing Arts and yourself have a responsibility to look after your health and safety.
- All activities at Monash University Academy of Performing Arts should undergo a hazard identification and risk assessment before starting.
- Do not use any equipment or perform any activity unless you are trained, qualified and authorised by the venue management.
- Be aware of what you do and that it may affect your safety and the safety of others.

This concludes the presentation thank you for your time.

Please complete the declaration on the next page and return it to your Venue Hire Team representative

STATEMENT OF COMPLETION OF SAFETY INDUCTION

- I have read and understood my responsibilities as a supervisor, and a visitor to the MAPA Venues in respect to the Victorian Occupational Health and Safety Legislation of 2004.
- I accept that I have a responsibility for myself and a duty of care for those under my control in respect to the Victorian Occupational Health and Safety Act 2004; I have worked through and understand the Monash University Academy of Performing Arts Safety Induction provided online.
- I acknowledge that it is in my interests to ensure that all people working on this event whether voluntarily or paid must view or be taken through the Monash University Academy of Performing Arts Safety Induction before coming entering the venue.

Supervisor in Charge of Event

Event Number:..... Event Date:..... Event Venue:.....

Event Name:.....

Name.....

Signature..... (Date)