



Policy Statement

WORK HEALTH & SAFETY (WHS) MANAGEMENT

(Endorsed: 28 January 2021)

Policy statement

1. Galleon Theatre Group Inc. (“**GTG**”) acknowledges that the safety and wellbeing of its members, or people affected by our activity, is of paramount importance. This document guides GTG members in safe theatre working practices.
2. People are our most important asset and work health and safety (“**WHS**”) is everyone’s responsibility.
3. The GTG Management Committee (“**Committee**”) develops, implements, monitors and reviews the WHS Management Policy.
4. The Committee is committed to fulfilling the objectives of this policy and expects the same of members and external stakeholders working on GTG’s behalf.
5. The objectives of this policy are, as far as reasonably practicable, to:
 - 1) achieve a safe and incident free workplace
 - 2) consider WHS in project planning and work activities
 - 3) involve members in the decision-making process
 - 4) ensure members identify and control risks in the workplace
 - 5) monitor and review the elimination or control of potential risks
 - 6) enhance members’ WHS knowledge.
6. The success of our WHS management depends on:
 - 1) the commitment of all persons to achieving the policy objectives
 - 2) planning work activities, with due consideration given to WHS
 - 3) undertaking the risk management process in an effective manner
 - 4) communication and consultation between our members and relevant external stakeholders (e.g. Domain Theatre staff).
7. GTG will ensure, so far as reasonably practicable, that:
 - 1) All members are informed of the basic principles of WHS, injury management and their role and responsibilities in our workplace. In particular, members will be informed about the **GTG WHS Operating Procedures**. (Refer Appendix A.)
 - 2) All members are provided with sufficient information to take personal accountability for their own safety and the management of environmental risks to ensure the safety of themselves and other members
 - 3) Members are equipped with the appropriate training, skills, and knowledge required to effectively carry out their roles in a manner that is safe and of minimal risk of injury to themselves or others.

GTG WHS Operating Procedures

GTG member obligations and responsibilities

1. All members must be free from intoxicating and prohibited substances whilst working for or representing GTG.
2. Members must not smoke in theatres or other non-smoking venues in which they are working.
3. It is advisable that all members not work if on medication which may affect vision or stability, or if over-tired.
4. It is advisable for members to undertake courses to enhance their skills and knowledge regarding WHS if and when the opportunity presents itself.
5. Members should not attempt to do tasks they are unsure of, or not trained or skilled in, without proper supervision.
6. If members believe something to be unsafe, they should express their concerns to the appropriate person/group. A member should not be required to proceed with the task at hand until it is deemed safe.
7. If members have production safety concerns, it should be reported to the Production Manager or Stage Manager. If it is an organisational concern, it should be reported to a committee member.
8. It is each member's responsibility to protect themselves and others.
9. All members should be punctual and committed to production calls and events.

Communication procedures

10. Stage management is key to all communication between the rehearsal room and all other aspects of a production.
11. During pre-production it is advisable to communicate all production matters to the Director who should pass the relevant information to all who need to be briefed.
12. The best way to keep communication open during the production period is for all backstage members to attend production meetings as required.

Emergency procedures

13. Venues (including the Domain Theatre and Park Holme Community Hall) used by GTG have their own evacuation procedures, and stage management should have copies and familiarise themselves, and the cast and crew with it.
14. All cast and crew should be taken through the evacuation procedure and know where copies are posted around the theatre. This is usually the primary responsibility of venue staff.
15. Stage management should familiarise itself and the cast and crew where all fire exits, first aid kits, fire extinguishers and any other relevant emergency equipment is placed.
16. If the venue does not have an emergency evacuation procedure, stage management should create one and post it around the venue and familiarise all cast and crew with it.
17. In an emergency, it is the responsibility of stage management to liaise with the venue duty technician in clearing backstage personnel as well as cast during productions.

18. The front-of-house manager must liaise with the venue duty technician in clearing the auditorium and front-of-house of all personnel and public.
19. It is also appropriate to check with the duty theatre technician as to who is allowed to use the fire fighting equipment and first aid kits. It may be that only trained people are permitted.
20. It is advisable to be aware of any personnel trained in first aid and/or fire fighting procedures.

First Aid

21. Each venue should have first aid kit available for use. If it is in disrepair or not appropriately stocked, inform stage management who will notify theatre management.
22. If the venue does not have a first aid kit then GTG must provide one for emergency use.
23. It is advisable that the first aid kit covers the following emergencies:-
 - cuts and abrasions/bleeding
 - burns
 - sprains/bruising
 - fractures
 - eye injuries
 - strokes/heart attacks
 - mouth to mouth resuscitation (EAR)
 - CPR.
24. All accidents need to be reported to stage management, who should also pass this information onto theatre management. If an accident is serious, do not waste time looking for first aiders, call an ambulance.

Personal Safety

25. Think about your own safety and others at all times.
26. Members should remove loose clothing and jewellery and tie back hair when working, especially while using power tools.
27. Members should advise stage management on medical conditions and when on medication so they can administer help if required. All information will be kept confidential.
28. It is advisable for members to check equipment before use to ensure it is safe and in working order. If not mark it 'out of service', date it and report to stage management.
29. Never be alone in a theatre/venue or workshop unless you have advised another member of your whereabouts.
30. When performing on stage, be aware of anything which could cause you to trip or fall. If you become aware of this potential danger, advise stage management.
31. When performing at the Domain, be aware of the stairs to the stage and any french-legs/bracing supporting the set. If the area is dimly lit and potentially unsafe, request a blue light from stage management.

Equipment Safety

32. Equipment including all attachments should be stored correctly and in working order. It should be serviced on a regular basis.
33. Warnings and hazards must be clearly marked.

34. Work areas must be clean and tidy, appropriately illuminated and ventilated.
35. All electrical equipment should be inspected annually and tagged by qualified electricians.
36. If electrical equipment is not tagged a member may refuse to use the equipment if they deem it unsafe. Note electrical equipment that is not tagged may or may not be safe – exercise caution.
37. All relevant safety wear must be worn when operating any piece of equipment.
38. All personnel using power tools and machinery must be competent or have supervision from someone who is.
39. While operating any power tools, machinery and flying systems, be aware of people around you. Do not put them in danger or interfere with anything they may be doing.
40. If any equipment is damaged, or not in working order, it should be labelled 'out of order', dated and taken out of service. It should then be reported to stage management.
41. When using portable electrical equipment, ensure it is plugged into an RCD (residual current device) or ensure the building has a safety switch with the correct current rating.
42. Always tape down extension leads that run across doorways, walkways, or fire exits, unless the leads can be run above and over the doorway.
43. Do not operate equipment when under extreme stress, tiredness or under the influence of intoxicating substances.

Rigging

44. When rigging lights, ensure that all bolts and hook clamps are at least finger tight. Ensure the safety chain goes on through the yoke and around the barrel.
45. Ensure nothing is rigged over electrical cables, including safety chains.
46. When rigging speakers, heavy scenery or other heavy equipment ensure all shackles and slings are rated for the task at hand. Use safety chains on speakers.
47. Ensure all wire cables are swaged and rated and are in good working order.
48. Ensure all rigging gear is maintained and checked regularly.

Working at heights

49. When working at heights, remove all loose change and objects from your pockets etc. Any tools you take with you need to be secured to your body by a lanyard or in a tool belt.
50. Use a safety harness at great heights and when you feel insecure, especially when outdoors.
51. Always shout the warning 'Heads!' when lowering objects from heights, or when an object is accidentally dropped from a height. All personnel on stage must respond to this call.
52. Any person working above should ensure that the personnel below are aware what is proceeding above. Erect appropriate signage and barriers if required.
53. Never leave tools, paint or other items on the top of a ladder, taller-scope, moveable platform or in the above work area where you were just working. Ensure all your tools are with you before you come down.
54. Do not carry heavy objects up the ladder with you. Drop a line once you have climbed the ladder and haul up the object.
55. Never climb a ladder unless it is completely stable.
56. Never stand on the top rung of a ladder.

57. 'A-frame' ladders must be completely open and you should have one person footing the ladder while the other is climbing it. This applies to all ladders.
58. Extension ladders and hook ladders should lean against a stable surface equivalent to one-quarter of the ladder's working length, from the base of the ladder.
59. Do not over-reach when working on a ladder, taller-scope and elevated work platform (EWP).
60. Do not use ladders in front of doorways unless the door is locked, or, preferably, blocked open.
61. When using a taller-scope, a minimum of two personnel is required.
62. The taller-scope should be used on a level surface with the castor locks on and outriggers in place.
63. Check overhead for clearance before raising or extending a ladder, taller-scope or EWP.

Manual Handling and lifting

64. Take a secure grip; bend your knees, not your back; do not lift and turn in the same movement.
65. Do not lift heavy objects above head-height without assistance.
66. When lifting in a team, ensure all team members are ready to lift at the same time. The team leader should call 'Ready!' and when all are ready, 'Lift!'.
67. No individual should lift more than 30 kilograms without assistance.
68. No individual is obligated to lift or carry something which they feel to be too heavy for them.
69. Use trolleys and lifts whenever possible to prevent injuries and especially when repeating heavy loads constantly.
70. Ensure all trolleys and lifts are in working order and that the operator is familiar with the operation of the device.

Theatre safety

71. No less than two personnel are to work in the venue at any time. One of these personnel must be competent on all the equipment being used.
72. Keep the floor area clean, especially when dancers and actors are required to be bare-foot.
73. No one shall use the performance area or rehearsal room outside of scheduled times without checking with stage management that it is safe to do so.
74. Do not obstruct exits, fire fighting equipment, dimmer racks, etc.
75. Do not use lanterns as work lights.
76. Tape down all cable runs to the floor with appropriate tape.
77. Wherever possible all 'shin buster' and 'head buster' hazards should be padded to avoid injury.
78. Never leave nails or screws sticking out of the floor or a piece of scenery.
79. Mark the edge of exit treads, rostra, obstacles and safe paths of movement with white tape. It is advisable to mark the edge of the stage with tape as well for the safety of actors.
80. Do not overload dimmer racks.
81. On completion of work, turn off all equipment.
82. Ensure clothing is close fitting and not loose when operating machinery or working at heights.

83. No sandals, thongs, open-toed shoes or bare-feet allowed for working crew. Shoes or boots should be in good condition and steel-capped tools used when necessary.
84. The safety of all performers and others who handle props, scenery and costumes should be taken into account in all stages of their design, purchase, construction, repair, maintenance and use.

Pyrotechnics and weapons

85. Whenever pyrotechnics are to be used in a production, a pyrotechnician should be employed before the first rehearsal to ensure the safety factors which need to be implemented.
86. All production personnel need to be informed in writing when pyrotechnics are to be used in rehearsal and performance. This includes the duty technician of the venue.
87. If weapons are to be used on stage, an experienced person must choreograph all stunts. If guns are to be fired on stage, the employment of a weapons handler is required.
88. Firearms are only to be brought into and used in a theatre in accordance with government regulations and legislation.
89. Weapons are to be stored unloaded and in a locked and secure locker (even if they cannot fire). They must not be brought to the stage until just before they are required (with enough time to load them if they are to fire). Only the weapons handler should load the weapon. No live ammunition must ever be used.
90. Weapons with blades need to have their points and blades made safe.
91. Always give the performer the same weapon for each performance.

---oooOOOooo---