



ARC Occupational Health and Safety (OH&S) Policy (2014)

Reviewed: April 2014

Date of review: April 2015

This policy will be reviewed each year by the new Committee of ARC, to ensure that all requirements are relevant and to maintain the effectiveness of the policy.

Date of commencement: February 2003

Definitions:

Committee – the committee of management of ARC;

Member – a member of ARC;

Power tool – tool powered by electricity.

PPE - Personal Protective Equipment

OH&S - Occupational Health and Safety

Steps of implementation:

1. Draft of policy is written and submitted to Committee for scrutiny.
2. Policy is reviewed by the Committee and amendments made.
3. Policy is accepted by Committee.
4. Policy is made available to members.
5. Policy is to be reviewed on a 12-month basis by the new Committee.

Timeframe: Once the policy has been signed and communicated to Members. The policy will come into effect for all ARC related events.

Objective: The object of this policy is to ensure that all Members at all times perform, rehearse and construct in a safe environment. All Members and the Committee should maintain this environment.

General:

- Due to the fact that the venues of ARC related events are dynamic, the compliance to the occupational health and safety procedures and policies of the workspace or venue must be obtained by the Committee who then has the responsibility to communicate this to the wider ARC membership e.g. camps, rehearsal venues, theatre venues, set construction venues, fundraising events.
- At least one first aid kit (preferably a portable first aid kit) must be available for use at any ARC event at any time. The Committee and/or designated first aid officers are responsible for this requirement being fulfilled with the first aid kit sufficiently stocked and all items in date and in accordance to OH&S guidelines.
- In the event that an injury/accident/near miss occurs, an incident report and incident log documentation are to be filled out and stored with the ARC Committee.
- Any medications relevant parties are taking at the time of any rehearsal, set construction, camp or function must be reviewed before commencement by the Committee and/or designated First Aid Officer and on hand in the case of an emergency.



Procedures

Rehearsals:

1. A first aid kit and incident report documentation must be available to all members participating in rehearsals at all times. The Committee and/or designated First Aid Officers must take responsibility for this.
2. Occupational health and safety policies and the emergency evacuation procedures of the venue must be known by the Committee and communicated to the members prior to commencement at each new venue.

Theatre:

1. Two first aid kits, incident report and risk management documentation must be available within the theatre at all times. One set of each of the above mentioned documentation should be located at theatre/stage manager desk, and another should be available to the front of house staff.
2. Occupational health and safety policies and the emergency evacuation procedures of the venue must be known by the Committee and communicated to the members prior to commencement of rehearsal or performance.
3. Cast or crew members participating in the performance/rehearsal must not be intoxicated either by alcohol or other drugs. This applies before commencement and during performance/rehearsal and before & during bump in/bump out.
4. A risk management and risk management documentation must be filled out prior to the commencement of bump in.

Set Construction:

1. A first aid kit, incident report and risk and hazard management documentation must be available to all members participating in set construction at all times. The set construction manager/designated supervisor/designated first aid officer must take responsibility for this.
2. Procedures for the use of power tools or any other electronic device in set construction:
 - PPE in the form of safety glasses, gloves, ear plugs, etc must be worn by anybody who operates a power tool and will be supplied by ARC theatre.
 - Power tools must be operated and/or supervised by a person who has knowledge of their operation in the correct manner.
3. Procedures for use of toxic substances such as paint and turpentine:
 - Toxic substances if necessary, will be used in an open space such as outdoors to ensure that inhalation of fumes does not occur. If it is absolutely unavoidable, facemasks should be provided to those working in confined spaces with substances that emit toxic fumes.
 - Where possible non-toxic products should be used.
 - Appropriate PPE must be worn when using toxic substances. PPE will be supplied by ARC Theatre
4. Any person participating in set construction must not be intoxicated and no alcoholic beverages or other intoxicating drugs are to be consumed while set construction is in progress. Any pre-existing medical condition or current medication that may affect the operation of such equipment or machinery should be reported to the relevant party prior to any work commencing.



5. Any injury or near miss incurred at set construction must be reported to the Set Construction Manager. Incident report documentation must be filled out by either the set construction manager/designated first aid officer and submitted to the ARC committee.
6. Risk and Hazard Management documentation must be filled out prior to the commencement of the first set construction date. The responsibility of identifying occupational risks and hazards is that of the person in charge of set construction. If members identify other hazards/risks they are to report them to the Set Construction Manager. Anyone who ignores the directives of the Set Construction Manager or designated supervisor in regards to health and safety, or, who through negligence or foolishness puts another member of the crew at risk will be asked to leave the set construction site.

Camps (Rehearsal and Recreation):

1. A first aid kit, incident report and risk & hazard management documentation must be available to all members participating in the camp at all times. The person in charge of the camp/Committee member/designated first aid officer must take responsibility for this.
2. Occupational health and safety policies and the emergency evacuation procedures of the venue must be known by the Committee and communicated to the Members.
3. Risk and Hazard Management documentation must be filled out by the committee on arrival to the camp. Any hazards or risks that are identified and checked by Committee must be communicated to the Members.
4. The ARC Secretary should hold emergency numbers of Members and emergency services in the area.