

Work Instruction

Theatre and performance (CIF and QUT Precincts)

Purpose
<p>These procedures support operational control of specific HSE risks identified in theatre and performance studios used by Creative Industries Faculty staff or students using the following studios:</p> <ul style="list-style-type: none"> • Z3 The Block, Z2 The Loft, Gardens Theatre, Z9 studios <p>The procedures support the CIF Risk Management Implementation Process and complement policies and procedures adopted by Department Health Safety and Environment and QUT Precincts.</p>

Risk factors and precautions	
Contents	<p>Pre-production</p> <ul style="list-style-type: none"> • QUT organisational requirements • Authorised persons • Studio/ Theatre access rules and inductions • Fire/ Emergency /1st Aid/ Security • Communications • Effective implementation of this instruction for all risk levels • Risk Plan for medium – high risks <p>Stage and set construction</p> <ul style="list-style-type: none"> • Stage and set construction - general • Working at heights - general • Rigging, Cranes, Vertical Lifts, Scaffolds • Manual handling • Electrical • Lighting • Plant • Hazardous materials <p>Performance risk factors</p> <ul style="list-style-type: none"> • Reduced light conditions • Ability to perform tasks and fatigue • Aerial systems • Noise risk • Firearms and props • Smoke and Special effects • Dance and gymnastics <p>Front of house</p> <ul style="list-style-type: none"> • Community engagement • Cash handling • Service of food and alcohol • Crowd management and Security <p>Post-production</p> <ul style="list-style-type: none"> • Bump out • Review hazards and opportunities • Equipment maintenance and storage <p>Attachments.</p> <ul style="list-style-type: none"> • Template Project Risk Plan

Pre-production (planning requirements)	Organisational <ul style="list-style-type: none"> • Student and Staff Code of conduct • Reporting of incidents • Contractor management • FM event management
	Authorised persons <ul style="list-style-type: none"> • All users of CIF Studios or workshops have appropriate inductions • Specialised equipment and tasks require Tier 3 induction • The Academic supervisor is responsible for academic, technical and safety standards, and is supported by the Technical supervisor • A Stage manager may be used for implementation of these instructions • The Supervisor must observe a relevant induction or Authority to operate documentation • Rigging work should only be undertaken by qualified persons
	Studio access rules and inductions <ul style="list-style-type: none"> • Relevant Studio access rules shall be understood including: • Gardens Theatre, Tier 2 KG studios, including; Black box studios and Sprung floor studios rules • A Tier 3 Basic Theatre Practices Induction includes understanding these Instructions • Special Tier 3 inductions will be required for: <ul style="list-style-type: none"> ○ Rigging ○ Working at height ○ Workshop practices ○ Aerial installation and usage
	Fire / Emergency / 1st Aid Specific processes and communication shall be developed for : <ul style="list-style-type: none"> • Evacuation • Shelter in place • Medical emergency Fire and evacuation preparation will include: <ul style="list-style-type: none"> • Clear exits • Consider disabled evacuation • Inspect signage • Adequate induction of front of house staff • Trained first aider and fire warden • Controlled fuel and ignition sources • All electric shocks to hospital
	Communication <ul style="list-style-type: none"> • All Z9 room bookings must be made through the CIF Room Bookings System • Security organisation should be reviewed and documented
Risk management (medium to high risk activities) <ul style="list-style-type: none"> • Identify assessment requirements in CIF Risk Responsibility Matrix • If medium to high potential risk Complete a CIF Project risk plan • Send Plan to ciwhs@qut.edu.au 	

Stage and set construction	<p>Stage and set construction - general</p> <p><u>Risk factors:</u> Slips, Trips, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Stage lifts, holes, openings, pits, revolves, traps and elevated areas should be clearly marked or made obvious. • Structural stability. • Performance surfaces for • Design of raked and/or moving stages and/or moving sets. • Housekeeping and signage • Ergonomics of work area
	<p>Working at heights - general</p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Complete Tier 3 induction for working at heights > 1m
	<p>Ladders</p> <p>The following should be considered but not limited to:</p> <ul style="list-style-type: none"> • Inspect ladder before use • Inspect floor surface (eg. load, level, stability) • Inspect environment (eg overhead hazards) • Review access ways and sign and barricade if appropriate • Use safety observer • Extend 1m beyond step off point • Secure (near top and / or foot) • Do not work above other persons • Straight ladders 1:4 angle placement • Restrict work off ladder, maintain 3 points of contact • Do not carry loads when moving on ladder • Store ladder with a safety chain • Platform ladders are preferred.
	<p>Rigging</p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Ensure CIF authority to conduct rigging work • Ensure minimum Basic Rigging - High Risk Work licence • Rigged items are to include a safety chain/ bond • Moving rigged items are to be inspected prior to each use. • All rigged set items inspected and signed off on by theatre staff • Items not deemed as rigging: <ul style="list-style-type: none"> a) Operation of Flying Systems (See crane and hoist operation) b) Adjust lights on a truss c) Hang technical elements (lighting, sound, AV) from a hook clamp d) Attach cloths, drapes, banners e) Attach scenery with a dedicated attachment point f) Attach styling/design elements g) Attach or running cables • DHSE Working at heights procedure

<p>Stage and set construction</p> <p>(cont)</p>	<p>Crane and Hoist Operation</p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Any person installing fly or hoist systems must be trained and authorised by CIF or the producing company • Venue-specific induction before using a fly/ hoisting system • Never exceed safe working loads • An effective communication system before moving people or objects • Comply with manufacture instructions and safety margins • Systems should be tested thoroughly and approved before use • Redundant systems used wherever possible • Fall zones should be defined and kept clear <p>Correct use of ropes and counterweights</p>
	<p>Vertical lifts</p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity, rollover, electrical</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Ensure CIF authority to operate a Vertical Lift • Ensure High Risk Work licence if > 11m • Ensure familiarisation with specific lift and location hazards • Complete Tier 3 induction for VL • Implement CIF MEWP Vertical lifts work instruction • Prepare to initiate a Rescue Plan
	<p>Scaffolding</p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Ensure CIF authority to use scaffolding • Scaffold should only be erected by qualified competent person • Ensure High Risk Work licence if > 4m • Inspect before use • Condition for moving whilst on scaffold – Communications ‘set to move’, ‘scaffold set’, ‘working at height’, ‘heads’ • All casters locked before use • Max 2 on scaffold at one time • Technical staff on site when scaffold used • Items lifted by handline • Tools secured by lanyard • Do not work above other persons
	<p>Manual Handling</p> <p><u>Risk factors:</u> Musculo-skeletal injury, Strains/ sprains</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • DHSE Manual tasks and CIF Managing manual tasks process • Use of mechanical aids where possible • Heavy and awkward objects to be shifted using a minimum of 2 people • <u>Individual lifts:</u> <ul style="list-style-type: none"> ○ stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load

	<ul style="list-style-type: none"> ○ always try to lift when standing or at least half-squatting rather than kneeling or not using your legs ○ keep your back as straight as possible and chin tucked in whilst lifting and carrying; ○ always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going; ○ do not twist your body to change direction, use your feet. ● <u>Team lifts:</u> <ul style="list-style-type: none"> ○ ensure one person is in charge during a team lift; ○ designate the route of movement prior to the lift and remove any obstacles or obstructions; ○ where possible, ensure members of a team lift are of similar height; ● Position people for the lift having regard to the size, shape and balance of the load.
<p>Stage and set construction</p> <p>(cont)</p>	<p>Electrical</p> <p><u>Risk factors:</u> Electric shock,</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> ● No live electrical work ● Appropriate safety switches on all circuits ● Portable leads to be tested and tagged ● Keep cable runs tidy and securely tied and properly routed ● Extension cable is always fully unwound from the reel ● No double adaptors ● All electrical equipment brought into the venues must be presented to the venue technicians for testing before it is used <hr/> <p>Lighting</p> <p><u>Risk factors:</u> Electric shock, falls, falling objects, damage</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> ● Lanterns bonded (chained) to overhead rigs ● Adjustments Lighting rigs, ground tools <hr/> <p>Plant</p> <p><u>Risk factors:</u> Entanglement, eye penetration, crush, pinch, electric shock,</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> ● Effectively secure loose clothing and/ or hair ● Remove all jewellery, including watches; ● Wear protective clothing, where appropriate ● Do not attempt to handle or touch a moving part ● Machines which are running should not be left unattended
	<p>Hazardous materials</p> <p><u>Risk factors:</u> toxic, allergic, fire, eye burns / penetration, crush,</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> ● Supervisors to approve chemicals or material brought on site ● Risk assessment, CMIS registration and training

Performance risk	<p>Working in reduced light conditions</p> <p><u>Risk factors:</u> slips, trips, falls, ergonomics.</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Consider blues and other work lights • Use fluorescent tape markings. • Avoid the need to move from areas of bright lighting to low lighting. • Give warnings prior to light levels being reduced • Consider disabled people • Crew to be inducted on lighting risks.
	<p>Ability to perform tasks and fatigue</p> <p><u>Risk factors:</u> task impairment</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Supervisors must manage workloads, monitor, intervene and remove personnel, as necessary, to minimise fatigue risk • Everyone has a responsibility to ensure exposure to fatigue is minimised • Max 5 consecutive hours without a break of at least 30 minutes • Ensure adequate sleep, hydration and food • Personnel must advise the supervisor of any medical condition or medication that may impact on their ability to perform tasks. This information shall be treated confidentially and cannot be used to discriminate against any person in any way.
	<p>Aerial systems</p> <p><u>Risk factors:</u> falls, falling objects, equipment failure, pinch points</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Any person using or installing fly systems must be trained and authorised by CIF or the producing company. • Venue-specific induction before using a fly/ hoisting system • Never exceed safe working loads • An effective communication system before moving people or objects • Comply with manufacture instructions and safety margins • Systems should be tested thoroughly and approved before use • Redundant systems used wherever possible • Fall zones should be defined and kept clear
	<p>Noise risk</p> <p><u>Risk factors:</u> Temporary threshold shift, ringing, permanent damage Legislated limits: 85 dB(A) average over 8 hours, Maximum 140 dB(lin)</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Personnel onstage to be warned when audio testing is to commence • Cast and crew exposure to loud noise to be limited • If loud audio effects is excessive then monitoring of levels • Venue doors to remain closed whilst audio checks performed • Nuisance noise such as high pitch, unexpected or distracting noises must be minimised. • use of personal hearing protectors when appropriate
	<p>Firearms, weapons and props</p>

<p>Performance risk</p> <p>(cont)</p>	<p><u>Risk factors:</u> Lacerations, eye penetration</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Firearms and weapons should always be theatre props only • Comply with replica legislation and storage • Swords, knives and blades must be blunt. • Appropriate warnings must be provided to cast and crew in relation to the use of blank ammunition prior to the cue for firing. • Use of weapons in the production must be planned and rehearsed in slow motion. <p>Use of smoke, haze, strobe and special effects</p> <p><u>Risk factors:</u> slips, trips, medical, emergency notification</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Venue to be notified of equipment use and anticipated schedule of use. • Stage Management to notify appropriate venue personnel prior to use and/or performance. • Safe haze effects to be used including haze fluid. • MSDS to be carried for fluid • Emergency warning system isolated prior to haze operation • Appropriate audience warning signage <p>Dance and gymnastics safety</p> <p><u>Risk factors:</u> slips, trips, sprains, collisions</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Adequate hydration • Adequate fit for task, communicate medical requirements • Pre dance flexibility exercises • Sufficient cool down • Appropriate floor and surface friction • Aus dance/ Safe dance guidelines • Assessment of safety during gymnastics -WHSQ guide 2011
<p>Front of house</p>	<p>Community engagement</p> <p><u>Risk factors:</u> client aggression, reputation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Use MOPPE/2.1 QUT student code of conduct • QUT Staff code of conduct • Be respectful to cultural other and sensitivities • Use QUT Grievance resolution for bullying <p>Cash handling</p> <p><u>Risk factors:</u> robbery, client aggression</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Protect yourself not money or goods. • Keep alert for and report suspicious behaviour immediately • Develop communications procedures for venue security

	<p>Service of food and / or alcohol</p> <p><u>Risk factors:</u> Food poisoning, reputation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • CIF Food safety knowledgebase • Prepared food by persons with HACCP controls • Food safety Queensland • Ensure food handlers are appropriately trained • Monitor hygiene practices and don't allow rubbish to accumulate. Demand high standards of hygiene from everyone • Anaphylaxis - Qld state schools • Protect food and utensils from animals, reptiles and vermin • Community liquor permit • Liquor permit exemption checklist (if for sale) • MOPP H/3.6 Campus services, events and alcohol • Service of Alcohol in plastic cups • Principles of RSA and RSA certificates
	<p>Crowd management / security</p> <p><u>Risk factors:</u> Security, smoke, fire, crush, client aggression, reputation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Emergency induction and preparation • Assisting with emergency evacuation • Communication with external authorities • Communication with customers • Management for ignition sources and combustibles • Procedures for conflict management • Arrangements for children and disabled people
<p>Post production</p>	<p>Bump out</p> <p><u>Risk factors:</u> Slips, Trips, Structural integrity, Manual handling</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Work practices detailed in set construction • Review all hazards and opportunities for improvement • Report HSE outcomes to The HUB and ciwhs@qut.edu.au • Ensure all sets and equipment are appropriately maintained and stored

Modification history			
Date	Sections	Approved	Details
26.7.2016	All	*	Original by: N Oram, S Klupfel, G Goyen, M Low

* Pending approval

Project risk plan - Theatre and performance

When to use this plan

- **Projects involving significant potential risk** (as advised by an academic or technical supervisor)
- **Change management of projects.**

1. Project details

Project name:

Production Four 2016.

Project coordinator:

Dale Norris (Production Manager)

Supervisor:

Mr. Tony Brumpton | Mr. Sean Mee

Date/s:

September 20- October 24 2016

Location:

Z9-120 and surrounding communal spaces.

Project / production summary

A series of 30 minute self-devised dramatic performances as part of the BFA Drama's final semester, with 1st and 2nd year technical production students undertaking show roles alongside.

Each group (of which there are 7) are in intensive rehearsals as of the 12 of September, from this point technical production students in first year are allocated a show role for both stage management and a console operations position.

Intensive rehearsals are followed by a bump in period commencing from 04 October 2016 in Studio 120 Z9. Three days of bump in are then followed by onstage rehearsals, technical and plotting sessions, dress rehearsals then a week of shows from the 17-22nd Of October. Each group will performance twice with bump in allowing for an hour, a half an hour show, half our of bump out, a half an hour change over. There are 5 performance sessions per day.

Bump out and return to standard commences and concludes on Monday 24 October 2016.

Production methods

(dot point)

List changes/ variations

- Lighting Rig, plot, record and playback
- Vision Rig and playback
- Sound Rig and content playback
- Rigging of masking items
- Acting and dramatic performance elements
- Constant physical tasks
- Transferring of set and prop elements

Post-production feedback

Production group (names, date inducted to production)

Dale Norris on behalf of entire company (12 September – 24 October)

Supervisor / approval

(name / date / signature)

	Change approval (medium – high risks)
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2. Risk assessment and precautions

Instructions

- Assess risk for Hazards only if they are applicable
- Delete dot point precautions which are not relevant
- Include comments or additional precautions as extra dot points, if required
- Double click to check boxes to note Risk Level (Guidance on risk categories is in Annex 1.)
- If risk (after precautions) is medium or high, describe activities in section 3.

Documentation

- Forward 'Plan' to CIF HSE Coordinator (ciwhs@gut.edu.au)
- Forward Plan to your Supervisor for approval and recording.

Hazards	Risk L M H	Precautions plan
Pre-production		
Organisational	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Student and Staff Code of conduct • Reporting of incidents <i>through HSE Hub and CIFTS</i> • <i>Appropriate rest breaks and rotation of manual tasks to reduce fatigue are accounted for in the production schedule.</i>
Fire/ Emergency /1st Aid	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Specific processes and communication shall be developed for :</p> <ul style="list-style-type: none"> • Evacuation • Shelter in place • Medical emergency <p>Fire and evacuation preparation will include:</p> <ul style="list-style-type: none"> • Clear exits • Consider disabled evacuation • Inspect signage • Adequate induction of front of house staff • Trained first aider and fire warden • Controlled fuel and ignition sources • All electric shocks to hospital
Authorised persons	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • All users of CIF Studios or workshops have appropriate inductions • Specialised equipment and tasks require Tier 3 induction • The Academic supervisor is responsible for academic, technical and safety standards, and is supported by the Technical supervisor • A Stage manager may be used for implementation of these instructions • The Supervisor must observe a relevant induction or Authority to operate documentation • Rigging work should only be undertaken by qualified persons
Studio access rules and inductions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Relevant Studio access rules shall be understood including: • Gardens Theatre, Tier 2 KG studios, including; Black box studios and Sprung floor studios rules • A Tier 3 Basic Theatre Practices Induction includes understanding these Instructions • Special Tier 3 inductions will be required for: <ul style="list-style-type: none"> ○ Rigging

		<ul style="list-style-type: none"> ○ Working at height ○ Workshop practices <p>Aerial installation and usage</p>
Communication	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • All Z9 room bookings must be made through the CIF Room Bookings System <i>whilst adhering to timetabling via SWS</i> • Security organisation should be reviewed and documented •
Risk Management	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Identify assessment requirements in CIF Risk Responsibility Matrix • If medium to high potential risk Complete a CIF Project risk plan • Send Plan to ciwhs@qut.edu.au
Stage and set construction		
Stage and set construction	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Slips, Trips, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Stage lifts, holes, openings, pits, revolves, traps and elevated areas should be clearly marked or made obvious. • Structural stability. • Performance surfaces for • Design of raked and/or moving stages and/or moving sets. • Housekeeping and signage; no screws on ground. • Ergonomics of work area • Ensuring that checks are done of built toilet cubicles (set pieces) during • bump in process and ensuring they are structurally sound. • All large set items including Toilet cubicles, Sink basin and toilets to be marked for actors to be seen in low light. • Ensuring all sharp edges and potentially dangerous set pieces are • Visually assessed by a stage manager / venue technician and if too • Dangerous ,a substitute piece is implemented.
Working at heights – general / ladders	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <p>Complete Tier 3 induction for working at heights > 1m</p> <p>Ladders</p> <p>The following should be considered but not limited to:</p> <ul style="list-style-type: none"> • Inspect ladder before use • Inspect floor surface (eg. load, level, stability) • Inspect environment (eg overhead hazards) • Review access ways and sign and barricade if appropriate • Use safety observer • Extend 1m beyond step off point • Secure (near top and / or foot) • Do not work above other persons • Straight ladders 1:4 angle placement • Restrict work off ladder, maintain 3 points of contact • Do not carry loads when moving on ladder • Store ladder with a safety chain • Platform ladders are preferred.

Rigging	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Ensure CIF authority to conduct rigging work • Ensure minimum Basic Rigging - High Risk Work license • Rigged items are to include a safety chain/ bond • Moving rigged items are to be inspected prior to each use. • All rigged set items inspected and signed off on by theatre staff • Items not deemed as rigging: <ul style="list-style-type: none"> h) Operation of Flying Systems (See crane and hoist operation) i) Adjust lights on a truss j) Hang technical elements (lighting, sound, AV) from a hook clamp k) Attach cloths, drapes, banners l) Attach scenery with a dedicated attachment point m) Attach styling/design elements n) Attach or running cables • DHSE Working at heights procedure <ul style="list-style-type: none"> ○ <i>Approval of above items via CIFTs staff</i> ○ <i>Attachement under supervision of CIFTs</i>
Crane and Hoist Operation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Vertical lifts	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Falls, Falling objects, Structural integrity, rollover, electrical</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Ensure CIF authority to operate a Vertical Lift • Ensure High Risk Work licence if > 11m • Ensure familiarisation with specific lift and location hazards • Complete Tier 3 induction for VL • Implement CIF MEWP Vertical lifts work instruction • Prepare to initiate a Rescue Plan <ul style="list-style-type: none"> ○ <i>Use of ground unit controls</i>
Scaffolding	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Ensure CIF authority to use scaffolding • Scaffold should only be erected by qualified competent person • Ensure High Risk Work licence if > 4m • Inspect before use • Condition for moving whilst on scaffold – Communications ‘set to move’, ‘scaffold set’, ‘working at height’, ‘heads’

		<ul style="list-style-type: none"> • All casters locked before use • Max 2 on scaffold at one time • Technical staff on site when scaffold used • Items lifted by handline • Tools secured by lanyard • Do not work above other persons
Manual handling	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Musculo-skeletal injury, Strains/ sprains</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • DHSE Manual tasks and CIF Managing manual tasks process • Use of mechanical aids where possible • Heavy and awkward objects to be shifted using a minimum of 2 people • <u>Individual lifts:</u> <ul style="list-style-type: none"> ○ stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load ○ always try to lift when standing or at least half-squatting rather than kneeling or not using your legs ○ keep your back as straight as possible and chin tucked in whilst lifting and carrying; ○ always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going; ○ do not twist your body to change direction, use your feet. • <u>Team lifts:</u> <ul style="list-style-type: none"> ○ ensure one person is in charge during a team lift; ○ designate the route of movement prior to the lift and remove any obstacles or obstructions; ○ where possible, ensure members of a team lift are of similar height; ○ Position people for the lift having regard to the size, shape and balance of the load.
Electrical	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Electric shock,</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • No live electrical work • Appropriate safety switches on all circuits • Portable leads to be tested and tagged • Keep cable runs tidy and securely tied and properly routed • Extension cable is always fully unwound from the reel • No double adaptors • All electrical equipment brought into the venues must be presented to the venue technicians for testing before it is used • No live electrical work • <i>Movement in lifter to be away of overhead wires as well as ground cables</i> • <i>Ensure all electrical equipment is away from liquid including drinks, liquid from foley artist and from sink is kept away and is not handled with wet hands</i>

Lighting	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Electric shock, falls, falling objects, damage</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Lanterns bonded (chained) to overhead rigs • <i>Adjustments Lighting rigs, ground tools are done under adequate lighting states</i> • <i>Ensure if any fixtures are to be rigged within the toilet cubicle, that they are rigged safely and have no chance of falling or coming into contact with any liquids</i> • <i>Ensure any flammable materials within close proximity of lighting fixtures is assessed and made fire retardant</i>
Plant	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Entanglement, eye penetration, crush, pinch, electric shock,</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Effectively secure loose clothing and/ or hair • Remove all jewellery, including watches; • Wear protective clothing, where appropriate • Do not attempt to handle or touch a moving part • Machines which are running should not be left unattended • <i>Appropriate inductions into the Z10 Workshop where required</i>
Hazardous materials	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> toxic, allergic, fire, eye burns / penetration, crush,</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Supervisors to approve chemicals or material brought on site • Risk assessment, CMIS registration and training • <i>Touch up paint is approved in the space under supervision from CIFTS</i> • <i>Fire retardant and paint to be applied offsite from venue in envirowash. Warning to be in place with materials are in use.</i> • <i>Limited amount to be used in venue on floor.</i> • <i>MSDS for retardant to be onsite.</i> • <i>Placement of particularly flammable set items away from light sources</i>
Performance risk		
Reduced light conditions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> slips, trips, falls, ergonomics.</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Consider blues and other work lights • Use fluorescent tape markings. • Avoid the need to move from areas of bright lighting to low lighting. • Give warnings prior to light levels being reduced • Consider disabled people • Crew to be inducted on lighting risks. • <i>Safe working induction into the space with focus on entrances, exits and risky settings (doors, stairs, seating bank)</i> • <i>Glow tape / spike tape and illuminated points and adequate lighting states to be available when required</i> • <i>Scenes where costume includes high heels or other forms of</i>

		platform shoes, an appropriate amount of workable light must be visible to prevent slips trips and falls.
Ability to perform tasks and fatigue	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> task impairment</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> Supervisors must manage workloads, monitor, intervene and remove personnel, as necessary, to minimise fatigue risk Everyone has a responsibility to ensure exposure to fatigue is minimised Max 5 consecutive hours without a break of at least 30 minutes Ensure adequate sleep, hydration and food Personnel must advise the supervisor of any medical condition or medication that may impact on their ability to perform tasks. This information shall be treated confidentially and cannot be used to discriminate against any person in any way. <i>Crew will be rostered and rotated for repetitive physical and mental tasks</i>
Aerial systems	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Noise risk	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Temporary threshold shift, ringing, permanent damage Legislated limits: 85 dB(A) average over 8 hours, Maximum 140 dB(lin)</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> Personnel onstage to be warned when audio testing is to commence Cast and crew exposure to loud noise to be limited If loud audio effects is excessive then monitoring of levels Venue doors to remain closed whilst audio checks performed Nuisance noise such as high pitch, unexpected or distracting noises must be minimized. use of personal hearing protectors when appropriate <i>appropriate warnings where required.</i>
Firearms and props	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Smoke and Special effects	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> slips, trips, medical, emergency notification, evacuation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Venue to be notified of equipment use and anticipated schedule of use. • Stage Management to notify appropriate venue personnel prior to use and/or performance. • Safe haze effects to be used including haze fluid. • MSDS to be carried for fluid • Emergency warning system isolated prior to haze operation • <i>Appropriate audience warning signage</i> • <i>Allergies and discomforts to be raised with Stage Management</i> • <i>Use of electronic cigarettes to avoid use of naked flames</i> • <i>Herbal cigarettes or E- Cigarettes to be used.</i> • <i>To reduce risk of fire alarms being triggered, venue technician must be informed prior to use so that building can effectively be isolated.</i> • <i>Once building is isolated, smoking can occur, however Venue Technician must be informed at conclusion of use</i> • <i>Doors to remain closed during use</i> • <i>Walkers to be used ensuring no fire occurs during isolation</i> • <i>Ensure all actors have no allergies/sensitivities to use of smoke</i> • <i>Potential risks include coughing/reaction to smoke, alarms being triggered, fire risks.</i> • <i>If Herbal cigarettes to be used, all fire precautions must be in place and sand must be positioned close by to extinguish naked flames immediately.</i> • <i>Fire extinguisher to be set side stage, ASM to be trained on use.</i>
Standing on Set Items	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Set will be secured to the floor via hinges and screws</i>
Dance and gymnastics	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Assessment of safety during gymnastics -WHSQ guide 2011</p>
Front of house		
Community engagement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> client aggression, reputation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Use MOPPE/2.1 QUT student code of conduct

		<ul style="list-style-type: none"> • QUT Staff code of conduct • Be respectful to cultural other and sensitivities • Use QUT Grievance resolution for bullying • <i>Display appropriate warnings for course themes, and intensive or dangerous elements</i>
Cash handling	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Service of food and alcohol	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Crowd management and Security	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Risk factors:</u> Security, smoke, fire, crush, client aggression, reputation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Emergency induction and preparation <ul style="list-style-type: none"> ○ <i>follow guidelines of QUT general safety inductions</i> • Assisting with emergency evacuation <ul style="list-style-type: none"> ○ <i>removing non-essential, noise, use of god microphone instructing patrons to nearest</i> ○ <i>safe exist after discussion with venue manager, transition to appropriate lighting state for evacuation</i> • Communication with external authorities <ul style="list-style-type: none"> ○ <i>including CIFTS, Facilities Management and patrons</i> • Communication with customers • Management for ignition sources and combustibles • Procedures for conflict management • Arrangements for children and disabled people • Appropriate signs
Post-production - other		
Bump out	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Bump out</p> <p><u>Risk factors:</u> Slips, Trips, Structural integrity, Manual handling</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Work practices detailed in set construction • Review all hazards and opportunities for improvement

		<ul style="list-style-type: none"> • Report HSE outcomes to The HUB and ciwhs@qut.edu.au • Ensure all sets and equipment are appropriately maintained and stored • Appropriate loans are returned to ELC • Work space and studio is left tidy back to a standard configuration • Tool box talks • Correct manual handling procedures
Travel road	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • <i>All crew have arranged safe transport home and have a clear knowledge of public transport options and infrastructure.</i>
General / other	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • <i>Working Late evenings</i> • <i>All crew have arranged safe transport home and have a clear knowledge of public transport options and infrastructure.</i>

3. Plan for significant risks (medium or high controlled risks)		
Activity	Precautions	Changes / variations
<p>Use of Plant Materials</p> <p><u>Risk factors:</u> toxic, allergic, fire, eye burns / penetration, crush, damage to venue</p>	<p><u>Precautions:</u></p> <ul style="list-style-type: none"> Supervisors to approve chemicals or material brought on site Risk assessment, CMIS registration and training <i>Touch up paint is approved in the space under supervision from CIFTS</i> <i>Fire retardant and paint to be applied offsite from venue in envirowash. Warning to be in place with materials are in use.</i> <i>Limited amount to be used in venue on floor.</i> <i>MSDS for retardant to be onsite.</i> 	
<p>Use of Streamers</p> <p><u>Risk Factor:</u></p> <p>Create paper gets wet and leaks die onto venue, drapes and technical equipment</p>	<ul style="list-style-type: none"> <i>No liquids allowed onstage</i> <i>Choreography onstage to avoid contact when throwing against technical equipment and venue</i> 	
<p>Moving of set</p>	<ul style="list-style-type: none"> Movement of the sets between storage and the venue is to be done by two people and to be done at a reasonable pace. Movement, construction and disassembly must be tested and rehearsed before performance and any problems encountered must be fixed or adjusted. Movement of the set during performance will be rehearsed under work light conditions 	
<p>Ability to perform tasks and fatigue</p>	<p>We will be working in a high-stress environment.</p> <p>Regular scheduled breaks to be taken. Interpersonal relationships to be considered: all members of the team to be considerate and respectful. No high-risk tasks to be completed under any levels of exhaustion.</p>	
<p>High-Risk Space (Safety of Equipment and general public)</p>	<p>While not in use, the performance space is to be adequately locked down to ensure the safety of the equipment in use and the safety of the general public.</p> <p>The performance space is to be only accessed at</p>	

	<p>approved times and all risks within the space are to be taken into consideration.</p> <p>Only those who are permitted entry to the space are to be allowed access. Unapproved visitors are not permitted.</p>	
Flammability of particular items	<ul style="list-style-type: none"> - Each item entering the space will be identified and undergo inspection to determine whether fire retardant is required. - Placement of objects away from heat source - Choreographed to avoid contact with heat source 	
<p>Smoke and Special Effects</p> <p><u>Risk factors:</u> slips, trips, medical, emergency notification, evacuation</p>	<p><u>Precautions:</u></p> <ul style="list-style-type: none"> • Venue to be notified of equipment use and anticipated schedule of use. • Stage Management to notify appropriate venue personnel prior to use and/or performance. • Safe haze effects to be used including haze fluid. • MSDS to be carried for fluid • Emergency warning system isolated prior to haze operation • <i>Appropriate audience warning signage</i> • <i>Allergies and discomforts to be raised with Stage Management</i> - <i>Use of electronic cigarettes to avoid use of naked flames</i> - <i>Safe operating and handling by trained personnel</i> - <i>Doors to remain closed at all times</i> 	
<p>Standing / Launching off set items</p> <p><u>Risk factors:</u> slips, trips, medical, emergency notification,</p>	<ul style="list-style-type: none"> - <i>Set to be secured to floor via hinges and screws during bump in period</i> - <i>Extensive rehearsals under work light will be conducted</i> 	
<p>Use of Cigarettes / Herbal or Electronic onstage</p>	<ul style="list-style-type: none"> - <i>Herbal cigarettes or E- Cigarettes to be used.</i> - <i>To reduce risk of fire alarms being triggered, venue technician must be informed prior to use so that building can effectively be isolated.</i> - <i>Once building is isolated, smoking can</i> 	

	<p>occur, however Venue Technician must be informed at conclusion of use</p> <ul style="list-style-type: none"> - Doors to remain closed during use - Walkers to be used ensuring no fire occurs during isolation - Ensure all actors have no allergies/sensitivities to use of smoke - Potential risks include coughing/reaction to smoke, alarms being triggered, fire risks. - If Herbal cigarettes to be used, all fire precautions must be in place and sand must be positioned close by to extinguish naked flames immediately. - Fire extinguisher to be set side stage, ASM to be trained on use 	
Simulated Physical Fighting and Physical Theatre onstage On stage	<ul style="list-style-type: none"> - A fight choreographer will be hired out to teach the cast members involved within any form of fighting scene within the show. After this has been done the scenes will be well rehearsed and slowly rehearsed before the commencement of any show under the direction of staff under working light conditions 	
Actor is lifted off ground during performance	<ul style="list-style-type: none"> - The cast involved in this have been given a basic safety precautions and will be well and slowed rehearsed before the commencement of the performance 	
A Shredding machine will be used for shredding an A4 sheet of paper every performance.	<ul style="list-style-type: none"> - Appropriate machinery / plant induction with specific equipment - No baggy clothing, ties, necklaces, jewellery or exposed material to be worn - Hair to be tied back 	

Title	Risk rating process
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The [QUT Risk Management Framework 2011](#) considers both Risks and Opportunities. The objective is to categorise activities for management (risk treatment) based on consideration of **likelihood and consequences** of outcomes according to the priority risk rating.

A CIF initial assessment

Risk can be rated directly on the CIF 'risk assessment form' or 'project risk plan' checklist, as follows:

- Low non-serious injury is possible
- Medium serious injury is possible
- High any injury is probable
- **Residual risk** is recorded (risk after effective precautions implemented)
- **Serious injury** is reportable to Qld. Govt. (ie may involve more than 5 days off work)
- **High risk** activities should be assessed using the Full QUT risk worksheet.

B Full QUT worksheet ([Risk Management Framework 2011](#))

- Step 1 Identify the adequacy and effectiveness of existing controls.
- Step 2 Determine inherent risk (risk when control measures are ineffective or absent)
- Step 3 Treat risks (implement control measures)
- Step 4 Review effectiveness of control measures
- Step 5 Determine residual risk (risk of an event with control measures in place)

LIKELIHOOD	CONSEQUENCES			Risk rating
	Minor	Moderate	Major	
Probable	Medium	High	High	
Possible	Low	Medium	High	
Improbable	Low	Low	Medium	

C Determine and implement control measures

Level 1 (most effective)	Eliminating the Hazard – Eliminates the RISK
Level 2	Substitution can lower the risk but be careful not to introduce new risks. Isolating the Hazard means you are removing people from the hazard. This will usually reduce the effects of the hazard thereby reducing the risk. Engineering controls usually require re-design or modification to change the characteristics of the equipment to make it safer.
Level 3 (least effective)	Administrative controls include signage, policies, procedures and training. They depend on human attitudes and behaviours to be successful and require constant monitoring. Most effective when used in conjunction with other controls. Personal Protective Equipment (PPE) is the least effective control and should always be the last resort or used to complement or back up a higher control wherever possible.