

**Work Health and Safety Guide for
The Canberra Repertory Society
&
Canberra REP Theatre**

THE WHS HANDBOOK

Revision History

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1. Introduction

The Canberra Repertory Society (REP) is committed to the objectives of the *Work Health and Safety Act 2011* (the WHS Act) and the associated Regulation and Codes of Practice to ensure all workers and visitors are in a safe and healthy environment. Our responsibility includes:

- Exercising duty of care and due diligence
- Complying with relevant legislation, Regulation, Codes of Practice and applicable Australian Standards;
- Consulting with relevant stakeholders regarding safety – a shared responsibility;
- Eliminating and controlling risks to health and safety by undertaking effective risk management;
- Enabling workers to work in safety by providing information, training, guidance, safe and healthy systems of work, safe premises and equipment, and supervision; and by effective monitoring and reviewing of hazard controls.

Our primary objective is to prevent workplace accidents, injuries and illness.

NOTE: Under the current WHS legislation REP meets the definition of a “Person Conducting a Business or Undertaking (PCBU)” as it has several paid staff members. Therefore, REP is required to meet the Australian Capital Territory’s WHS legislative requirements even though the majority of its workers are volunteers. Please note that throughout this guide the term “workers” includes volunteers (members) and contractors as well as paid staff, in line with the WHS legislative definition.

2. Responsibilities

The Council

REP’s Council has the primary duty of care for providing a safe and healthy working environment for workers and visitors. The Council ensures appropriate resources are available for effective health and safety management, and reviews WHS performance.

REP has identified its officers under the WHS Act as the Council members and the Business Manager.

Business Manager

The Business Manager is required to ensure that effective WHS policies and programs are implemented for REP, and to provide support for workers in WHS matters. The Business Manager is responsible for taking all reasonably practicable steps in identifying, eliminating, assessing, controlling and monitoring hazards/risks and ensuring all areas and activities under their control do not pose an unreasonable risk to the safety, health and welfare of workers and visitors.

Workers

Workers (including volunteers) are required to take responsibility for their own health and safety and the health and safety of others in the workplace by following the REP’s WHS policies and procedures. This includes reporting unsafe situations or behaviours immediately.

Contractors

Hirers, contractors, sub-contractors and self-employed persons are defined as “workers” under the WHS Act. They are also required to comply with the requirements of Legislation and have in place a work health and safety policy and program, to consult with REP about safety matters and to comply with REP’s policies. Contractors and Hirers are obliged to work safely and to include the safety of REP staff and visitors in their safety plans. If you believe a contractor may be engaging in an unsafe work practice, you are required to report this issue immediately.

Everyone at REP is required to comply with WHS requirements to ensure their own health and safety and the health and safety of others. Health and safety legislation places a duty of care on everyone to ensure safety standards are maintained.

PART A: GENERAL INFORMATION

1. Emergency Procedures

An emergency evacuation plan has been developed by the REP's fire emergency service provider. This plan, together with a list of emergency contacts ([Attachment 1](#)), is displayed in the following locations in Canberra Rep Theatre and the Annex:

- Foyer
- Workshop
- Backstage
- Lighting and Sound

An evacuation drill of the REP building will be conducted at least annually and all fire emergency equipment, such as smoke alarms and fire extinguishers, is to be tested by the provider every six months.

2. Security

Security is everyone's responsibility.

- When handling cash in Front of House ensure another member is in attendance in the area or there is the provision of a duress alarm.
- Do not leave your valuables exposed and unattended.
- Do not leave building areas unattended or unlocked.
- Keep alert for and report suspicious behaviour or strangers.
- Should a threatening situation arise, do not put yourself at risk – move away and alert the Business Manager or Stage Manager.
- All visitors entering backstage must be escorted. This is for safety, security and emergency purposes.
- Children under the age of 16 who enter any backstage area must be supervised at all times.
- Children, even under supervision, MUST NOT undertake any tasks which involve climbing (e.g. ladders), being at height (e.g. on the gantry), access to chemicals, machinery, electrical equipment or tools.

3. Hazard/Incident/Injury Reporting

How to Report an Incident or Injury or Hazard:

All workers including volunteers and contractors are to be made aware they are required to complete an incident form if a hazard/incident/injury occurs:

- Advise the manager of the incident or injury or hazard.
- For recording purposes request a Hazard/Incident/Injury Report Form from the Business Manager.
- Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred. That is, in the event of a near miss.
- All hard copy forms should be signed by the relevant parties.
- The Business Manager must record all injuries on the Injury Register.

4. Reporting of Notifiable Incidents:

Serious incidents must be notified immediately to the Responsible Person so they can be reported to WorkSafe ACT as soon as possible. The Responsible Person is:

- Monday to Friday, business hours: The Business Manager
- Show nights: The Stage Manager, who must notify the Business Manager as soon as is reasonable
- At all other times: The Business Manager (by phone if necessary)

After becoming aware an incident has occurred, it is the Business Manager's responsibility to report 'notifiable incidents' to WorkSafe ACT IMMEDIATELY, and by the fastest possible means, either:

- by phone - ring WorkSafe ACT on 02 6207 3000
- by fax or other electronic means - fax WorkSafe ACT on 02 6205 0336; email worksafe@act.gov.au.
- NOTE: WorkSafe ACT requires that immediate notification is followed within 48 hours in writing by completing a Notifiable Incident Report Form and forwarding it to WorkSafe ACT, GPO Box 158, Canberra City, ACT, 2601

'Notifiable incidents' include the following:

- the death of a person
- a serious injury or illness of a person
- a dangerous incident

Serious injury or illness includes (s36 WHS Act 2011):

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for certain serious injuries
- Medical treatment within 48 hours of exposure to a substance

A 'dangerous incident' (s37 WHS Act 2011) means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam.

Please note that the reporting of serious incidents to WorkSafe ACT as outlined above is a separate requirement to the general reporting of an incident, injury or hazard within the REP and to the insurer.

Please note that the reporting of serious incidents to ACT WorkCover as outlined above is a separate requirement to the general reporting of an incident, injury or hazard within the REP and to the insurer

SUMMARY FOR BUSINESS MANAGER

- Ensure the worker has completed a hazard/incident/injury form.
- Review the incident with the worker and manager to determine if any actions need to be taken to minimise the risk of the incident or hazard recurring.
- Complete the injury register.

- Notify WorkSafe ACT if required – this is the Business Manager’s responsibility
- Notify Miramar Insurance via REP’s insurance agent – Mutual Brokers (insurer) if required
- Maintain records of all the above.

5. First Aid

Name of First Aid Officer	Phone Number	Location

The following is required:

- The appointment and training of at least one First Aid Officer (FAO).
- The trained FAOs should be a paid staff member (i.e. not a volunteer) and a member who is in charge of Front of House on show nights.
- The provision of a first aid kit for each relevant work area.
- The provision of information on first aid to workers regarding the name of the FAO, the location of the first aid kit and procedures to be followed when first aid is required.

This information should be kept up to date and provided by the office manager:

- when a worker is first employed at the workplace (i.e. at induction);
- if there is a change in the location of the first aid facilities or services; and
- if there are any changes in the names, locations or contact numbers of FAOs.

First Aid Officer Training:

- The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent).
- Refresher training should be undertaken every three years.

Further Information:

ACT First Aid in the Workplace Code of Practice July 2012 available on the ACT WorkCover website:

[Approved First Aid Code of Practice](#)

SUMMARY FOR BUSINESS MANAGER

- Ensure an appropriate number of First Aid Officer (FAOs) has been appointed and trained.
- Keep of copy of the FAO’s qualifications.
- Ensure a first aid kit is provided and maintained by the FAO.
- Advise all staff of the name of the FAO and the location of the kit.
- Place a sign on the wall where the kit/s are located.

6. WHS Induction for New Workers and Contractors

All new workers (staff and members) are required to be provided with WHS information regarding the workplace. Contractors may also need to be provided with WHS information.

A thorough WHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure they are able to work safely.

Procedure:

The supervisor of the new worker must provide a WHS induction on the worker's first day. If the manager is not available, he or she should organise for a replacement to conduct the induction.

For new staff and members, the supervisor must:

- use the attached WHS Induction Checklist ([Attachment 4](#)) to ensure all WHS issues are covered.
- on completion of the induction, sign the checklist and ensure the new worker also signs.
- file a copy of the induction checklist on the worker's file
- provide the worker with the WHS Handbook.

For contractors (e.g. trades person undertaking building repairs and maintenance) the requirements for induction will depend on the work to be undertaken and the duration of their stay at the workplace. At a minimum, the contractors should be advised of emergency procedures and location of facilities.

7. WHS Committee and Consultation

REP has a duty to consult their workers. This consultation should allow each worker to contribute to matters that directly affect their health, safety and wellbeing in relation to work at the workplace.

REP must consult with workers when:

- identifying hazards and assessing risks arising from work and making decisions about ways to eliminate or minimise those risks
- making decisions about the adequacy of facilities for the welfare of workers
- proposing changes that may affect the health or safety of workers
- making decisions about the procedures, including those for:
 - consultation with workers
 - resolving work health or safety issues
 - monitoring the health of workers
 - monitoring workplace conditions
 - providing information and training to workers, and
 - when carrying out any other activity prescribed by the Regulations.

The REP Technical Committee is responsible for WHS matters and consultation for all activities and productions in the Canberra REP Theatre and the Annex. For further information refer to the Canberra Repertory Committee System document.

8. WHS Risk Management

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for workers, visitors and contractors in REP.

Definitions:

WHS Hazard: Anything which has the potential to cause injury or illness.

WHS Risk: A WHS risk is the chance of someone getting an injury or illness as a result of a workplace hazard. This significance of the risk is determined by considering the **likelihood** of it happening and the **consequences** if it does happen.

WHS Risk Control: WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

WHS risk management must be undertaken for all activities where there is the potential for WHS risks including:

- before activities commence;
- before the introduction of new equipment, procedures or processes;
- when equipment, procedures or processes are modified.

The Risk Management Process

Step 1: Identify the Hazard

A hazard is a source or potential source of human injury, ill health or disease. Hazard identification is identifying all situations and events that could cause injury or illness. This is the process of examining a work area and work task for the purpose of identifying all the hazards which are 'inherent in the job'. Tasks can include, but may not be limited to, using tools, hazardous chemicals, dealing with people, lifting, working at height, etc.

Step 2: Assess the Risk

Assess the risk from the hazard, i.e. determine how significant the risk is. Firstly, consider the consequences if something happens, e.g. will it cause a serious injury, illness or death or only a minor injury, like a scratch. Secondly, consider how likely is this to occur – very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

Use the table below to determine how significant the risk is.

Documentation: When undertaking a risk assessment use the WHS Risk Assessment Form provided at [Attachment 5](#) or available from the Business Manager.

Where an employee, member, contractor or member of the public identifies a hazard, the REP requires it to be eliminated or reduced in consultation with the relevant stakeholders.

- Step 1: identify the Consequences – or how severely could it hurt someone
- Step 2: identify the Likelihood – or how likely is it for an injury to occur
- Step 3 & 4: identify the Risk Priority Score – to prioritise your actions
- Step 5: apply the hierarchy of hazard control
- Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed

Step 1 – CONSEQUENCES How severely could it hurt someone? or How ill could it make someone? – Circle it		Step 2 – LIKELIHOOD How likely is it for an injury to occur? –			
		Very Likely Could happen frequently	Likely Could happen occasionally	unlikely Could happen, but rare	Very unlikely Could happen, probably never will
		L1	L2	L3	L4
kill or cause permanent disability or ill health	C1	Very High Risk (1)	Very High Risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very High Risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

Step 3: Risk Priority Score Circle the appropriate Risk Priority Score to identify the necessary Action and Response.

Step 3 – RISK PRIORITY SCORE	Step 4 – ACTION AND RESPONSE
1 = Very High Risk	Immediate action is required to ensure safety
2 = High Risk	Immediate reporting of emerging or ongoing risk exposure at this level to the Business Manager is mandatory
3 = Substantial Risk	Do something as soon as possible to prevent injury or illness
4 = Moderate Risk	Report these risks to the appropriate Manager during the existing shift or before the next shift
5 = Acceptable Risk	Do something when possible. Manage by routine procedures
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible Manager

Step 4: Control the Hazards

Control the hazards - the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes or use protective equipment. In many cases, a *combination* of several control strategies may be the best solution.

Hierarchy of control strategies:

- eliminate the hazard, e.g. remove the equipment, dispose of unwanted chemicals
- substitute, e.g. use a non-hazardous chemical, use a different machine that can do the same task
- engineering controls, e.g. design equipment differently, providing lifting devices to minimise manual handling
- administrative processes, e.g. task variation, job rotation, training, work processes
- personal protective equipment, e.g. gloves, hearing protection, eye protection

STEP 5: REVIEW THE PROCESS

Review the whole process to monitor and improve control measures and find safer ways of doing things.

9. Risk Management for Productions

A risk assessment is to be conducted by the Stage Manager in conjunction with the Technical Manager prior to the first public performance of any production.

Documentation: When undertaking a risk assessment, use the WHS Risk Assessment Form provided at [Attachment 5](#) or available from the Business Manager.

10. Workplace Hazard Inspections

The REP is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace it is required that a nominated worker in each REP work area undertake an annual WHS hazard inspection.

The hazard inspection should be undertaken by following the principles of WHS risk management and using the attached information and checklist ([Attachment 2](#)).

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure the risk to health and safety is eliminated or minimised.

All hazard inspection documentation should be filed by the Business Manager.

11. Purchasing

Ensure suitable consideration is given to WHS hazards relating to equipment, including furniture, and cleaning chemicals prior to purchase or if donated to the REP.

12. WHS Record Keeping

The office manager should retain all WHS and workers compensation documents. These documents are required to be filed for 30 years in safe storage held on premises, accessible only to authorised personnel.

13. Documents to be Displayed

- Emergency contacts page ([Attachment 1](#))
- Emergency Procedures (to be supplied by emergency fire service provider)
- To be provided by the workers' compensation insurer: Workers' Compensation notice and Return to Work Program

14. Important Contact Numbers

- **REP's Workers' Compensation Insurer**
 - Insurer Name: CGU Sunrise Workers Compensation
 - Broker Name: Mutual Brokers – these are the first point of call for reporting and information
 - Broker Telephone: 6282 9722
 - CGU Telephone: 13 24 81
 - Website: www.cgu.com.au
- **WorkSafe ACT**
 - Telephone: (02) 6207 3000
 - Facsimile: (02) 6205 0336
 - Email: worksafe@act.gov.au
 - Address: 255 Canberra Avenue Fyshwick ACT 2609
 - Reception hours are: 9:00am to 4:30pm, Monday - Friday. (Closed for Public Holidays)
 - Postal Address: GPO Box 158, Canberra City, ACT 2601
 - After Hours Emergencies: In the event of a major incident or should you require a visit to your workplace after 5pm Monday – Friday or on weekends, an inspector can be contacted on the following numbers:
Work Health & Safety – 0419 120 028
Dangerous Substances – 0419 120 028
Gas Safety - ACTPLA 0434 073 104 (after hours only, for emergencies dial 000)

PART B: SPECIFIC SAFETY REQUIREMENTS

1. Hazardous Chemicals

Hazardous chemicals and dangerous substances include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Exposure may exist from inhalation, skin contact, or ingestion. Hazardous substances must be used, transported, stored and disposed of in accordance with the manufacturer's instructions, e.g. as detailed on the product label or Safety Data Sheet (SDS). Check the product's SDS information sheet, read the label for safety instructions and shelf life before use. Obtain the lowest toxicity chemical available for the job. Do not use any chemicals not in the original packaging or from containers with missing or damaged labels.

Reduce the risk of exposure by following these guidelines:

- ensure all who work with chemical materials are provided with training on handling hazardous materials.
- when handling chemicals, use personal protective equipment (PPE) as recommended by the manufacturers
- follow safe work procedures
- read labels and the safety data sheets that accompany chemicals
- store chemicals in a properly ventilated, locked area and post warning signs
- ensure chemical containers have a label to identify the chemical and the safety information about the chemical (e.g. flammable, toxic if swallowed, avoid contact with the skin, etc.)
- store chemicals in approved containers; do not use old drink or food containers
- store chemicals in a properly ventilated and locked area and post warning signs
- use a safety data sheet (SDS) from the chemical supplier for all hazardous substances at the workplace; place in a folder with a list of chemicals used and stored in the workplace
- make the SDS available to people who use the chemicals at all times so they can refer to them
- train workers to use chemicals safely and only as directed
- post emergency numbers, including the poison information numbers, beside the telephone.

2. Asbestos

Hazardous material, particularly asbestos, is in the walls, windows and cavities of the Canberra REP Theatre. The material was in common use when built and renovated between the 1950s and 1970s. Exposure may exist from inhalation, skin contact, or ingestion if the sealed surfaces are exposed or broken. Asbestos must be used, transported, stored and disposed of in accordance with safe handling practices for asbestos, as detailed in the Dangerous Substances Act 2004, the Work Health and Safety Act 2011, and specific ACT requirements for the management of asbestos.

The Business Manager maintains the Asbestos Register, which documents all asbestos locations. It is held electronically and available on request. To minimise the risk related to the hazardous material, the following procedures are required:

- Any work that may involve asbestos must be carried out in accordance with ACT regulations and requirements.
- All asbestos removal is to be carried out by a licensed asbestos removalist.
- No work is to be carried out without first consulting with the Business Manager. This includes ANY work done to the walls, floor or ceilings in the theatre, including drilling holes.
- Minor work, which are small tasks of a short duration, such as cutting a small hole or hand drilling up to a few holes in an asbestos cement sheet, may only be done under the following conditions:
 - By an individual competent in proper handling of asbestos.
 - With the express approval of the Business Manager.
 - After being noted in the Asbestos Register.
- All other work is to be carried out by someone licensed to work with asbestos. This work requires approval from the Business Manager and Technical Committee liaison before commencement.
- All incidents are to be immediately reported to the Business Manager, who will ensure appropriate procedures are followed. These procedures may require the services of an external contractor to resolve.

This information is to be included in site initiation for any volunteer and staff member. It should be refreshed on a regular basis.

The Business Manager may delegate described authorities and responsibilities as required.

3. Contractors

Outsourcing does not remove your legal duty of care. The REP must consult with contractors to identify and manage contractor activities that may affect the safety of people at the workplace. This includes identifying what safety requirements apply to the work; evaluating the contractor's safety performance and controls for the activity; and monitoring the contractor's safety performance while performing the work. The level of monitoring and supervision by the REP depends on the level of risk, who is in control of the workplace relating to the task, the complexity of task, and the potential interaction with workers and visitors. All workers, including volunteers have a duty to report any unsafe work tasks being undertaken by contractors to the Business Manager.

4. Electrical Safety

The *Work Health and Safety Act 2011* places a duty of care on the REP to provide a safe workplace. Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to yourself, workers, or other parties.

The *WHS Regulation 2011* prescribes mandatory testing and tagging for electrical power equipment used in an environment in which the normal use of electrical equipment exposes it to operating conditions that are likely to result in damage or a reduction in its expected life span. This includes conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

The REP has a duty to ensure risk of injury from electric shock for all people at the workplace is reduced as far as is reasonably practicable. Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met.

The WHS legislation of the ACT requires that electrical equipment is inspected and tested in accordance with *Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment*.

Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

1. Testing Frequency:

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 3 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc). In addition to the regular testing and inspection, the standard specifies electrical equipment SHALL be inspected and tested:

- before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- before return to service from a second-hand sale, to ensure equipment is safe.

Generally, the following should be tested:

- tools and leads: at least every quarter
- Safety Switches: monthly
- machinery/tools on 'the floor': six-monthly.
- Offices: every 3 to 5 years

2. Residual Current Devices:

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When RCD detects this current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

3. Unsafe Equipment:

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

For further information:

WorkSafe ACT Guidance Note August 2012:

[Electrical Equipment test and tag](#)

5. Hired or Borrowed Equipment

WHS obligations remain even when hiring or borrowing equipment. Ask yourself:

- Is it suitable for the task?
- What hazards and risks exist in its use?
- Is it damaged or unsafe?
- Will it be operated according to the manufacturer's instructions?
- What training is required?

- What level of competency is required to operate it safely?

6. Footwear

Injury Prevention Strategies:

- Appropriate footwear must be worn at all times in the Annex, the Design, Properties, Sets and Costumes Workshops and on stage in the theatre
- Open-toed shoes, sandals or thongs are not permitted in the workshop and theatre stage areas (except if required to be worn by actors whilst performing)
- Shoes must be sturdy and fully enclosed
- Sneakers (joggers) are not to be worn in the workshop, the props storage area or during set building in the theatre.
- Entry to the workshop and theatre stage areas cannot proceed if footwear is inappropriate
- This requirement also applies to visitors and contractors.

7. Ladders

The ladder is one of the most commonly used pieces of access equipment. Many people are seriously injured in falls from ladders each year. Ladders should only be used where other methods of working at height are not practicable and which may require a risk assessment.

Safe Ladder Use

- Ladders may be used at a slope no greater than 4 in 1.
- Keep three limbs on the ladder at all times, use tool belts to keep hands free.
- Always work within easy arm's reach from the ladder to minimise the risk of overbalancing.
- Never place a ladder in front of a doorway, unless the door is blocked open, or locked closed, or a person is standing guard at the foot of the ladder.
- Check the footing is secure, do not erect a ladder on a slippery surface.
- Never use any makeshift foundation such as drums, boxes or blocks to get extra height.
- Check the support for the top of the ladder is secure.
- Ladders must be firmly secured or tied off (top and bottom). When tied the ties should be attached to the stiles, not the rungs of the ladder. Ladders must be held firmly, by another person whilst they are being secured.
- Where it is not practicable to secure or tie off a ladder, the ladder must be 'footed' at the base by another person keeping both hands on the stiles to prevent movement or overturn.
- Never place the top close to live electrical wiring, or against any operational piping (steam, chemical, sprinkler system, etc.) where damage may be done.
- Metal or wooden ladders with wire reinforcement must not be used where there is any chance of them coming into contact with live electrical parts. They are unsuitable for electrical work.
- If a ladder is to be placed against framing, or against brittle material such as asbestos cement, secure a board across the top of the stiles to distribute the load.
- If a ladder is to be placed against a pole, it should have a suitable strap or chain at the top.
- Do not leave ladders unattended, especially outdoors, even when they are secured.

Maximum ladder lengths listed in AS/NZS 1892: 1996 parts 1 & 3, and AS 1892: 1992 part 2 are:

Construction Material	Single	Extension	Stepladders	Trestle
Metal ladders and reinforced plastic ladders	9m industrial	15m industrial	6.1m industrial	5m
	5m domestic	7m domestic	2.4m domestic	
Timber ladders	runged 9.2m	15.3m	5.5m industrial	5.1m
	cleated 4.9m		2.4m domestic	
			5.5m platform	

Domestic ladders (used by a householder for maintenance and repairs carried out by themselves around their own dwelling) must have a minimum load rating of 100kg. Industrial ladders (any ladder other than a domestic ladder) must have a minimum load rating of 120kg. Domestic ladders should not be used in an industrial (non-domestic) environment.

Use of Steps and Trestles

- Never use step ladders to support planks.
- Always spread steps and trestles to their fullest extent.
- Do not stand on the top step unless there is a platform with secure handrails.
- Maximum span for planks supported by two trestles is 3 metres.
- Only special purpose trestle-ladders may be used for the direct support of a scaffolding plank.

Common Defects

Inspect all ladders before use to ensure they are in a safe and sound condition.

The following defects should be looked for, prior to each use:

- Loose steps or rungs that can be moved by hand.
- Slippery steps or rungs.
- Cracks or splits in steps, rungs or stiles.
- Splinters or burrs on steps, rungs or stiles.
- Loose nails, screws, bolts or other metal parts.
- Damaged or missing stiles.
- Uneven footings, damaged or worn non-slip bases.
- Check the longitudinal (lengthwise) rigidity, there should be NO longitudinal play.

In addition, check step ladders for defects such as:

- Loose hinges.
- Ineffective spreaders.
- Wobbly ladder due side strain.

Extension ladders must also be checked for defects such as:

- Defective clutches, stops, guide irons or pulleys;
- Deterioration of rope from wear, exposure to acid or other destructive agents.

Pulleys should be lubricated and all moving parts should operate freely without bending or undue play.

Frayed or worn ropes should be replaced.

Use of Extension & Single Ladders

Select a ladder of sufficient length so that:

- It extends at least 1 metre above the platform to be reached; or
- You can stand at least 1 metre from the top of the ladder when in the working position.

If the ladder is to be in use for some time, the top should be lashed in position. If not, the person at the bottom must remain to secure the ladder until the job is completed.

Maintenance

Ladders must be regularly inspected and maintained by a competent person as per manufacturer's specifications, and their designs must comply with Australian Standards: *AS/NZS 1892.5 – 2000 Portable Ladders Part 5: Selection, Safe Use and Care*.

Don't paint wooden ladders. Use a transparent preservative to ensure defects can be easily detected. If defects are detected on any type of ladder, repair it as per the manufacturer's instructions before further use or, if this is not possible, destroy it to prevent further use.

Repair or destroy ladders that have:

- Warped, splintered, cracked or bruised timber stiles and faults that are masked by paint.
- Twisted, bent, kinked, crushed or cracked metal stiles, or damaged feet.
- Missing, worn, damaged or loose rungs, steps, treads or top plates.
- Missing, broken or loose tie rods or damaged step ladder stays.
- Missing, broken or worn ropes, braces or brackets.

8. Manual Handling

Manual Handling refers to any physical activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any person, animal or thing. Australian workers' compensation statistics show one third of all occupational injuries at work happen during manual tasks.

Injury Prevention Strategies:

- Use the following safe lifting techniques:
 - Use your hands and not just your fingers to get a good grip on the load
 - Place your feet shoulder width apart for good balance
 - Bend at your knees and not at your waist to maintain your centre of balance and to utilise the strong leg muscles to do the lifting
 - Try to keep the load between your knees and shoulders
 - Use smooth, gradual motions
 - Avoid twisting your back: pivot with your feet instead of twisting your back
- Avoid performing the same lifting task repeatedly over a long period of time.
- Take micro-breaks, stretch, vary the load (light and heavy) and vary the task (alternate activities) to use different muscles.

- Before purchasing, consider the weight of new equipment, how it will be used and consult workers who will be using the equipment.
- Where possible, avoid lifting and carrying heavy or awkward objects. Use mechanical aids such as trolleys, forklifts, hoists and carts where possible.
- Buy lighter loads and smaller quantities from suppliers.
- Arrange for deliveries to be unloaded directly or as close as possible to where they are needed.
- Provide ample shelving. Ideally, no shelves should be above shoulder level but if they are, avoid storing heavy items above shoulder level.
- Organise storage areas by weight. Store heavy and frequently used items at waist height, approximately 800mm from the ground to minimise lifting.
- Stack items so they are stable enough not to tip over.
- Lift smaller loads by planning and adjusting weight distribution ahead of time.
- Use equipment such as platform ladders or safety steps to reach items on higher shelves.
- If an item is too heavy, ask for help from others.

9. Noise

Noise in a work setting is regarded as unwanted or damaging sound. The level of noise in a workplace is a problem when it has the potential to damage workers' hearing.

The ACT's noise exposure standard, as outlined in the *WHS Regulation 2011* (section 56(1)), is a level of 85 decibels (A-weighted) 'averaged' over an eight-hour period, and a peak level of 140 decibels (c-weighted).

Noise-induced hearing loss is an irreversible condition that can have a terrible impact on a person's life. If you are exposed to loud noise continually over a period of time, the nerve receptors in your inner ear may eventually die, and once damage occurs it cannot be repaired.

Hearing loss can also result from exposure to sudden loud noises, such as explosions, gun shots or heavy hammering. These types of noises are commonly referred to as 'impact' noises and, if loud enough, can cause immediate, permanent damage. Permanent hearing loss may also be accompanied by tinnitus or ringing in the ears.

The *WHS Regulation 2011* contains specific requirements for the control of noise that is above the exposure standard. These obligations are addressed in Division 1 (Sections 56 to 59) of the regulation.

Some ways of managing the risks can include: implementing engineering noise controls to reduce the noise level, implement administrative noise controls to reduce the noise to which the worker is exposed, and giving the worker personal hearing protectors that meet the requirements of AS/NZS 1270 and have been selected according to the procedures stated in AS/NZS 1269.3.

Workers must take reasonable care of their own health and safety and comply, so far as reasonably able, with any reasonable instruction given.

The WHS Act also provides that a worker commits an offence if the worker is given personal hearing protection as a noise control measure for use at work, is given information and training about the protectors and they do not use the protection, as far as reasonably practicable.

10. Personal Protective Equipment

Personal Protective Equipment (PPE) may be required to protect you and visitors from falling (safety harness), or to protect your body during general, specific and hazardous tasks (including welding, spray painting, electrical work), or during the use of hazardous chemicals/materials. PPE is the least effective way to control risk and is always the last resort to protect you. Types of PPE include:

- eye protection (goggles, glasses, face-shields)
- hearing protection (ear plugs, ear muffs)
- respiratory protection (filter respirators, air-line respirators)
- foot protection (safety shoes and boots, spats, rubber boots)
- head protection (hard hats, broad brimmed hats)
- body protection (aprons, overalls, gloves, high visibility clothing)
- any substance used to protect health, for example, sunscreen.

The manager of each work area must provide workers with the correct PPE and appropriate training in its use. Workers are obliged to use PPE when required and when reasonably practicable. Other requirements include:

- ensure PPE conforms to the relevant Australian standard
- do not use PPE unless you are fully trained in its safe use, storage and maintenance
- PPE must be checked before use for the correct type, its correct fit and that there is no damage and it is clean/ hygienic
- do not reuse disposable, contaminated or damaged PPE
- store PPE correctly.

11. Working at height

It is often necessary for work to be performed at height including production rigging and other overhead work, the use of ladders or access equipment or production sets. Falls from heights may cause serious injuries or could be fatal. Hazards include:

- a person falling
- falling objects striking a person
- falls from collapsing structures

Avoid work at height where possible including designing out this hazard in productions. Ensure safety measures are in place to prevent falls where work at height cannot be avoided.

People working at height must be trained and competent. The requirements for training and competence will depend on the work being done, e.g. a lighting technician.

Where person is required to work at height, all reasonably practicable steps must be taken before commencing work to identify, through a risk assessment, any risks to health and safety working at height could pose. A risk assessment should identify the hazards and risks a person might face so appropriate controls can then be implemented.

Things to consider in such a risk assessment might include the height at which the work is to be undertaken; the surface underneath the work area including its stability, fragility or brittleness; the potential for slipping on the

surfaces; the slope of surfaces; the stability of the structures on which the work will be undertaken; the stability of the ground work structures are resting on; and protection from falling from open edges where there is a change of level.

Once a risk assessment has been completed, including consideration of the likelihood of a fall occurring and the severity of any injury that may result, appropriate control measures must then be implemented to eliminate or minimise the risk of injury.

For more information about the legal requirements in relation to working at height, see the Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2011 and the *Work Health and Safety Regulation 2011*

12. Slips, trips and falls

Slips, trips and falls are one of the major types of accidents in the ACT, as they are in most jurisdictions both here in Australia and internationally. These are generally due to poor housekeeping practices such as water or oil spilt on the floor. Material placed untidily or using passageways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways, workshops and backstage.

Prevention

Reduce the risk of injury by following these guidelines:

- Avoid walking on slippery floors.
- Keep floors free of water and grease
- Clean floors regularly
- Post warning signs around spills or wet floors
- Install non-slip tiling or other non-slip floor products
- Use rubber mats in areas where the floors are constantly wet
- Use non-slip footwear
- Clean up spills immediately
- Install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on your existing floor surface.
- Use floor cleaning products to remove oil and grease. Agree on written standards with contract cleaners to ensure polishing/cleaning agents leave the floor in a non-slip condition.
- Use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in passageways, entrances and exits.
- Provide umbrella and coat stands to prevent water dripping across floors.

13. Working alone

Working alone increases the risk of injury. Working alone should be avoided. However, if you need to work alone ensure an effective means of emergency contact is established. This can be done by advising a family member or friend that you intend to undertake some work at Canberra Rep Theatre and what time you expect to return

home. Provide this contact with the mobile phone number of the Business Manager so contact can be made with the Business Manager if there is any concern or if an accident has occurred.

14. Aggressive Behaviour and Violence

The Work Health and Safety Act 2011 places a duty of care on the REP to provide a safe workplace. As an employer of both paid and volunteer staff the REP is required to identify workplace hazards, assess the risks arising from those hazards if necessary, implement risk control measures, provide training and consult with employees.

Workplace violence and aggressive behaviour is recognised as a moderate workplace hazard. Some of the risks associated with violence and aggressive behaviour in the workplace include physical and emotional trauma, low morale, high staff turnover, financial costs, and lost productivity. The REP will take all practical steps to eliminate, as far as possible workplace violence risks.

Controls in place to eliminate or minimise the risk to health and safety:

- Entry doors locked and venue inaccessible to unauthorised persons outside trading hours.
- 24-hour CCTV monitoring of internal public areas of the venue.
- Visual and audio aids in place to alert employees to entry to public areas.
- High bench heights for areas where money is handled during business hours.
- Procedures in place for communication between separate activity spaces through the existing phone system in the case of duress or an emergency.

Reduce the risk of exposure by following these guidelines:

- Duties to be carried out in designated work spaces.
- Safe money handling practices to be carried out at all times. No cash is to be or left unsecured in the public areas and must be counted in designated safe areas within the workplace.
- Awareness to be maintained at all times of single-entry points to the venue.
- Train workers in acceptable procedures to manage or eliminate the risk.
- Make available appropriate counselling in the event of an incident.

If a person or persons become violent, aggressive or threatening, employees need to carry out whichever procedure is most practicable for them to remain safe:

- Follow organisational procedures to remain safe
- Clear the space as much as possible
- Speak to the person in a clear, non-provocative manner
- Give the person enough personal space
- Advise person that police and duty manager will be called.
- Call emergency services if needed.
- Walk away, retreat to a safe place.

14 Workshop and plant

'Plant' is a general term referring to machinery, equipment and appliances, including powered mobile plant (forklift), hand-held plant (chainsaw), and static plant (press, power tools/saws). It also includes computer equipment, lighting, chairs and desks. Hazards include entanglement, crush, broken bones/fatality, lacerations, being struck by moving objects, electrical or explosive hazards, slips, trips and falls, and manual handling.

Safe Operating Procedures are developed for all major pieces of equipment used by the set building team and are posted in prominent position in the Annex.

All workers who are expected to work in the Design, Properties, and Sets and Costumes workshops will undertake general safety training during Orientation sessions and are required to be familiar with the Workshop Safe Operating Procedures (SOPs), copies of which are available in the Annex.

No person is permitted to enter the Annex unless escorted by a member of the set design team, or operate machines, plant, and equipment or tools unless trained in the required level of competency in their safe use by an authorised member of the set building team.

A person appointed by the WHS Committee shall conduct formal inspections of all workshop/areas under their control every 3 months.

Strict compliance with workshop safety procedures is expected from all workers, contractors and visitors. Training/supervision/information will be provided to the extent necessary by the Workshop Team Leader for new members joining the set building team.

ATTACHMENTS

- 1. Emergency Contacts Template**
- 2. Hazard Inspection: General Information and Checklist**
- 3. Safe Operating Procedure Template**
- 4. Induction Checklist for New Staff and Members**
- 5. WHS Risk Assessment Form**

Emergency Contacts

(To be displayed in appropriate location/s)

CONTACTS	PHONE
POLICE (<i>local station</i>)	131 444
EMERGENCY SERVICES (<i>police, fire & ambulance</i>)	000 Using Land Line 112 Using Mobile
WORKERS COMPENSATION INSURER: <i>CGU Workers Compensation</i>	6240 4790
WorkSafe ACT (<i>Statutory Authority for Work Health and Safety</i>)	02 6207 3000 Emergencies (after hours): <ul style="list-style-type: none"> • 0419 120 028 • Dangerous Substances – 0419 120 028 • Gas Safety – ACTPLA 0434 073 104 (after hours only, for emergencies dial 000)
UTILITIES - Electrical	13 10 93
UTILITIES - Gas	13 19 09
UTILITIES - Sewerage & Stormwater	13 11 93
Doctor's Surgery Address: <i>Dr Denise Kraus</i> <i>3rd Floor, 28 University Ave, CANBERRA CITY</i>	6247 5742
Physical Site Address:	<i>Canberra REP Theatre,</i> <i>3 Repertory Lane Acton,</i> <i>ACT 2601</i> 6247 4222
Adjacent Occupants Contacts:	<i>ANU School of Arts</i> <i>Childers Street, Acton</i> 6125 5810
	<i>La Baguette Cafe</i> <i>ANU School of Art & Design</i> <i>Repertory Lane, Acton</i> 6125 5847
	<i>ANU School of Music</i> <i>William Herbert Place (Off</i> <i>Childers Street) Acton</i> 6125 5700
Building Owner: <i>ACT Community Services Directorate</i>	6207 2384 13 22 81 (A/H)
Business Manager: <i>Helen Drum</i>	6249 7468
First Aid Officer/s: (TBA)	

WHS Hazard Inspections: General Information and Checklist

Identify hazards in your workplace by:

- Conducting regular systematic inspections of the workplace
- Observe what hazards exist in the workplace and ask “what if?”
- Listen to feedback from people working with the task
- Maintain records of processes used to identify hazards

Frequency:

Workshop: every 3 months

Other areas: before each show

Check:

- Air-conditioning – air quality and ventilation
- Toilet/shower facilities – ventilation, floor surfaces, cleaning and hygiene
- Kitchen/amenities areas – hygiene, plumbing, electrical tagging
- Chemicals– common hazardous substances, storage, labelling, safety data sheets
- Electrical – i.e. leads, loading, testing and tagging etc
- Fire/emergency/first aid – communication, fire extinguishers and smoke detectors, slip/trip hazards
- Furniture/workstation – cleanliness and general state of repair of equipment, space, ergonomics
- Lighting – adequacy, glare, cleanliness, in good repair
- Storage – adequacy, appropriate storage of different materials, design, in good repair
- Machinery – adequately guarded, in good repair, calibration
- Manual or mechanical handling – loads, equipment, training
- Noise – noise and noise levels
- Premises security – adequacy, lighting
- Miscellaneous issues

At the end of the inspection a report should be drafted detailing all of the safety hazards identified. The report should provide a description of the risk assessment undertaken for each of these items and the risk rating allocated to each. This is done by considering the following:

- The frequency of persons coming into contact with this hazard – days per week, times per day.
- What the consequences might be – personal injury, environmental damage, associated costs or losses to replace or repair – how severe the outcome.
- What systems are currently in place, how effective are they or what other information is required

Work Health and Safety Hazard Inspection Checklist

Hazard Inspection Checklist - Summary					
Work Area/s Inspected:					
Inspection undertaken by (print name/s):				Date of Inspection:	
No.	Identified Hazard/Issue	Recommended Control Measure	To be actioned by:	Target Completion Date:	Review Date:
Name of Assessor:			Signature:		
Contact phone number/s:					

Work Health and Safety (WHS) Hazard Inspection Quick Checklist

Room/Area Assessed: _____








Assessor/s: _____ Date ___/___/___

ITEM	COMMENTS
1. Air Conditioning - quality of air-conditioning - ventilation	
2. Toilet/shower facilities - Non-slip flooring; cleaned regularly; adequate soap; sanitary napkin disposal; hand drying facilities	
3. Kitchen/amenities - Rubbish bins emptied regularly; clean drinking water; hot water systems; electrical items tagged; taps without leaks	
4. Chemicals (Workshop only) - List any chemicals on site - Safety Data Sheets available	
5. Electrical - Leads, plugs, switches in good condition - Leads safely positioned; tagged if required.	
6. Fire/Emergencies/First Aid - Fire extinguishers/hoses etc fitted, labelled, - Exits unblocked - Signage of FAOs, FA Kit locations	
7. Furniture/workstations/seating in theatre - Free of clutter; in good repair - Glare; stability of furniture; adequate space	
8. Lighting - Adequate; glare; working adequately	
9. Storage - Adequate for needs; items appropriately stored - Step ladders provided; filing/storage cabinets stable	
10. Machinery/equipment (workshop and backstage) - All moving parts guarded - Includes gantry and ladders - Safe Operating Procedures	
11. Physical (Manual) or mechanical handling - Are heavy (+16kg) loads lifted?	

- Lifting aids available? e.g. trolley	
12. Noise	
- Work area free of annoying noise	
13. Office/premises security	
- Security procedures adequate	
14. Miscellaneous	
- Car park; Pathways around buildings etc	
- Flooring free of trip hazards, in good repair	

Example: Safe Operating Procedure (SOP)

ANGLE GRINDER

REQUIRED SAFETY EQUIPMENT	
 <p>SAFETY GLOVES (WHERE APPROPRIATE)</p>	 <p>HIGH VISIBILITY VEST</p>
 <p>PROTECTIVE CLOTHING (COTTON)</p>	 <p>SAFETY BOOTS OR SHOES (NON-SLIP)</p>
 <p>SAFETY GLASSES/FACE SHIELD</p>	 <p>HEARING PROTECTION</p>
 <p>PARTICULATE MASKS</p>	

The Standard Operating Procedures for use of the Angle Grinder are as follows:

- Inspect work area
- Ensure work area is clean and free of obstacles
- Secure the work with clamps or a vice
- Ensure area is clear of unauthorised persons before operating the angle grinder
- Maintain exclusion zone of at least 3 metres (Use safety screen where applicable)
- Pre-Start Check
 - i. Ensure wheel is correct for application
 - ii. Speed of machine must not exceed speed rating of wheel
 - iii. Ensure side handle in place
 - iv. Ensure back-plates and flanges correct
- Dress properly - Ensure no loose clothing or jewellery



CAUTION: Use all appropriate PPE

- Don't overreach - Keep proper footing and balance
- Avoid unintentional starting - ensure Angle Grinder/Cutter is OFF when plugging in
- Don't force the Angle Grinder/Cutter
- Disconnect from the power when not in use
- Remove any accessories and store Angle Grinder/Cutter correctly

WHS Induction Checklist for New Staff and Members

Worker's Name:	Position / Job Title:
Employment/Member Start Date:	Supervisor / Manager's Name:
Location:	

Introduction

Completed Y/N

- Introduce other members/staff and the supervisor ()
- Introduce the first aid officer and show location of first aid supplies ()
- Explain and demonstrate emergency procedures ()
- Show location of exits and equipment ()
- Show the work area, toilet, drinking water and eating facilities ()
- Show how to safely use, store and maintain equipment ()
(tools etc) and hazardous substances (if applicable) ()

Work Health and Safety

- WHS Handbook (give copy) ()
- Roles and responsibilities of people in the workplace regarding WHS ()
- Hazards in the workplace and how they are controlled ()
- How to report hazards ()
- How to report an injury ()
- How they will be kept informed about health and safety issues ()
- Workers compensation claims (for paid staff only) ()
- I acknowledge that I am aware of and know where and how to access the Asbestos Management Plan and my responsibility in relation to this. ()

Other Requirements

- Security issues ()

WHS Induction conducted by:

Person providing the induction (print name): _____

Signature: _____

Date: ____/____/____

Worker's Signature: _____

Date: ____/____/____

Work Health and Safety Risk Assessment Form							
Risk Assessment Task / Venue		Production Name		Event Type			
Production dates:		No of performances					
Person Conducting the Risk Assessment		Position					
Signature		Date					
1. Hazard		2. Risk Assessment	3. Risk Control			4. Review	
#	What is the hazard? What injury, illness or consequence could occur?	Risk Level	What can be done to reduce risk of injury/illness?	By Whom	When By	New Risk Level	Date Finalised
1	Using power tools when building sets: laceration, electrocution, eye injury EXAMPLE	Substantial (3) EXAMPLE	<ul style="list-style-type: none"> Annual testing and tagging of all power tools Provision of PPE e.g. eye, hearing protection Safe Operating Procedures developed All users trained in safe operating procedures EXAMPLE	Set Designer		Moderate (4)	
2							
3							

Attachment 5

Canberra Repertory Society WHS Handbook

1. Hazard		2. Risk Assessment	3. Risk Control			4. Review	
#	What is the hazard? What injury, illness or consequence could occur?	Risk Level	What can be done to reduce risk of injury/illness?	By Whom	When By	New Risk Level	Date Finalised

WHS Event Risk Assessment Form

Doing a Risk Assessment

Step 1: Identify the Consequences – or how severely could it hurt someone	Step 2: Identify the Likelihood – or how likely is it for an injury to occur	Steps 3 & 4: Identify the Risk Priority Score – to prioritise your actions
Step 5: Apply the hierarchy of hazard control	Step 6: Identify who, how and when the effectiveness of controls will be checked and reviewed	

Step 1 – CONSEQUENCES How severely could it hurt someone? or How ill could it make someone? – Circle it		Step 2 – LIKELIHOOD How likely is it for an injury to occur? –			
		Very Likely Could happen frequently	Likely Could happen occasionally	unlikely Could happen, but rare	Very unlikely Could happen, probably never will
		L1	L2	L3	L4
kill or cause permanent disability or ill health	C1	Very High Risk (1)	Very High Risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very High Risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

Step 3 – RISK PRIORITY SCORE	Step 4 – ACTION AND RESPONSE
1 = Very High Risk	Immediate action is required to ensure safety
2 = High Risk	Immediate reporting of emerging or ongoing risk exposure at this level to the Business Manager is mandatory
3 = Substantial Risk	Do something as soon as possible to prevent injury or illness
4 = Moderate Risk	Report these risks to the appropriate Manager during the existing shift or before the next shift
5 = Acceptable Risk	Do something when possible. Manage by routine procedures

WHS Event Risk Assessment Form

Controlling the Risks – The Hierarchy of Control

Once the risk assessment process has been completed, those hazards identified as being a VERY HIGH RISK or HIGH RISK should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure the most effective controls are implemented.

Risk Control Hierarchy
Elimination: this is the best control measure. E.g. remove a trip hazard.
Substitution: e.g. substitute a hazardous chemical with a less hazardous substance.
Isolation: e.g. barricade off the area where the hazard is present.
Engineering: e.g. re-design of tools and equipment, provision of load shifting equipment (trolleys etc).
Administrative: e.g. written procedures, training, warning signs.
Personal Protective Equipment (PPE): Introduce PPE only when other control measures cannot be implemented or as a supplement.