

SOUTHERN



BALLET
theatre

HEALTH & SAFETY MANUAL

Version 2.11
(November 2018)

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1 SOUTHERN BALLET THEATRE TRUST HEALTH & SAFETY POLICY STATEMENT

- 1.1. The Southern Ballet Theatre Trust believes that all of its employees should be able to work in a work environment that is safe and healthy. Southern Ballet Theatre Trust will establish and maintain the work practices and standards of health and safety (and will allocate time and resources) that are necessary for avoiding unsafe work methods and conditions.
- 1.2. The Southern Ballet Theatre will ensure workers and others are given the highest level of protection from workplace health and safety risks, so far as is reasonably practicable.
- 1.3. The Southern Ballet Theatre Trust is aware of the need to maintain a safe and healthy working environment, by communication, training and an effective Health and Safety Committee.
- 1.4. The Southern Ballet Theatre Trust is committed to conducting its classes and productions in a manner that ensures involvement of all employees, students & the public in safe practices, elimination of hazards and minimization of risk to themselves, their fellow staff, students and the general public.
- 1.5. The Southern Ballet Theatre Trust will comply with legislation and statutory requirements relating to health and safety.
- 1.6. In order to honour these commitments the Southern Ballet Theatre Trust will ensure that:
 - (a) Safety will be incorporated in the planning, design, purchase, construction, arrangement, operation and maintenance of all facilities and equipment used within Southern Ballet Theatre Trust operations.
 - (b) Each employee who commences employment with Southern Ballet Theatre Trust will be adequately trained in safety procedures and safe working practices to be able to work 'safely'.
 - (c) Each employee will be advised of their responsibilities for health and safety to themselves, students and to other persons.
 - (d) Safety is everyone's responsibility and all persons shall aim to achieve safety excellence. Involvement is essential - people learn safety by involvement. All workers must take reasonable care of his or her own health and safety and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons. Employees are therefore required to comply with all safety rules and regulations; and are to immediately report any hazardous conditions, practices (or behaviour) noticed in the work place.
 - (e) Southern Ballet Theatre Trust recognises that people are an important asset and that it has the overall responsibility for their health and safety through mutual consultation. A safe and healthy work environment can be achieved, by all persons employed by this Trust & volunteers cooperating together for health and safety.
 - (f) Southern Ballet Theatre Trust is committed to fostering and achieving a safe event site for audience, staff, contractors and the general public.

Signed by:

Position: Date:

2 INTRODUCTION

- 2.1. The purpose of the Health and Safety at Work Act 2015 (**HSWA**) is to provide for a balanced framework to secure the health and safety of workers and workplaces by protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks arising from work.
- 2.2. The Southern Ballet Theatre Trust ensures, so far as reasonably practicable, the health and safety of members of the public, visitors to the place of work and staff members employed by the Southern Ballet Theatre Trust while at work.
- 2.3. This document is designed to comply with the HSWA, and prescribes the minimum standards required by Southern Ballet Theatre Trust, in accordance with relevant codes of practice. It is important that all employees and subcontractors realise, that accidents are often caused directly or indirectly by people. Therefore, a person at a workplace must, take reasonable care of his or her own health and safety and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the HSWA or regulations. Thereby ensuring their personal safety and the safety of their fellow staff, students and the public.
- 2.4. The Southern Ballet Theatre Trust recognizes its duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
- 2.5. This document contains safety guidelines and procedures covering many aspects.
- 2.6. It is the individual's responsibility to ensure that you understand the issues and follow these directives. Not every aspect of Occupational Health and Safety is contained in this manual. It is the individual's therefore responsibility to seek additional information, which is readily available and to follow safety instructions.
- 2.7. **REMEMBER:** No activity is so important, that it is necessary, or expected to be done in an unsafe manner.

3 DEFINITIONS

- 3.1. **Notifiable incident** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—
- (a) an escape, a spillage, or a leakage of a substance; or
 - (b) an implosion, explosion, or fire; or
 - (c) an escape of gas or steam; or
 - (d) an escape of a pressurised substance; or
 - (e) an electric shock; or
 - (f) the fall or release from a height of any plant, substance, or thing; or
 - (g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
 - (h) the collapse or partial collapse of a structure; or
 - (i) the collapse or failure of an excavation or any shoring supporting an excavation; or
 - (j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
 - (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
 - (l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
 - (m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.
- 3.2. **Notifiable injury or illness** in relation to a person, means:
- (a) Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
 - (i) the amputation of any part of his or her body;
 - (ii) a serious head injury;
 - (iii) a serious eye injury;
 - (iv) a serious burn;
 - (v) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping);
 - (vi) a spinal injury;
 - (vii) the loss of a bodily function;
 - (viii) serious lacerations.

- (b) An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment;
- (c) An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance;
- (d) Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
 - (i) with micro-organisms; or
 - (ii) that involves providing treatment or care to a person; or
 - (iii) that involves contact with human blood or bodily substances; or
 - (iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - (v) that involves handling or contact with fish or marine mammals.
- (e) Any other injury or illness declared by Health and Safety regulations to be a notifiable injury or illness for the purposes of this section.

3.3. **PCBU** means a person conducting a business or undertaking or PCBU—

- (a) whether the person conducts a business or undertaking alone or with others; and
- (b) whether or not the business or undertaking is conducted for profit or gain.

3.4. **Reasonably practicable** in relation to a duty of a PCBU, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- (a) The likelihood of the hazard or the risk concerned occurring; and
- (b) The degree of harm that might result from the hazard or risk; and
- (c) What the person concerned knows, or ought reasonably to know, about:
 - (i) the hazard or risk; and
 - (ii) ways of eliminating or minimising the risk;
- (d) The availability and suitability of ways to eliminate or minimise the risk; and
- (e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

3.5. **Volunteer** means a person who is acting on a voluntary basis (whether or not the person receives out-of-pocket expenses).

3.6. **Worker** means an individual who carries out work in any capacity for a PCBU, including work as:

- (a) An employee; or
- (b) A contractor or subcontractor; or
- (c) An employee of a contractor or subcontractor; or
- (d) An employee of a labour hire company who has been assigned to work in the business or undertaking; or
- (e) An outworker (including a homeworker); or
- (f) An apprentice or a trainee; or
- (g) A person gaining work experience or undertaking a work trial; or
- (h) A volunteer worker; or
- (i) A person of a prescribed class.

3.7. **Workplace** means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and includes any place where a worker goes, or is likely to be, while at work.

3.8. **WorkSafe** means WorkSafe New Zealand established by section 5 of the WorkSafe New Zealand Act 2013.

4 HEALTH AND SAFETY AT WORK ACT 2015

4.1. A PCBU has a duty, so far as reasonably practicable to ensure the health and safety of workers at the workplace. In particular, they are required to take reasonably practicable steps to:

- (a) Provide and maintain a safe working environment;
- (b) Provide and maintain facilities for the safety and health of workers at work;
- (c) Ensure that plant is arranged, designed, made and maintained to be safe for workers;
- (d) Ensure workers are not exposed to hazards
- (e) Develop procedures to deal with emergencies that may arise while workers are at work.

4.2. **Duties of Workers:** While at work, a worker must:

- (a) Take reasonable care for his or her own health and safety; and
- (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and
- (d) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

4.3. **Volunteer Worker Duties:**

- (a) A volunteer worker means a volunteer who carries out work in any capacity for a PCBU:
 - (i) With the knowledge or consent of the PCBU; and
 - (ii) On an ongoing and regular basis; and
 - (iii) That is an integral part of the business or undertaking; but does not include participating in fund-raising activities.
- (b) A volunteer worker has the same duties as an employee as a "worker".

4.4. **Duties of Other Workers:**

- (a) PCBUs have a duty to others (such as customers or visitors) to ensure that their health and safety is not put at risk from the PCBU's work, so far as is reasonably practicable. This duty also applies to casual volunteers.
- (b) A person at a workplace (whether or not the person has another duty under this Part) must:
 - (i) Take reasonable care for his or her own health and safety; and
 - (ii) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 - (iii) Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulation.

4.5. **Duties to Those on Work Experience:** Individuals gaining work experience have the same health and safety duties to those on work experience as if they were employees.

4.6. **Principals Duties:** Principals must take all practicable steps to ensure no employee of a contractor or subcontractor is harmed while doing any work that the contractor was engaged to do.

4.7. **Duties of Persons in Control of Place of Work:** The owner or lessee of a place of work or of equipment in a place of work must:

- (a) Take all practicable steps to ensure that no hazard harms people in the vicinity; and
- (b) Take all practicable steps to ensure that no hazard harms people who have paid to be there or undertake activities that derive any gain or reward; and
- (c) Take all practicable steps to warn people with authority to be aware of any significant hazards that would not be reasonably expected to be found in that type of place of work.

4.8. **Hazard Management:**

- (a) The PCBU shall identify and regularly review hazards in the place of work (existing, new and potential), to determine whether they are significant hazards and require

further action. Hazards include both physical & behavioural causes of harm. If an accident or harm occurs that requires particulars to be recorded, employers are required to investigate it to determine if it was caused by or arose from a significant hazard.

- (b) Where the hazard is significant, in accordance with the HASWA, steps taken include:
 - (i) Where practicable, the hazard shall be eliminated.
 - (ii) If elimination is not practicable, the hazard shall be isolated.
 - (iii) If it is impracticable to eliminate or isolate the hazard completely, the hazard will be minimised to workers.
- (c) Where the hazard has not been eliminated or isolated, the PCBU shall, where appropriate:
 - (i) Ensure that protective clothing and equipment is provided, accessible and used;
 - (ii) Monitor workers' exposure to the hazard;
 - (iii) Seek the consent of workers to monitor their health; and
 - (iv) With informed consent, monitor workers' health.

4.9. **Information for Workers:**

- (a) The Southern Ballet Theatre Trust shall ensure workers are given information about:
 - (i) Emergency Procedures;
 - (ii) Hazards workers may be exposed to while at work;
 - (iii) Hazards workers may create which could harm other people;
 - (iv) How to minimise the likelihood of these hazards becoming a source of harm to themselves and others;
 - (v) The location of safety equipment.
- (b) The PCBU/Management is also required to inform employees of the results of any health or hazard monitoring. In doing so, the privacy of employees shall be protected.

4.10. **Training of Employees:** Management shall ensure employees are either adequately trained or experienced to do their work safely or are supervised by an experienced person. In addition, employees shall be adequately trained in the safe use of plant, substances and equipment in the place of work, including protective clothing and equipment.

4.11. **Employees to be Involved in Health and Safety Matters:** The Employer shall provide reasonable opportunities for employees to participate in ongoing processes for the improvement of health and safety in the workplace.

4.12. **Accidents:**

- (a) The Southern Ballet Theatre Trust is required to keep a register of work-related accidents and serious harm. This includes every accident that harmed (or might have harmed) any worker at work.
- (b) PCBU's are also required to investigate all accidents, harm and near-misses to determine whether they were caused by a significant hazard.
- (c) A notifiable event must be notified to WorkSafe, this includes the death of a person, a notifiable injury or illness or a notifiable incident.
- (d) If a person suffers serious harm, the scene of the accident shall not be disturbed unless to:
 - (i) Save life or prevent suffering;
 - (ii) Maintain public access for essential services, e.g. electricity, gas; or
 - (iii) Prevent serious damage or loss of property.

4.13. **Offences and Penalties:** The most serious offences under the HSWA are for failures to comply with health and safety duties under sections 36 to 46. These cover the duties of PCBUs, officers, workers and other persons at workplaces. This includes the offence under section 48 of failing to comply with duty that exposes individual to risk of death or serious injury or serious illness. A person who commits an offence against subsection (1) is liable on conviction:

- (a) For an individual who is not a PCBU or an officer of a PCBU, to a fine not exceeding \$150,000:
- (b) For an individual who is a PCBU or an officer of a PCBU, to a fine not exceeding \$300,000:
- (c) For any other person, to a fine not exceeding \$1.5 million.

5 SOUTHERN BALLET THEATRE TRUST SAFETY POLICY

- 5.1. The Southern Ballet Theatre Trust recognises the Boards responsibility to provide all employees with a safe and healthy environment in which to work.
- 5.2. The company acknowledges and accepts the principles and responsibilities, which are embodied in those acts, regulations and by-laws that relate to health and safety in the workplace.
- 5.3. The Southern Ballet Theatre Trust will provide staff training in general health and safe work practices and procedures.
- 5.4. This Health and Safety Policy is in relation to the tuition and theatre productions provided by the Southern Ballet Theatre Trust.
- 5.5. The objectives of this Policy are:
 - (a) To ensure that no person (whether a staff member, student or a member of the public) suffers avoidable harm while training, performing or on the premises.

- (b) To ensure that no property suffers avoidable damage, fair wear and tear accepted.
- 5.6. The Southern Ballet Theatre Trust believes that the policy:
- (a) Gives the employer a means to promote and maintain a focus on the health, within the work place.
 - (b) Demonstrates that the Trust accepts that concern for health, safety and the environment is an integral part of its operations; and that management means to ensure that effective action will be taken to fulfil the policy.
- 5.7. The Southern Ballet Theatre Trust intends:
- (a) That health, safety and the environment are management responsibilities ranking equal with other responsibilities.
 - (b) That it is the duty of management to see that everything reasonably practicable should be done to prevent harm to persons training, performing or on the premises and in the operation of plant, machinery and equipment.
 - (c) That management will maintain a safe and healthy place of work while preserving the environment.
- 5.8. This policy will be reviewed and updated annually.

6 RESPONSIBILITIES OF PERSONNEL

- 6.1. Although it is primarily a management responsibility, management relies on all personnel to cooperate with arrangements and procedures; so that all of the Southern Ballet Theatre Trust's personnel are to do everything they can to prevent harm. In practice duties are delegated to staff, even though liability ultimately remains with top management.
- 6.2. By delegation, managers at each position in the organisation have responsibility for health and safety in the areas under their supervision.
- 6.3. Also by delegation, every worker has a duty to take reasonable care for his or her own health and safety; and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
- 6.4. The management team has the role of: monitoring, reviewing, updating policy and relevant issues; carrying out internal assessment of further identified hazards to determine further action, action/advice changes in health and safety issues to staff.
- 6.5. Medical services are available in the first instance from trained staff who hold approved certificates in First Aid. First aid supplies being maintained by the First Aid officer. Medical Services are also available under contract with a local medical centre with emergency services available via the National Emergency Services.

7 ACCIDENTS REPORTING AND RECORDING

- 7.1. Where a serious accident, incident, injury or near miss has occurred at work and it fits the definition of a Notifiable Event, WorkSafe NZ are to be notified immediately. This can be done by contacting the Safety, Risk and Assurance team on 04 463-6053 or 04 463 6071 or by submitting an online notification form to WorkSafe NZ.
- 7.2. A Notifiable Event is defined in the Health and Safety at Work Act as follows:
25. Meaning of notifiable event
- In this Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:
- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable accident.
- 7.3. Section 56 of the HSWA requires that A PCBU must, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred, ensure that the regulator is notified of the event.
- 7.4. Pursuant to section 57 of the HSWA, a PCBU must keep a record of each notifiable event for at least 5 years from the date on which notice of the event is given to the regulator under section 56.
- 7.5. Please use the prescribed form for recording / reporting.

8 ACCIDENT AVOIDANCE

- 8.1. If any worker is working in a manner liable to cause injury to himself or others, YOU should:
- (a) Point out the danger to the person;
- (b) Report danger to the manager; and
- (c) Cease work in the area of potential hazard, until safety standards are complied with.

9 IN THE EVENT OF AN ACCIDENT OR EMERGENCY

- 9.1. Should an accident occur, YOU should:
- (a) NOT panic;
- (b) Stay with the patient;
- (c) Call for assistance;
- (d) Do not move the patient unless they are in danger of further injury;
- (e) Arrange immediate first aid;
- (f) Do not disturb the accident scene, where serious harm has occurred, unless you have to:
- (i) save a life or prevent suffering;

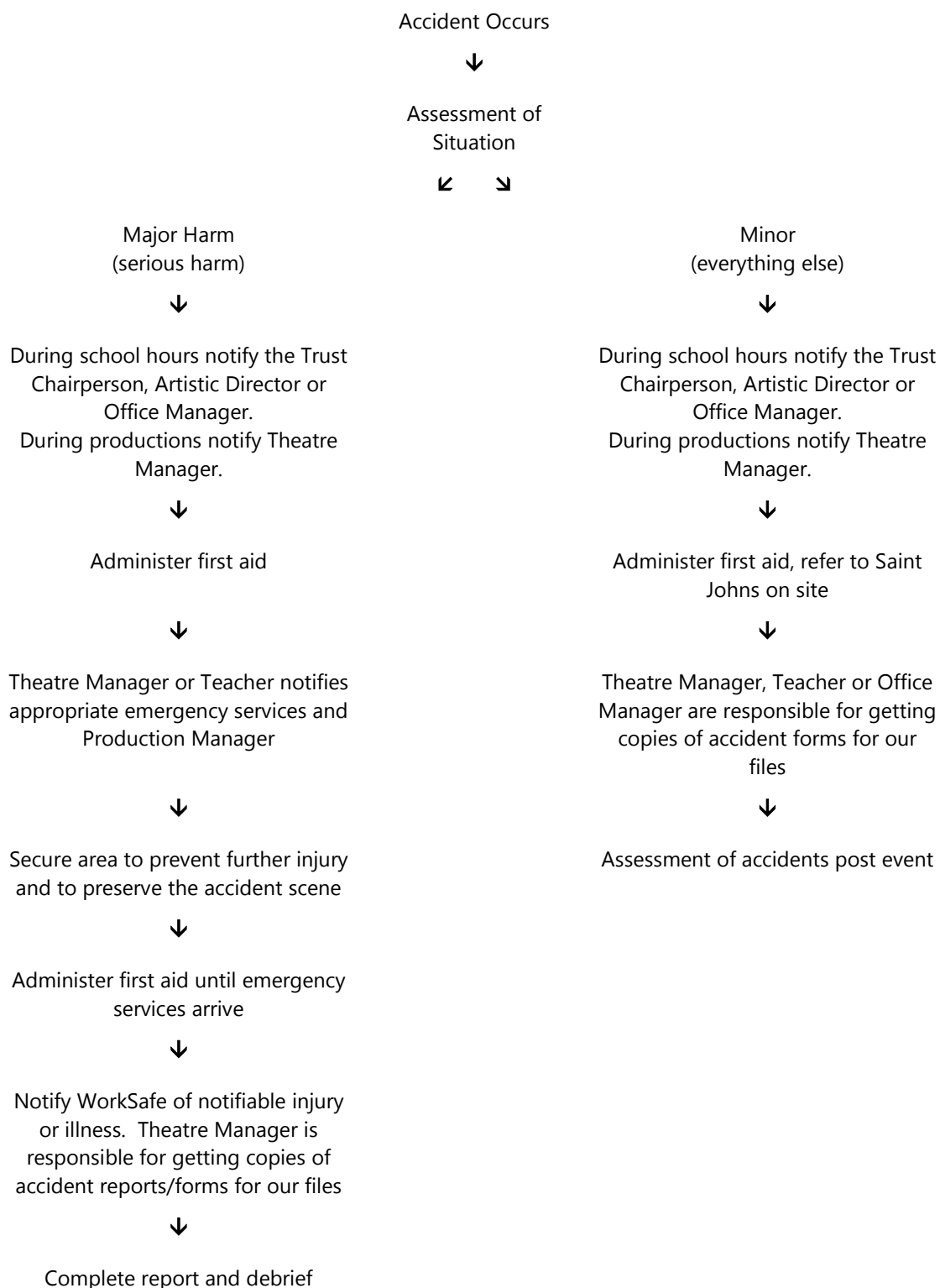
- (ii) maintain access for emergency services; and/or
- (iii) prevent serious damage or loss of property.

9.2. **Accident Reporting:**

- (a) It is a requirement to **report and record** all work related injuries, including “near miss” occurrences.
- (b) In all cases of accidents, including injury, damage to equipment or machinery, such accidents are to be reported as soon as possible to the Trust Chairperson, Artistic Director or Office Manager.
- (c) Any notifiable injury or illness must be notified to WorkSafe in writing by the health and safety representative or PCBU.
- (d) Where you are required to see a doctor the “First Medical Certificate” is to be returned immediately on completion of the doctor’s visit. If additional visits are required to the doctor, a progress report is to be handed to the Office Manager. On completion of medical treatment a “Final Medical Certificate” is required.
- (e) Compensation claims will not be processed, unless the injury has been reported to the Trust Chairperson, Artistic Director or Office Manager and subsequent investigation carried out and an accident/damage report completed in full.
- (f) A copy of our Emergency Contact List is attached at **Schedule A**.

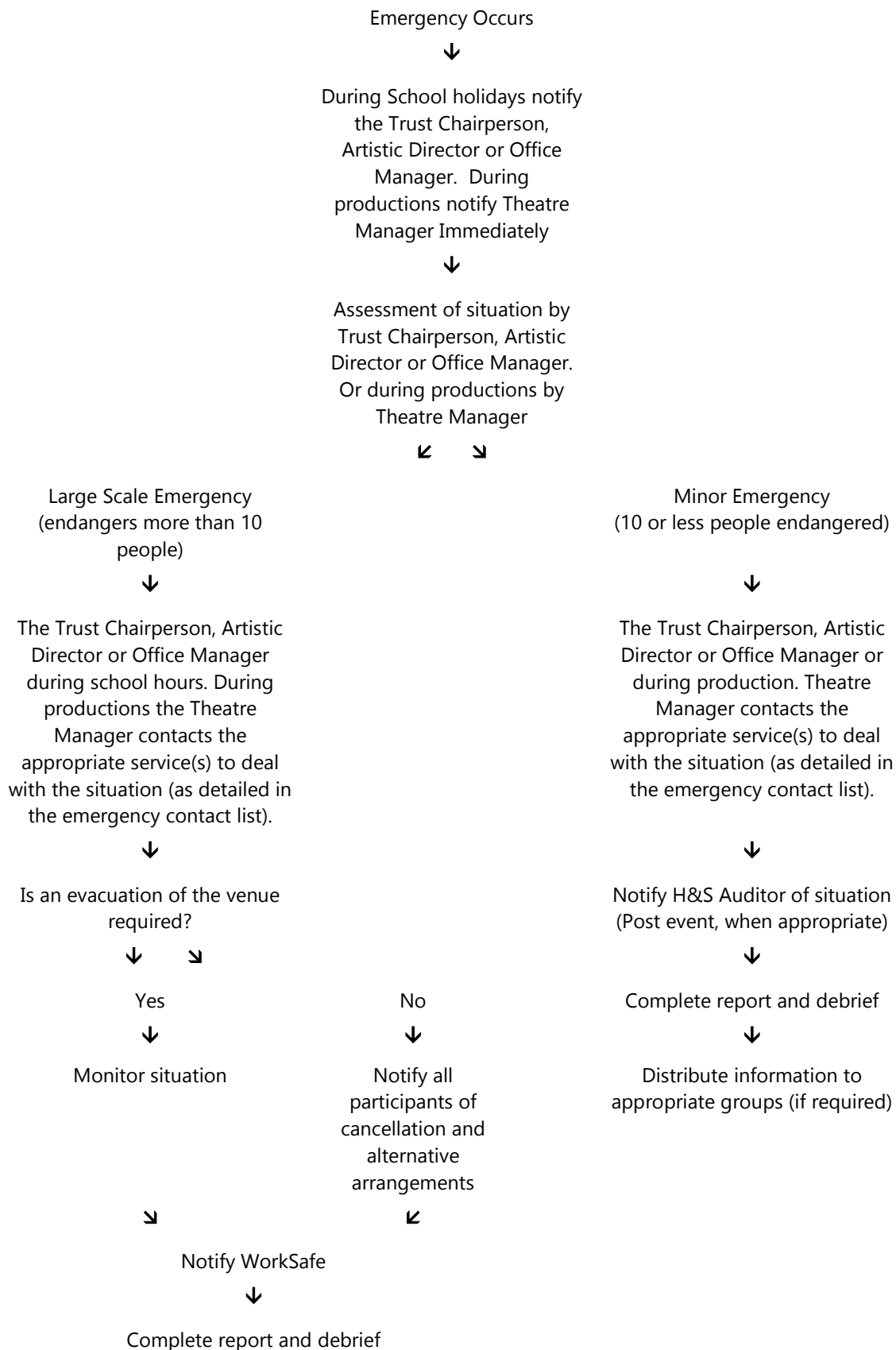
10 ACCIDENT PROCEDURE

10.1. In case of an accident the following steps will be followed:



11 EMERGENCY PROCEDURE

11.1. In case of an emergency the following steps will be followed:



12 HEALTH AND SAFETY PROCEDURES

- 12.1. Health and safety rules form a set of criteria against which events can be assessed.
- 12.2. Safety rules have been formulated, adapted; and will be enforced so far as we are concerned at any place of work where the rule applies.
- 12.3. There will be special rules relating to productions, competitions or areas that we may visit as part of our activities such as Theatres, other schools or studios in general the guidelines would cover:
 - (a) Safety;
 - (b) Behave as directed;
 - (c) Report as directed;
 - (d) Report harm / near misses;
 - (e) If in doubt, ask / discuss.

13 HEALTH AND SAFETY CHECKLIST

- 13.1. First Aid Kit: To be provided and maintained. Located in the kitchen.
- 13.2. Accidents: All accidents to be registered and reported.
- 13.3. Fire Extinguisher: To be provided and maintained. Located in the kitchen.
- 13.4. Tools: Use guards. Be aware of general condition of tools. Do not use tools that are unsafe.
- 13.5. Scaffolding: Over 8m to be erected by certified scaffolder.
- 13.6. Ladders: Check condition prior to use and ensure ladder is secured in place.
- 13.7. House Keeping: Keep all areas tidy. Floors and access ways clear. Protect public from injury. Keep kitchen, toilets and other areas clean and tidy. Ensure any water spilt on floors or any other areas is mopped up and the areas dried immediately.

14 HEALTH AND SAFETY RULES

- 14.1. All personnel are obliged to speak up if at any time a task were to be requested of them, but they are not adequately trained to perform safely, or they felt uncertain about the ability to perform the task safely.
- 14.2. All personnel are to follow instructions of the person in charge (instructions that relate to health and safety measures and to safe work practices) at all times.
- 14.3. Open discussion is welcome where there is any doubt, but the subsequent decision of the supervisor is to be complied with.
- 14.4. All known safety procedures and practices are to be followed by all personnel at all times.
- 14.5. Conduct which threatens personal health, wellbeing or security of staff, students or the public or endangers plant or property is unacceptable.

- 14.6. All signs and procedures must be complied with.
- 14.7. All defective equipment must be reported to the Office Manager immediately.
- 14.8. All work related first aid injury, notifiable incident or accidents and near miss accidents must be reported with 24 hours.
- 14.9. All notifiable events must be investigated and recorded immediately.
- 14.10. All unsafe acts or conditions must be reported immediately.
- 14.11. Distracting behaviour and "horse play" is strictly forbidden.
- 14.12. Safety inspections will be carried out on regular basis to comply with Acts and Regulations. Records of all safety inspections must be kept.

15 HAZARD IDENTIFICATION

- 15.1. To ensure your own personal safety, the safety of your fellow workers, including students and the general public, it is of **UTMOST** importance that all hazards are identified and their potential to result in harm be assessed. Generally the hazards can be classified in to three classes.
 - Class 1:** Those which have the potential to cause death or permanent disability to people, and/or permanent damage to plant or property.
 - Class 2:** Those which have the potential to cause serious injury or illness or major downtime in the use of plant or property.
 - Class 3:** Those which have the potential to cause minor injury or illness or minor damage to property.
- 15.2. It is the objective of Southern Ballet Theatre Trust to implement a system which eliminates Class 1 and Class 2 risks and minimises Class 3 risks.
- 15.3. The following are the guide-lines for all staff, for the assessment and identification of Hazards in the work place. All risk assessment and consequential actions must be undertaken prior to lessons, classes or productions commencing.

16 HAZARD IDENTIFICATION PROCESS

- 16.1. Hazards can generally be in the following areas.
 - Studios:** The area in general including: access, egress, footpaths and driveway.
- 16.2. Identify, list and classify all Hazards.
- 16.3. Determine if there is actual or potential harm from the hazard.
 - (a) Electrical;
 - (b) Heights;
 - (c) Dance floors;
 - (d) Doors;

- (e) Hand tools;
- (f) Noise;
- (g) Injuries to dancers – sprains, strains, breaks or similar injuries;
- (h) Back injuries;
- (i) Eye injuries.

17 CONTROL OPTIONS FOR SIGNIFICANT HAZARDS

17.1. Eliminate or reduce hazards to acceptable level either by removal or reduction.

18 ASSESSMENT OF RISK AND HAZARD IDENTIFICATION

18.1. The risks and hazards are identified and listed on the following pages. The identifiable hazards are classified in to three categories as defined in section 15.

18.2. It is stressed that the following is a guideline to hazard identification only and should be regarded as such. Some practical ways to reduce and minimise hazard are also listed.

18.3. Risk assessment has two purposes:

- (a) To consider the chance of harm actually occurring to anyone in particular circumstances, and the possible consequences which could result.
- (b) To enable the planning, introduction and monitoring of preventive measures to ensure those risks are adequately controlled.

18.4. For the purposes of this assessment the following terms and definitions are used:

- (a) **Harm:** illness or injury or both and includes physical and mental harm caused by work-related stress
- (b) **Notifiable Injury or Illness:** defined at clause 23 of the HASWA, this includes, a serious head, eye or burn injuries and serious lacerations (refer to definition, cl 3.1).
- (c) **Hazard:** an activity, arrangement, circumstances, event, occurrence, phenomenon, process, situation, or substance that has the potential to cause harm. This includes a situation where a person's behaviour is a source of harm due to fatigue, drugs, alcohol or shock
- (d) **Significant Hazard:** a hazard that is an actual or potential cause or source of serious harm.
- (e) **Event Hazards:** This Hazard Register has been created drawing on the Southern Ballet Theatre Trust's experience in training dance students and producing events. Whilst many hazards can be pre-empted, there are some incidents at events whose occurrence and type relate to the general nature of crowd dynamics and are therefore unpredictable in nature. It is reasonable to predict that as visitor/user numbers increase so too will the number of incidents.

18.5. The result of this risk assessment process is the Hazard Register attached at **Schedule B**.

19 TRAINING

- 19.1. We are committed to ensure our employees receive adequate training. Our employees will be supervised by someone who is trained to a level that the specific work can be performed without harm to persons.
- 19.2. Our training is to the extent that it covers all staff, professional and non-professional.
- (a) Full induction on the hazards that do or could exist in the assigned work - and area that the work is at;
 - (b) Measures in place to minimise chances of an accident occurring;
 - (c) Understanding of the established emergency preparedness and procedures in case of an accident;
 - (d) Parent and Volunteer helpers must attend a safety briefing prior to all events or productions either on Southern Ballet premises or at hired venues.
- 19.3. Training includes understanding the importance of:
- (a) Declining work that the person is not adequately trained for;
 - (b) Declining to use any defective, suspect, or other equipment (or substance) that has dated beyond its "Use by date" or current Certificate of Fitness;
 - (c) Declining to use any equipment for which the person does not have experience.

20 EVENTS OR PRODUCTIONS

- 20.1. **Event Area:** The event area is divided into two different areas. The operational area that is in the direct control of the Southern Ballet Theatre Trust, and the public area.
- 20.2. **Period of Operation of this Plan:** Defined as the time between when the first member of the Southern Ballet Theatre Trust production team steps on site to prepare for the event, until when the last member of the Southern Ballet Theatre Trust Production Team leaves the site, once the event has been completed and dismantled.
- 20.3. **Contractors:**
- (a) A contractor is defined in this Health and Safety Plan as a person engaged by the Southern Ballet Theatre Trust (the "Principal") to perform services under a contract for services.
 - (b) Therefore, as the "Principal" under the Health and Safety Legislation the Events Team are aware of their responsibilities and will take all practicable steps to ensure that:

"No employee of a contractor or subcontractor is harmed while engaged in work they have been contracted to do for this event/production."
 - (c) To this end we have:
 - (i) engaged well-established and reputable firms;

- (ii) required that all contractors complete a Confirmation of Contractors Health and Safety Management Plan;
- (iii) required that contractors ensure any equipment they hire or use has current certificates/warrants etc. and that they have copies of inspection details;
- (iv) insisted contractors report any accidents or injuries immediately to the Chairperson, Office Manager or Stage Manager and that a record of these is kept;
- (v) required that our nominated team member regularly monitor the Hazard Register control mechanisms during the event;
- (vi) that only certified personnel operate equipment and machinery.

21 REVIEW PROCEDURES

- 21.1. There will be a review of this Health and Safety Plan annually and at any Event/Production Debrief.

22 LEGISLATION AND GUIDANCE

- 22.1. Health and Safety at Work Act 2015 and related regulations.
- 22.2. A Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry version 14, April 2018 (available on request).

SCHEDULE A: EMERGENCY CONTACT LIST

Fire	111	
Ambulance	111	
Electrical Fault	0800 432 858 (0800 4 FAULTS)	Mercury Energy
Building Landlord	338 5351 027 430 9211	Robin Olley
SBT Chairperson	027 5295776	Diana Barr
Artistic Director	027 337 8308	Antoinette McKay
Theatre Manager	381 2614 027 481 8648	Sean James
Office Manager	347 3164 027 491 5350	Marion Champ
Production Director	021 188 1774	Glen Harris

SCHEDULE B: HAZARD REGISTER

Activity	Hazard	Risk Class	Practical to Eliminate	Practical to Isolate	Action to be Taken
Temporary electrical cables	Electrical, falling	1	Y	Y	Tape cables securely in place. Do not put across walkways or exits.
Working with live connections	Electrical	1	Y	Y	Qualified Electricians only to test to ensure safe to work on. Treat as alive.
	Shock and burns	1	N	N	Ensure a person trained in CPR and First Aid is on standby to assist. Ensuring unrestricted access/egress of the emergency services such as fire brigade or ambulance.
Appliances	Electric shock	1	Y	Y	Check appliances are double insulated. Use isolating transformer or earth. Leakage Safety Device protection.
	Lacerations	3	Y	Y	Wear overalls, safety glasses and gloves as appropriate. Use safety Guards and secure long hair.
	Noise	3	Y	Y	Wear ear muffs or plugs.
	Dust	3	N	N	Dampen area to reduce dust hazard. Wear safety dust mask equipment.
Using step ladders	Falling	2	Y	N	Check that ladder is in good condition and suitable for the type and height of work. Ensure ladder is footed correctly, away from disturbance by others (where practical) and is firm to climb.
Using extension ladders	Falling	1	Y	N	Check that ladder is in good condition and suitable for the type and height of work. Ensure ladder is footed correctly, away from disturbance by others (where practical) and is firm to climb. Tie ladder at the top and use safety belt where practical.

Dance floors	Gaps between rolls of Tarkett can cause foot injuries.	2	Y	Y	Dance floors to be checked by the first tutor to teach in each studio each day prior to the start of classes. If there is any movement in the Tarkett it is to be rectified prior to starting classes.
	Impact injuries	2	N	Y	All studios fitted with sprung dance floors and covered with Tarkett dance surface.
Obscure Glass doors opening two ways	Injury if two people are going in opposite directions	2	Y	Y	Applies to studio Two where there are two sets of doors. One set to be used/label for entry only, the other for exit only.
Metal doors with sharp edges on the bottom of the doors	Foot injuries	2	Y	Y	Discussed with landlord unable to fit rubber fill or strip due to limited space. Advised using door stop to hold door open during class changes.
Walking between studio 4 85 Hawdon St and 108 Carlyle Street studios	Crossing road in daylight or in the dark	1	Y	Y	Parent's responsibility to ensure younger children are escorted between the two studios. Older students must walk in pairs or groups. Students must change into tracksuits or street clothes when going between studios.
Kitchen & Café area	Slipping on wet surfaces	2	Y	Y	Any water or liquid spilt on any floor to be mopped up and dried immediately.
	Burns from hot water or appliances	3	Y	Y	Children not allowed in the kitchen.
Safety of students during productions					
Slips & trips of Students on stage during productions	Falling from raised staging. Tripping when entering or exiting the stage	2	N	Y	Essential to allow enough time to rehearse all exits, entrances and scene change sequences under performance conditions. Train dancers for placing on the stage. Rope 1 meter in from edge of stage for placing and first dress rehearsal. White tape along the stage edge to highlight. Pathways & wings to be kept clear at all times. Lighting booms in bays.

Risk of injury when setting up and moving lighting equipment and set elements	Finger/hand injury, trips, pulled muscles, low light conditions.	2	N	Y	Follow instructions of theatre manager and staff on setting, lifting, storage & securing set items or lighting equipment. Training and instructions on moving items during performances.
Weaponry	Knives & Swords	1	Y	Y	All items must be absolutely blunt. All informed in advance & instructed on safe handling.
Special effects	Hazer/fog	3	Y	Y	All involved to be informed of specific effects and data sheets. Notify Theatre Manager & venue manager on any substances being used.
Students arriving and leaving the theatre	Accountability & safety of students	3	N	Y	<p>Providing instructions to parents and caregivers. Students to be signed in on arrival and signed out when leaving the theatre by the parent/caregiver.</p> <p>Students may not leave the theatre during the production unless arrangements are made with the Back stage coordinator and notified to the door manager.</p> <p>Training of backstage helpers on Southern Ballet and other venue health and safety procedures and ensuring all health and safety procedures are adhered to.</p> <p>Reporting any potential risk, mishaps or accidents to the Health and Safety Officer or Theatre manager.</p>