

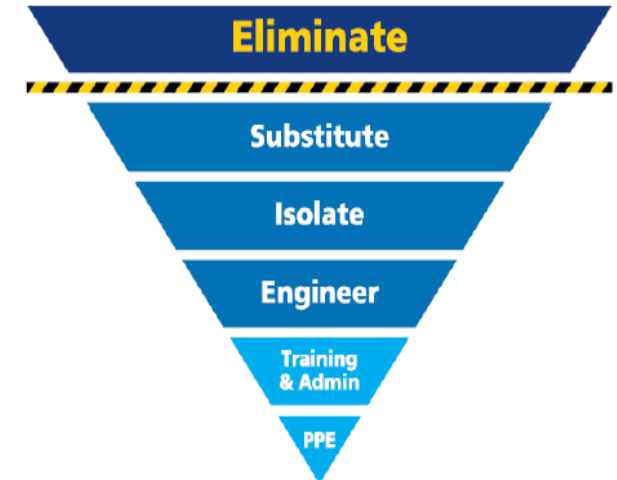
WHS FORM RISK ASSESSMENT



RISK ASSESSMENT TITLE	BOH Technical Operations – Laycock St Theatre & Peninsula Theatre	DEPARTMENT / UNIT	Arts & Culture
ACTIVITY DESCRIPTION	Technical Operations & Maintenance at Theatres	Content Manager Reference:	TBC

ASSESSMENT COMPLETED BY	NAME (PRINT)	POSITION	SIGNATURE	NAME (PRINT)	POSITION	SIGNATURE
	Dean Harrington	Team Leader Operations				
APPROVAL MANAGER				APPROVAL DATE		

Work, Health & Safety/Public	One or more deaths, serious disability or long term ill health.	Serious injury (Major surgery > 2 months admission or long term illness.	Significant injury 1 to 2 months absence.	First aid or medical attention required no long lasting effects several days off work.	First aid needed. No absence.
Consequence					
RATING	Catastrophic	Major	Moderate	Minor	Insignificant
ALMOST CERTAIN Almost certain to occur Once a year or more frequently (>85%)	Extreme 25	Extreme 23	High 20	Medium 16	Medium 11
LIKELY More than an even chance of occurring Once every 2 years (50%-85%)	Extreme 24	High 21	High 17	Medium 12	Low 7
POSSIBLE Could occur periodically Once every 5 years (21%-49%)	High 22	High 18	Medium 13	Medium 8	Low 4
UNLIKELY It is possible for the event to occur, but it is unlikely to happen Once every 10 years (5%-20%)	High 19	Medium 14	Medium 9	Low 5	Low 2
RARE Event that may occur very seldom and the chances of it happening are considered exceptionally remote Once every 20 years (<5%)	Medium 15	Medium 10	Low 6	Low 3	Low 1



STEP	STEP / AREA	HAZARD	CONSEQUENCE	RISK SCORE	CONTROLS	RISK SCORE	CONTROLS	RESPONSIBILITY
	<i>Break down into job steps or site areas.</i>	<i>What can cause harm?</i>	<i>What could go wrong?</i>	<i>See Risk Matrix</i>	<i>What control measures already exist?</i>	<i>See Risk Matrix</i>	<i>What can we do to reduce the risk further?</i>	<i>Who is to ensure this is completed?</i>
1	Bump In & Out Performances, Maintenance	Manual Handling	Over exertion, repetitive movement, muscular strain, back injury	High 21	Use of handling aids e.g. Trolleys, dollies, Adequate number of staff/people assigned to carry heavy objects under direction of production personnel.	Medium 14	Training	Team Leader Operations, Stage Manager and all staff/volunteers
2	Bump In & Out Performances, Maintenance	Electrical	Electric Shock, Burns, Death, Cardiac Arrest	High 22	Regular maintenance & checks of all electrical equipment including cables prior to every use. Use equipment as per manufacturers instructions. Test & Tag program in place according to relevant Australian Standards. Isolate and tag out faulty equipment immediately	Medium 15	Training, continued equipment maintenance and safety checks	Team Leader Operations and all staff/volunteers
3	Operation of Counterweight Fly System	Use of stage machinery	Over exertion, repetitive movement, muscular strain, back injury. Crush injuries, Impact from falling object, failure of rigging.	High 22	Follow SWMS for Operation of Counterweight Fly System	High 19	Training, Annual safety inspections and maintenance	Team Leader Operations and all staff/volunteers

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4	Bump In & Out Performances, Maintenance	Falls, Working at height	Fall from ladder, EWP, catwalk, objects falling from height, slips trips and falls	High 22	Use EWP in place of ladders at all times if suitable. Restrict access to catwalks to authorised personnel, Ensure hand rails in place and clear pathways, situational awareness All loose items and/or tools must be tethered or secured while working at height. All equipment attached overhead rigged according to Operation of Counterweight Fly System SWMS. Ensure all pathways are clear of obstructions, stage edges and any obstructions are clearly marked and/or lit, provide adequate worklight in low light areas backstage. Ensure performers and crew are inducted to environment and are rehearsed on stage/set elements. Rehearse under controlled conditions	Medium 15	Training	Team Leader Operations and all staff/volunteers

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5	Bump In & Out Performances, Maintenance	Noise	Hearing damage due to exposure to excessive noise and/or outside of recommended exposure time	High 21	Work generating loud noise to be isolated or minimised where appropriate, personnel to be warned before loud noise or work is commenced, PPE to be provided where required. Noise levels to be monitored and exposure limited to within recommended guidelines	Medium 14	Training	Team Leader Operations and all staff/volunteers
6	Bump In & Out Performances, Maintenance	Fire	Death, Burns, building damage, smoke inhalation, respiratory distress, personal injury due to disorientation	High 22	Follow procedures for Venue Emergency Response plan, ensure all fire protection equipment is tested and maintained. Maintain all electrical equipment as per Australian Standards and manufacturer's instructions. Ensure all scenery and drapes are fire retarded with appropriate product, maintain clearances between scenery/drapery and lighting and/or other equipment with significant heat output. Store flammable paint and chemicals in appropriate storage cabinet	Medium 14	Regular training in venue emergency response plan	Team Leader Operations and all staff/volunteers

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7	Bump In & Out Performances, Maintenance	Traffic/Vehicle/EWP Movement	Crush and/or collision, Pedestrian injury , foot injury	High 22	Only staff required to direct vehicles to be in immediate vicinity of vehicles whilst in operation. Staff member designated as pedestrian marshal/lookout. Work around moving vehicles to be minimised with set elements, cases and equipment to be stored with an appropriate clearance of the vehicle. Vehicles to be operated by appropriately licensed personnel only. Vehicle operators to be made aware of personnel in immediate area of vehicle movements. Follow SWI for EWP operation.	Medium 14	Training	Team Leader Operations and all staff/volunteers

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8	Bump In & Out Performances, Maintenance	Chemical/Biological exposure	Poisoning, Allergic reactions to smoke and/or haze effects, body fluids, sharps injury	High 21	Minimise use of hazardous chemicals, Provide SDS and appropriate PPE as required. Follow handling instructions. Cast and Crew to be advised prior to smoke/haze effects being used. Safe approved fluids to be used. SDS to be available for fluids being used Use PPE when handling equipment (Bodypacks) worn by performers and/or disposing of used syringes	Low 5	Awareness	Team Leader Operations and all staff/volunteers
9	Bump In & Out Performances, Maintenance	Poor ergonomics	Over exertion, repetitive movement, muscular strain, back injury. Extended periods in one physical position.	High 18	Ensure technical workstations are ergonomically suitable for tasks performed. Scheduled breaks for staff to stretch or change activity.	Low 5	Training and awareness	Team Leader Operations and all staff/volunteers
10	Bump In & Out Performances, Maintenance	Security breach	Theft of equipment, props, costumes, set or personal items. Damage to building, equipment, props, costumes or set	Medium 8	Ensure all entry/exit points are secured and/or monitored by authorised personnel and CCTV. Restricted access to backstage areas to authorised personnel only. Critical equipment to be secured in separate lock up storerooms. Lock up box provided for personal items.	Low 2	Training and awareness	Team Leader Operations and all staff/volunteers

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11	Bump In & Out Performances, Maintenance	Psychological	Workplace bullying, intimidation and stress, exhausted touring crews and unrealistic work expectations	High 18	Staff awareness of work expectations, planning of work hours to ensure adequate breaks taken between and during shifts. Monitor staff behaviour to identify signs of tiredness and stress. Bullying and Harassment Training.	Low 5	Training and awareness	Team Leader Operations and all staff/volunteers

