

Guidelines for Workplace, Health & Safety

(ILT's Behaviour and Safety Policies No 3)

Updated January 2025.

Members are requested to not to undertake any task which may place them at risk.

Individual safety

- keep the gates locked if on site **alone** at any time;
- do not leave one person **to lock up** at night or to walk to the carpark;
- do not climb high ladders, be on the roof of either building, or move anything heavy which is above shoulder height if alone;
- do NOT at any time remove items from the loft of the JP Building, the Incinerator or the shed if this requires moving significant other items unless you are a member of the PPM team;
- when conducting any tasks on site, wear closed in footwear and be aware of your surroundings.

General safety

When **building a set** ensure that

- the construction is solid;
- entrances and exits are easily negotiated, including steps;
- all passageways are kept free of obstruction at all times.

When **demolishing a set**

- remove staples, nails, screws and any other items which might cause injury;
- store all items where they belong in an organised and safe manner;
- dispose of unwanted items which clutter our limited space.

First Aid Boxes are maintained in both the Incinerator Green Room and kitchen and the Jean Pratt kitchen. Please note that items such as Panadol should not be added to the contents of these boxes. Please request replacement items using forms available. The First Aid boxes are inspected annually by external inspectors.

Public safety

Mainhouse & Jean Pratt Building

- **The Fire Safety Officer** will ensure that **Fire Drills** are conducted before any public season. Please do not under any circumstances move the laminated Emergency Evacuation Instructions.
- **Time sheets** for attendance of cast and crew and FOH must be filled in for all public performances.
- The **number of patrons** in audiences should be registered. [The Administrative Committee should be made aware of how this information is registered and completed files given to the Secretary.]
- Before the commencement of any performance, there must be an announcement outlining our **safety evacuation procedures** and smoking regulations. Please note: if a door does not have an exit sign it is NOT a designated exit.
- **Exit lights and torches** are provided. [Please report faults or absences of same.]

Cleaning

Every effort is made to provide the essential items such as soap dispensers, gloves and cleaning items to ensure high standards of hygiene.

- Use the **correct cleaning items** for the correct purposes. eg mops for cleaning kitchens and others for stage areas. **Dishes** must be washed and put away. Leaving items in the draining board is not desirable.
- Additional **cleaning products** and **hazardous wastes** are to be placed in the outside locked cupboard which all theatre keys will unlock.
- Do not leave any **food items** in the small bins as this attracts vermin.
- Always keep all kitchen areas clean and tidy. Remember we are subject to inspection at any time.

General **cleaning requirements** are the responsibility of our cleaner. If there is an additional requirement or any issue, this should be **raised with WHS Officer**, currently Jim Orr.