



ESSO BHP BILLITON WELLINGTON
entertainment
centre

Site Induction

John Leslie Theatre



Site Induction John Leslie Theatre

The following Site Induction is an overview of the Procedures in case of an Emergency and the Occupational Health and Safety Risks and Procedures in place to protect you while you are using the Venue.

It is important to ensure that everyone is aware of the Risks and the correct Procedures.

This is a brief summary. If you would like any further information please ask any member of staff of the Entertainment Centre.

Site Induction John Leslie Theatre

- This presentation will cover:
- Emergency Evacuation.
 - Dangers around the Theatre.
 - OH&S Policies & Procedures.
 - Risk and Incident reporting.

Site Induction John Leslie Theatre



Emergency Evacuation of the Building

- The Evacuation procedure relies upon the Stage Manager or a nominated member of the touring party to ensure every member of the Cast and Crew are Safe.
- The Duty Technician will ask the Stage Manager, or nominated person, to **clear all members** of the touring company from the Centre to the assembly point.
- All Cast and Crew will assemble in the Car Park area adjacent to the Loading Bay at the rear of the Theatre. **NO ONE IS AUTHORISED** to **re-enter** the Entertainment Centre until clearance is given by the Duty Technician, who will advise you when you may re-enter.
- If possible please ensure you close any doors behind you especially fire doors to help slow the spread of fire.

Assembly Area

Key

Evacuation Procedure

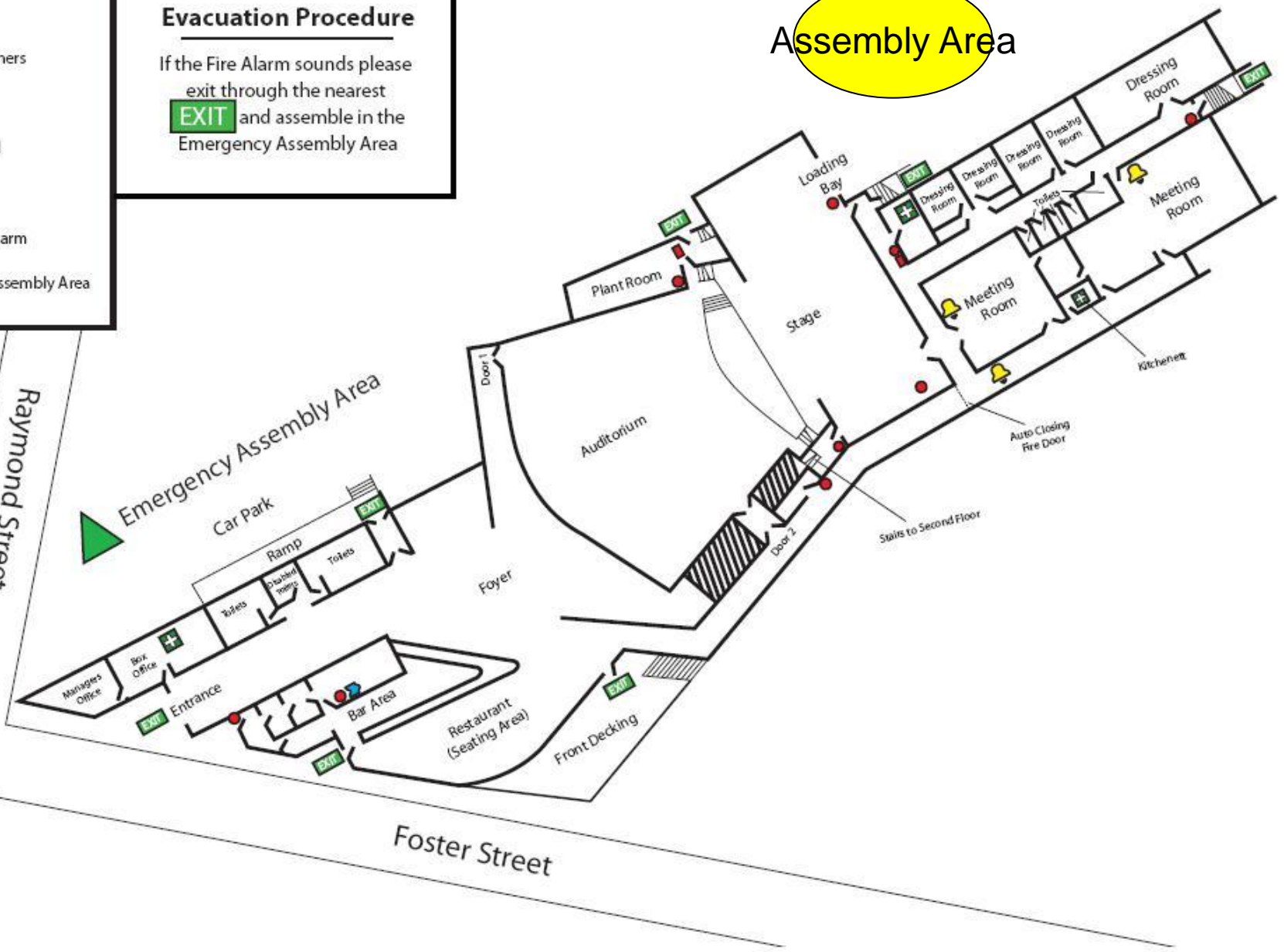
If the Fire Alarm sounds please exit through the nearest **EXIT** and assemble in the Emergency Assembly Area

-  Fire Extinguishers
-  Fire Blanket
-  Fire Hose Reel
-  First Aid Kit
-  Break Glass Alarm
-  Emergency Assembly Area

Raymond Street



Emergency Assembly Area



Foster Street

Site Induction John Leslie Theatre

First Aid

There are several First Aid Kits located in the Theatre the closest to on stage being on the U.S.P.S wall.



If you or someone else requires first aid please contact an Entertainment Centre staff member.



Site Induction John Leslie Theatre

Dangers around the Theatre.

Working From Height: This includes using the Elevated Work Platform, Ladders or working on the FOH Bridge, basically anywhere you are working more than 1.8 metres above the ground.

Most working from height is generally done by Entertainment Centre Staff. If you need to work from heights there are Safe working Procedures used in the Centre and these can be explained if required.



Site Induction John Leslie Theatre

Dangers around the Theatre.

Loading Bay: Depending on the type of Vehicle unloading or loading, there could be a gap either side of the ramp that a person could fall through. Please take care when Unloading and Loading Vehicles.



Site Induction John Leslie Theatre

Dangers around the Theatre

Fly Tower: Only those deemed competent are permitted to operate the Fly system please talk to the Duty Technician if you need to move any Bars.

There is an **Emergency stop** for the Motorised fly bars located on the US & DS P.S walls and also the DS OP wall.

The fly tower on P.S can be Dangerous especially the Hand winch handles, in low light.



Site Induction John Leslie Theatre

Dangers around the Theatre. Front of the Stage and Orchestra Pit:

Take care when at the front of the stage especially if the Orchestra Pit is in use as there are no Safety rails, and it is possible to fall especially in low light situations.

Try to stay a few steps back from the front of the stage.



Site Induction John Leslie Theatre

OH&S Policies & Procedures.

Testing and Tagging:

All Electrical Appliances must be tested and tagged by a suitably qualified person, and the tag must be in date.

Further to this any appliance that does not appear to pass a visual inspection will be banned from being used in the Entertainment Centre.



Site Induction John Leslie Theatre

OH&S Policies & Procedures.

Hazardous Substances:

If a show is touring any substances that may be considered Hazardous, a Material Safety Data Sheet or MSDS will be required, before the substance may be brought into the centre.

MSDS' for Entertainment Centre owned Substances are available on request.



Site Induction John Leslie Theatre



Risk Management & Incident reporting.

Risk Assessments:

The Entertainment Centre uses a modified version of the Generic VAPAC Risk Assessment form. This is a similar document to those used by most other Performing Arts Centres in Victoria.

Centre Technical Staff are able to assist you to assess any Risks and complete a Risk Assessment Form if one is required for any particular task.

If you are touring with a Risk Assessment for a task relating to your performance the technical staff will utilise this, or if necessary, modify it to suit this venue's requirements.

Site Induction John Leslie Theatre



Risk Management & Incident reporting.

Toolbox Meetings:

The Entertainment Centre Management requests that Touring Companies take a moment before unloading to discuss with the Entertainment Centre Staff any risks or dangers present in the Bump-In, Performance and/or Bump-Out.

If any Risk Assessments are required these can be completed at this time.

(This may include any heavy or awkward cases and the best way to move them or any set pieces that are fragile and need to be carried in a certain way to avoid damage, along with anything else you may find relevant.)

Risk Management & Incident Reporting.

Risk and Incident Reporting:

If you see something you consider to be a risk, or you are involved in an incident or near miss, please report it to the Duty Technician so that appropriate steps can be taken to ensure it does not pose any future risk.

Site Induction John Leslie Theatre



Summary

This Presentation is only intended to be a Summary.

While there are many things we could cover they may not all be relevant to everyone.

If there is some matter that wasn't covered or you have any questions please speak to the Duty Technician, they can discuss with you the best way to get the task done in the safest way possible.