Event Safety

Operating Policy

Purpose

This policy is to assist Presenters at Arts Centre Melbourne venues effectively manage health and safety issues associated with Events, so that all reasonable steps are taken to identify and eliminate or manage risks before, during and after the Event. This policy forms part of the Master License Agreement.

Scope

This policy applies to all Events held at Arts Centre Melbourne venues.

All Presenters (including Arts Centre Melbourne Presents) are required to comply with this Policy.

Policy

Mandatory Presenter requirements

All Presenters must:

1. Provide a Risk Assessment, and where required Safe Work Method Statements
2. Ensure all key Presenter personnel including employees and contractors have completed the ACM induction prior to arrival on site.
3. For specific theatrical affects, submit a Special Performance Conditions application
4. Attend the Production Toolbox Meeting
5. Report any incident that occurs during their Event
6. Maintain appropriate Record keeping and Documentation

Other requirements and considerations

Depending upon the nature of the Event and the hazards identified within the risk assessment, Presenters will also need to consider:

7. Event Safety Checklist
8. Fatigue and Hours of Work
9. Licences and Equipment
10. Occupational Noise
11. Environmental Noise
12. Child Safety
13. Drones / Remotely Piloted Aircraft Systems
14. Vehicle Entry
15. Emergency Management Plan

16. First Aid Officers
17. Pre performance safety announcements
18. Permits To Work
19. Material Safety Data Sheets
20. Storage and Handling of Dangerous Goods
21. Electrical safety
22. Manual Handling
23. Temporary Structures
24. Load Bearing Structures, Flown Elements and Load-Moving
25. Load Limits
26. Lock out Tag out
27. City of Melbourne Permits
28. City of Melbourne Street Trading
29. Food Handling & Storage
30. Health and Safety Issue Resolution
31. Security

1 RISK ASSESSMENT

1.1. Risk assessment is the process of identifying hazards, assessing the risk of harm by considering the consequence and the likelihood that the hazard may cause harm, and implementing control measures to eliminate or control the risk. By determining the level of risk, the Presenter can rank risks to systematically eliminate or control the hazards.

1.2. The people who actually undertake the task(s) should be involved in the risk assessment process as well as those who are involved in organising the Event

1.3. The ACM Production department has specific risk assessments for each venue detailing already managed risks. These are available from your Account Manager and should be consulted as part of the Risk Assessment process.

1.4. The Presenter must provide a risk assessment outlining specific additional hazards (backstage, onstage and front of house) that their Event introduces to ACM.

1.5. The Presenter must ensure that where a third-party contractor is engaged, either include any hazards they bring to the Event in the Risk Assessment, or provide the contractor's own safety documentation.

1.6. Presenters may utilise their own existing risk assessment templates, however if required your Account Manager can provide an ACM risk assessment template for the Presenter to use.

1.7. A draft risk assessment must be provided to ACM Event Account Manager no later than four weeks prior to bumping in the Event. An ACM team member will review the risk assessment and may contact you for further clarification or suggestions. A final risk assessment is then due 2 weeks prior to bump in of the Event. The information contained in this document should be detailed during the pre-show bump in Toolbox Meeting.

1.8. Safe Work Method Statement

In addition to the risk assessment there may be legislative requirements to complete safe work method statements (SWMS). These are typically required when there is construction work involving the erection or decommissioning of sets or specific high risk tasks as listed in the Occupational Health and Safety Regulations (Vic) 2017

Further information is available from the WorkSafe Victoria Website: https://www.worksafe.vic.gov.au/resources/safe-work-method-statements-swms

2 VENUE INDUCTION

2.1. Production seasons

For production seasons, typically on of the theatres, spanning a week all longer the following are required to have completed a venue induction:

- All cast members
- All crew member directly engaged by the Presenter
- Presenter employees
- All employees of any sub-contractor the Presenter has engaged are required to complete an induction.

2.2. Short runs

For short runs shows of 1 to 5 days, typically in the SMMB or Hamer Hall the following are required to have completed a venue induction:

- All key touring party personnel – tour managers, productions managers, artist liaison etc
- All crew members directly engaged by the Presenter
- Presenter employees
- All employees of any sub-contractor the Presenter has engaged are required to complete an induction.

2.3. Schools

For school events, primarily in Hamer Hall, the following are required to have completed a venue induction:

- Teachers and other school employees
- Volunteer parents
- All employees of any sub-contractor the school has engaged are required to complete an induction.

2.4. Online induction

Arts Centre Melbourne's online induction can be accessed remotely via our Spiresafe portal. Refer to your Account Manager for more information

2.5. On-site induction

On occasions, it may be necessary to provide an on-site induction in lieu of the online induction. These should be schedule ahead of time and will be conducted by the Arts Centre Melbourne Production safety team.

2.6. Site Orientation

2.6.1. An appropriate site orientation time and location should be made with Arts Centre Melbourne Event Account Manager.

2.6.2. Upon arrival all Associated Persons must report to Stage Door prior to commencing work, and then sign into the site. Each Associated Person will then be allocated an Arts Centre Melbourne identification and access control pass. Access pass passes will not be issued for those who have not completed the online induction.

3 SPECIAL PERFORMANCE CONDITIONS APPLICATION

3.1. If any of the items listed below are planned to be part of the Event or performance, a Notification of Special Performance Conditions Application (available from your Account Manager) must be completed and submitted no later than 2 weeks prior to the bump-in day:

- Firearms (working or replicas), or any other weapons
- Any naked flame
- Pyrotechnic or aerotechnic effects
- Explosives
- Use of animals – refer also to Events Utilising Animals Operating Procedure
- Flying people
- Use of lasers
- Strobe lighting
- Drones / Remotely Piloted Aircraft Systems

3.2. Time will be required to arrange a demonstration for the effect that is proposed to be used.

3.3. A list of general conditions is contained in the Application of Special Performance Condition.

3.4. The application will be considered and either approved or rejected after consideration is taken as to the risks and control measures. We strongly suggest you contact Arts Centre Melbourne to discuss any plans you may have to use any of the above prior to tickets going on sale for the Event.

4 TOOLBOX MEETING

A toolbox meeting is an effective method of communicating the activities planned, event schedule, risk assessment considerations and controls, behaviour expectations

and an opportunity for two-way communications within the ACM production crew, and between Presenter production staff and ACM production staff.

Arts Centre Melbourne holds toolbox meetings at the beginning of the bump in, bump out, work changes and shift changes.

5 INCIDENT, HAZARD, NEAR MISS AND DAMAGE REPORTING

5.1. There are various legislative requirements and site-specific requirements that require the reporting of near misses, injuries, incidents, damages and hazards.

5.2. Presenters must report any of the above to ACM's Safety and Security department on (03) 9281 8316, or by attending Stage Door at the Theatres or Hamer Hall buildings. At the Sidney Myer Music Bowl the report will need to be made to the Event Operation Centre (EOC).

If the incident constitutes an immediate emergency, call ACM's Safety and Security emergency number: (03) 9281 8222

5.3. A Presenter's incident report or ACM incident report can be lodged by:

- submitting a hard copy incident report to Safety and Security Officers via a form obtained from the Security Control room
- emailing incident report details to Safety and Security Officers Security.Officers@artscentremelbourne.com.au
- contacting Safety and Security Officers, who can complete an incident report on your behalf.

5.4. Notifiable Incidents: The *Occupational Health and Safety Act 2004* (Vic) includes requirements for mandatory reporting to WorkSafe of certain work related incidents (Notifiable Incidents). See https://www.worksafe.vic.gov.au/resources/guide-incident-notification

Notifying the Statutory Authority:

5.4.1. The Manager Health, Safety and Environment must be immediately notified via phone call of any Notifiable Incident. The Manager Health, Safety and Environment, in consultation with the Director, Infrastructure, will fulfil all statutory reporting obligations.

5.4.2. Incident investigations for a Notifiable Incident will be coordinated by the ACM Manager Health, Safety and Environment, and involve the relevant ACM Executive, Business Unit Manager and Health and Safety Representative as required.

5.4.3. All records supporting the decision making process regarding potential and actual notifiable incidents are to be documented in ACM's Incident Reporting System by the ACM Safety team

WorkSafe Inspections

The ACM Manager Health, Safety and Environment will manage all WorkSafe inspections which may occur in relation to notifiable incidents.

6 RECORD KEEPING AND DOCUMENTATION

Presenters must keep appropriate records and documentation including:

- Event planning documents (such as Event safety checklists)

- Event risk control plan (including risk assessment)
- Event site and utility maps (where appropriate)
- Staff training records
- Copies of permits, licenses and certificates as necessary
- Contractor safe work procedures
- Maintenance or repair records where necessary
- Documentation relating to OH&S must be kept under the legislation for a period of thirty (30) years

7 EVENT SAFETY CHECKLIST

An Event Safety Checklist is designed to assist in the planning and management of Events at Arts Centre Melbourne and forms a guide to the hazard identification process.

The Event Safety Checklist ***may*** be carried out during the bump-in prior to the Event opening.

The Event Safety Checklist ***must*** be used for all Sidney Myer Music Bowl Events (by the venue's contracted Public Safety Officer), outdoor Events of a considerable scale, or if utilising a venue in an alternative configuration (e.g. audience on stage)

8 FATIGUE AND HOURS OF WORK

8.1. Fatigue is defined by WorkSafe Victoria as "an acute and/or ongoing state of tiredness that leads to mental and physical exhaustion and prs people from functioning within the normal boundaries."

8.2. Fatigue, whether it is short term or long term, has an overwhelming influence on the frequency of incidents and accidents, the persons health and productivity levels. Fatigue may be caused by a number of factors including hours of work, shift rotation, inadequate rest breaks, medical conditions, environmental factors (temperature, noise, repetitive tasks), lifestyle factors (lack of sleep, sleep disturbances, alcohol / drugs, lack of physical exercise), emotional concerns or stress.

8.3. Arts Centre Melbourne rosters work hours in accordance the Managing Hours of Work Safely section of the ACM Enterprise Agreement. Presenters similarly have a 'duty of care' to manage any hazards associated with work hour arrangements and schedules by planning responsible breaks between shifts and reasonable working hours. The risk assessment should give consideration to fatigue risks and suitable control measures.

9 LICENCES AND EQUIPMENT

9.1. Arts Centre Melbourne requires that all persons on site hold current licenses that are relevant to the work they undertake.

9.2. Persons may only operate equipment and machinery for which they have been inducted and assessed as competent, and, if required, hold an appropriate license.

9.3. Applicable licenses and credentials are to be uploaded to ACMs Spiresafe portal. Your Account Manager can provide further information.

10 OCCUPATIONAL NOISE

10.1. Sound levels in all venues need to be managed according to the legislative requirements to maintain a safe environment for personnel working at the venue (staff, Presenters, contractors etc.) while also meeting the expectations of the audience.

10.2. The Event risk assessment should identify any noise hazards that exist for the Event. This will allow appropriate assessment and consideration of controls measures, applying the hierarchy of controls.

10.3. In some cases, there may be a need for the Presenter to monitor noise levels and take appropriate measurements. Similarly, Arts Centre Melbourne may choose to perform an independent noise assessment and provide advice or recommendations to the Presenter in order to control the exposure of noise.

10.4. The risk assessment should give consideration to more effective control measures that may be implemented to substantially reduce exposure to noise, including the time exposed to noise. These include:

- Training and education
- Job/task rotation throughout shifts
- Job redesign
- Rostering to reduce the number of workers exposed to noise
- Increasing distance from noise sources
- Implementing physical barriers to noise
- Personal protective equipment.

10.5. For more information refer to the Arts Centre Melbourne Live Events Occupational Noise Management Safe Operating Procedure.

11 ENVIRONMENTAL NOISE

11.1. All residents that may be affected by musical noise emissions from Arts Centre Melbourne venues have the right to expect that such levels of music do not unduly interfere with normal domestic and recreational activities and in particular, sleep in the night period. At the same time recognising the community demand for a wide range of musical entertainment.

11.2. Similarly, potential noise transfer between the ACM Theatres and function spaces needs to be considered. For instance, functions in the Pavilion, Riverside, Forecourt, foyers etc. may interfere with Theatre spaces depending on the nature of the Event.

11.3. To manage environmental noise, Arts Centre Melbourne venues are bound by the Environment Protection Act 2017 and the Environmental Protection Regulations 2021

11.4. The Sidney Myer Music Bowl has a specific Noise Management Plan to assist manage the requirements of the Environmental Protection Regulations.

12 EVENT CHILD SAFETY

ACM's Child Safety Policy, Child Safety Code of Conduct and Child Safety Complaints and Reporting Procedure must be complied with by Presenters. These documents are available on the ACM website (along with other Presenter Policies):

https://www.artscentremelbourne.com.au/hire-our-spaces/plan-your-show/our-policies

13 DRONES

13.1. Remote piloted aircraft (RPA) or drones are sometimes used to film events.

13.2. The Civil Aviation Safety Authority (CASA) provides general regulatory controls for the safety of air navigation throughout Australia. In addition to meeting CASA requirements, operators are also required to obtain permission from the Local Council or Landowner before operating an RPA.

13.3. The Presenter must also follow ACM's operating requirements

13.4. For more information, refer to the SMMB RPA/Drone Operating procedure and SMMB Drone Operations Checklist.

14 VEHICLE ENTRY

14.1. For theatres building and Hamer Hall refer to Vehicles and Displays on Forecourts Procedure

14.2. For SMMB refer to the BOH Vehicle Access & Parking Procedure

15 EMERGENCY MANAGEMENT PLAN

Arts Centre Melbourne maintains compliance to the Australian Standard 3745 Planning for Emergencies in Facilities. Arts Centre Melbourne Building Emergency Control Organisation and the emergency management systems are documented in the Emergency Management Plan and the Emergency Management Plan overview for Presenters which is available from your Event Account Manager.

16 FIRST AID OFFICERS

Arts Centre Melbourne engages Safety and Security officers who are the nominated first aiders for our venues. These officers are trained to a certificate two first aid level with the additions of Oxygen Administration and Semi-Automatic Defibrillation Administration. Various specialist first aid providers (e.g. St John) will be brought in from time to time where deemed appropriate for specific Events, including all Sidney Myer Music Bowl Events.

17 PRE PERFORMANCE SAFETY ANNOUNCEMENTS

Arts Centre Melbourne venues play a pre-performance announcement to communicate essential safety and emergency information to our audiences. This is a standard pre-recorded message

18 PERMITS TO WORK

15.1. A work permit must be completed for any work that is being carried out as part of the hiring period that involves:

- Hot works

- Confined Space Entry
- Penetration of walls, floors and ceilings
- Isolation or Impairment of the Fire Detection, Suppression and Warning Systems except where covered under a Special Performance Condition or for routine testing
- Theatres, Hamer Hall and SMMB external roof access and works (including spire).
- Any other works so identified or directed by an Arts Centre Melbourne authorised officer.

(All of the above are subject to their own conditions and requirements as documented in Permit to Work Operating Procedure).

15.2. Work Permit Forms & the Permit to Work Operating Procedure are available at Stage Door.

19 MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) are required for all materials and substances being brought into the venue. These should be supplied with the risk assessment and any other safety documentation two weeks prior to the commencement of the bump in period.

20 STORAGE AND HANDLING OF DANGEROUS GOODS

17.1. Dangerous Goods and Hazardous Substances are to be managed in accordance the relevant Acts, Regulations, Compliance Codes and Australian/New Zealand Standards.

17.2. Dangerous Goods and Hazardous Substances planned to be brought onto the premises must be identified in the risk assessment. Information relating to the Product Name, UN Number, DG class, DG sub-class where applicable, Packing Group, quantity, storage location, contact person and Material Safety Data Sheet must be supplied on the Dangerous Goods / Hazardous Substances Register in order for the venue manifest kept in the Security Control Room to be updated, in case of emergency.

17.3. Although Arts Centre Melbourne has an allocated store, the suitability of the store will need to be assessed based on quantity and compatibility with other materials so that non-compatible materials are segregated. The quantities brought on site should be kept to a minimum and no more than the requirements for each performance. The legislation sets out maximum quantities to be stored outdoors and indoors; these requirements will apply.

21 ELECTRICAL SAFETY

18.1. The relevant Legislation, Australian Standards and Codes must be followed at all times for any electrical work. Additionally, the Code of Practice for Temporary Electrical Installations on Building and Construction Sites must be followed where such works are relevant.

18.2. Australian Standard/New Zealand Standard AS/NZS 3760 details the testing frequency regime and standards; this must be complied with at all times. All

portable leads and equipment are subject to inspection, testing and tagging procedures. An inspection of electrical leads must be performed prior to each use to verify there are no damaged, frayed or worn leads. Electrical leads identified to be faulty or that do not have a test tag attached or where the test tag date has expired must not be used. Damaged leads are to be labelled with a 'Danger – Do Not Use' tag and removed from use until they can be inspected, tested and tagged by a qualified person.

18.3. Testing and tagging must only be performed by a person who is qualified to do so.

18.4. Isolation procedures must be applied for each item of equipment to protect person(s) while working on or near the vicinity of that equipment.

18.5. Electrical leads must be appropriately secured to prevent tripping hazards, with consideration to cable routes, overhead cables and cable trays.

18.6. Electrical installations and connections to power must be supervised by an ACM employee. All installations should be to ACM's specifications and subject to approval of an ACM nominated site electrician.

18.7. All electrical equipment must be fit for purpose. For example, electrical leads being used outdoors must be manufactured for this purpose.

22 MANUAL HANDLING

19.1. All material movements involving manual handling in relation to bump-ins, performances and bump-outs should be risk assessed and have appropriate control measures applied to prevent risks of bodily injury and muscular-skeletal disorders to personnel.

19.2. Manual handling tasks assessed as high risk must not be tolerated. Where reasonably practicable, in applying the hierarchy of controls to manage risks, the design of set elements should eliminate or reduce the need for any hazardous manual handling.

19.3. Where it is reasonable to do so, Arts Centre Melbourne may require additional control measures to be applied to manage the risks of hazardous manual handling.

19.4. As a guide appropriate control measure may include but not be limited to:

- Consideration to the type of material and weight at the design stage to eliminate hazardous manual handling risks
- Reducing the size and weight of the loads to make them smaller, lighter and easier to handle
- Trolleys and mechanical lifting aids to be used wherever possible
- Safe Work Method Statements for specific tasks that instruct personnel
- Adequate supervision and numbers of properly trained staff (particularly in relation to team lifting and carrying tasks)
- Appropriate PPE to be used (Note: Safety footwear is mandatory at Arts Centre Melbourne for manual handling tasks).

23 TEMPORARY STRUCTURES

20.1. Where any temporary structures are planned to be used consideration must be made as to the suitability of the structures for the environment in which they are planned to be used. Please note that in most circumstances, structural certificates, engineering certificates and build certificates are required by the local council even for small pop-up shade tents. Please speak to your Event Account Manager as soon as possible should you intend to use any temporary structure.

20.2. All outdoor umbrellas and temporary structure erected on Arts Centre Melbourne sites must have relevant wind rating information. The wind rating will be added to the Temporary Structures Register so they can be managed appropriately.

20.3. Wind ratings need to be specified on the engineering certification. It is common for wind speeds to reach between 60km/h to 100km/h. To limit disruption to the installation, it is recommended that wind ratings withstand expected wind speeds, particularly when it will be in place for an extended period and the weather forecast is not known. A response plan should be available in the event that wind speeds are forecast above the wind rating.

24 LOAD BEARING STRUCTURES, FLOWN ELEMENTS AND LOAD-MOVING

21.2. Load bearing structures, including static, rolling and suspended equipment and scenery, which support substantial loads and/or present significant risks need to be manufactured to appropriate standards and certified suitable for the specified use.

21.3. In line with certain regulatory requirements, certification by a suitably qualified set constructor, engineer, licensed scaffolder or rigger will be required for all static, rolling or suspended equipment and scenery that are load bearing with significant risks to work, health and safety.

25 LOAD LIMITS

Load limits apply in many areas of Arts Centre Melbourne premises including, but not limited to the lawn, forecourt, Hamer Hall Terrance, Sidney Myer Music Bowl as well as the stages and grid. For this reason, it is essential that Arts Centre Melbourne receive the relevant event and production plans, even in the preliminary planning phase to facilitate an assessment of the event's requirements.

26 LOCK OUT TAG OUT

23.1. All unsafe, faulty or defective plant, equipment and tools should be made inoperable through routine practices such as isolating power or attaching a 'Danger – Do Not Operate' tag.

23.2. Unsafe, faulty or defective venue plan, equipment or tool t should be reported to your venue supervisor. ACM's Facilities Help Desk will then be contacted on (03) 9281 8392 to arrange for necessary rectification and an incident report completed.

27 CITY OF MELBOURNE PERMITS

24.1. City of Melbourne permits and a traffic management plan may be required for the bump-in and bump-out activities where parking bays need to be reserved and/or where service lanes, footpaths or roads need to be restricted.

24.2. Depending on the size and nature of your Event, City of Melbourne require adequate notice to process this application. The minimum notice will range from 5 working days for a reserved parking application to 14 working days (small Events) and 12 months for (large Events).

24.3. City of Melbourne applications are to be sought directly by the Presenter.

24.4. Your Event Account Manager can assist you with City of Melbourne applications.

28 CITY OF MELBOURNE STREET TRADING

Any planned food and beverage stalls that are not managed by Arts Centre Melbourne or not run in conjunction with Arts Centre Melbourne venues, and consequently are not included in the main certificate of registration of food premises, must be registered and preapproved by Foodtrader (foodtrader.vic.gov.au) with all relevant permits attained in advance, displayed as appropriate and copies of all permits provide to your Arts Centre Melbourne Event Account Manager.

29 FOOD HANDLING & STORAGE

All food and beverage products brought into Arts Centre Melbourne must be approved first and meet with the standards of compliance as per the Department of Health and Health Services. All relevant product information, storage and handling requirements, temperature logs and disposal protocols must be lodged with Arts Centre Melbourne along with all necessary delivery information.

30 HEALTH AND SAFETY ISSUE RESOLUTION

27.1. The resolution of health and safety matters in an efficient and effective manner provides for a safe, respectful and communicative workplace. Health and safety concerns need to be resolved, so far as is reasonably practicable, so that workers are not exposed to a hazard or dangerous situation.

27.2. Where a health and safety issue has been identified, it should be immediately reported to your Arts Centre Melbourne supervisor and/or Event Account Manager. An incident report must be submitted in Arts Centre Melbourne, Incident Reporting System – refer to Section 5.

27.3. If the issue presents an immediate hazard then steps should be taken immediately (if safe and practicable to do so) to rectify the situation safe, or if the issue cannot be rectified immediately then an agreed interim solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time as the issue can be satisfactorily resolved. If an acceptable interim solution is not possible then (depending on the nature of the hazard) consideration should be given to ceasing work and removing personnel from the area of the hazard.

27.4. Consultation will involve all relevant persons including but not limited to, Presenter Representatives, Arts Centre Melbourne Representatives, Event Account Manager, the Health and Safety team and external subject matter experts as required to try to assist the resolution of the issue.

31 SECURITY

28.1. All people working at Arts Centre Melbourne have a duty to provide a healthy, safe and secure workplace. Arts Centre Melbourne is committed to managing physical security risks in accordance with the Arts Centre Melbourne's Physical Security Policy.

28.2. Associated persons must:

- Always ensure that doors that lead from front of house into the dressing room and stage areas are kept secure;
- Ensure that all doors that provide access from Front of House into your venue are kept secure at all times;
- Never allow unknown persons to tailgate through the access control doors and into secure areas such as dressing rooms;
- Ask an unknown person you observe in your venue to identify themselves, and/or
- Report to Security something that seems suspicious or doesn't feel right, or the presence of an unknown person;
- Never think that you are doing the wrong thing by reporting security risks;
- Pull your dressing room doors closed when you leave so that the door lock will secure at the appropriate time; and
- Exhibit all due care and responsibility for the security of personal belongings and work tools by securing offices and dressing rooms.

31.3. It's important to make sure you keep to your own venue and dressing room area. As well as being a contractual breach, there are serious safety and security ramifications should you stray into other venues. Just as importantly, it can be really detrimental to our relationship with other presenters if you infringe on their space, because they hold Arts Centre Melbourne responsible.

32 FURTHER INFORMATION

- Occupational Health and Safety Act

  http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf

- WorkSafe Victoria Website

  https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations

  https://www.worksafe.vic.gov.au/resources/advice-managing-major-events-safely

  https://www.worksafe.vic.gov.au/resources/crowd-control-venues-and-events-practical-occupational-health-and-safety-guide

- Live Performance Australia, Safety Guidelines for the Entertainment Industry

  http://liveperformance.com.au/safety_guidelines_live_entertainment_and_events_0

- The event safety guide A guide to health, safety and welfare at music and similar events, Health and Safety Executive United Kingdom 1999

  http://www.hse.gov.uk/

- Emergency Management Australia, Guide to Safe Mass Gatherings https://www.scribd.com/document/27869872/Emergency-Management-Australia

- Civil Aviation Safety Authority

  https://www.casa.gov.au/aircraft/landing-page/flying-drones-australia

- City of Melbourne

  https://www.melbourne.vic.gov.au/sitecollectiondocuments/filming-rpa-drone-guidelines.pdf

Attachment A – Definitions

Key Term	Definition
Arts Centre Melbourne (ACM)	The Victorian Arts Centre Trust trading as Arts Centre Melbourne.
Account Manager	Arts Centre Melbourne contact point for the Presenter.
Arts Centre Melbourne venues/ premises	means the venue, premises and land which is owned or managed by the Trust and includes: (a) the Sidney Myer Music Bowl; and (b) the Arts Centre Melbourne car park at 1-9 Sturt Street
Bump In / Bump Out	means the process of delivery and taking scenery and props, wardrobe (usually all items travelling with a production) in and out of a theatre and if applicable, also includes the process of installing and removing technical equipment and other site infrastructure as required
Contractor	means an individual or company that has entered into a contract with the Victorian Arts Centre Trust for services or goods, and includes all employees and subcontractors of the Contractor.
Event	Event is the general term used to describe the gathering of patrons and/or public attending ticketed or non-ticketed shows, productions and presentations. Live performances, functions, conferences and meetings, school award nights and tours, marketing functions, artistic events, seminars, public lectures and other presentations/production involving live entertainment may be classed as an Event.
Hazard	An energy source that when released or uncontrolled has the potential to cause damage, e.g. Electrical energy.
Legal Privilege	Incidents deemed to be covered under 'Privilege' are protected under Legal Professional Privilege where a legal counsel has been appointed. All documents are to be authorised by the legal counsel and marked accordingly with a disclaimer.
Master Licence Agreement (MLA)	Arts Centre Melbourne's Master Licence Agreement including all schedules and appendices and any other attachment or referred document; and amendments

Medical Treatment Injury	As defined in the Medical Treatment Act as, the carrying out of an operation, the administration of a drug or other like substance or any other medical procedures by a Registered Medical Practitioner. It does not include protective or preventative treatment. Medical conditions where work is not a substantial contributing factor are not included in this definition.
Near Miss	An unplanned incident, which although not resulting in any injury or disease, had the potential to do so.
Notifiable Incident	Incidents in the workplace that result in consequences described in Part 5, Section 37 of the *Occupational Health and Safety Act 2004* and are reported to WorkSafe Victoria. This includes, but is not limited to, a death, serious injury or incident that exposes a person to immediate risk to health and safety. Incidents requiring notification to Energy Safe Victoria will also be included in this category.
OHS Act	means the Victorian Occupational Health & Safety Act 2004 including all amendments thereto
OHS Regulations	means the Victorian Occupational Health & Safety Regulations 2007 including all amendments thereto
On-site contractors	Means contractors who provide significant and on-going services to Arts Centre Melbourne which are delivered by staff operating within Arts Centre Melbourne premises.
Presenter	Means a person or entity who has entered into an agreement with the Victorian Arts Centre Trust for the use of a Venue for a hiring period, and includes all employees of the Presenter. May also be referred to as Hirer, Promoter or Licensee For the purposes of this Policy, includes the ACM Programming department when they are presenting an Event.
Risk	A potentially injury to person or damage to property from an uncontrolled hazard.
Risk Assessment	A method of identifying, assessing, evaluating, controlling and monitoring the safety risks associated with the workplace.
Risk Control	Measures taken to control the hazard using the ‘Hierarchy of Control’ to ensure that the highest possible level of controls are put in place to reduce risk.

Reasonably Practicable	To do what is reasonably able to be done in relation to ensuring health or safety; taking into account and weighing up all relevant matters including: • the likelihood of the hazard causing harm, injury or illness; • the seriousness of the consequences of the risk; • the cost or associated difficulty of implementing the control; • what the person concerned knows, or ought reasonably to know, about: - the hazard or the risk; - ways of eliminating or minimising the risk; the availability and suitability of ways to eliminate or minimise the risk.
Risk Assessment Matrix	A risk assessment matrix is used to determine the level of risk with consideration to the consequence and likelihood, to inform control measures/treatments required and priorities.
Safety Officer	A dedicated person that is appropriately trained to Arts Centre Melbourne's requirements that oversee the safety of persons.
Safety and Security Officer	A person who is suitably qualified to perform duties of a First Aid Officer. Chief Fire Warden and licensed Security Officer who represents and acts on behalf of Arts Centre Melbourne.
Special Performance Conditions	Special performance conditions is the term used to describe the identification of and related health and safety processes while using any of the following during an Event; naked flame, smoking,, weapons, swords, firearms, pyrotechnics, aerotechnics and explosives.
VMIA	The Victorian Managed Insurance Authority, Arts Centre Melbourne's insurer.
Team Member	An individual who is: a) employed directly by ACM; b) indirectly employed through ACM (including by way of a consultancy, agreement or contract) such as through funds administered by ACM; or c) a Temporary Employee
WorkSafe	WorkSafe Victoria / The Victorian WorkCover Authority

Supporting Documentation

27) **Forms and Records Management**

Forms or records that are generated by the policy are as follows:

Form	Retention Period	Location
Safety Checklists	30 years	Momentus Software
Risk Assessments	30 years	Momentus Software
Special Performance Conditions Application Forms	30 years	Momentus Software

b) Related Policies and Operating Procedures

Policy or Operating Procedure
• Arts Centre Melbourne, Emergency Management Plan • Event Safety Checklist

Governance

27) **Responsibility**

Policy Owner	Director, Presenter Services
Approving Executive	Executive Director, Performing Arts

b) Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
2.2	January 2012	Senior Management Team	Branding Update – January 2012
3.0	November 2013	Executive	

4.0	July 2014	COO	Section 13-29 added
5.0	December 2014	COO	Section 27 deleted and minor additions to Sections 8, 13, 17 and 24.
6.0	July 2025	Executive Director, Performing Arts	Re-ordered into mandatory requirement and other considerations Updated the following sections • Inductions • Incident Reporting • Material Safety Data Sheets • Temporary Structures • Manual Handling • Lock Out Tak Out • Occupational Noise • Environmental Noise • Special Performance Conditions • Child Safety Removed the following sections • Contractors (incorporated in Inductions section) • Working with animals (incorporated into Special Performance Conditions Section • PPE New sections: • Event Checklists • Licenses & Equipment • Drones • Vehicle Entry • Preperformance Announcements • Security • Health & Safety Issue Resolution
Post Implementation Review			
Due Date			July 2027



Dangerous Goods / Hazardous Substances Register

No.	Product/Material Name on MSDS	DG Class	UN No.	Unit Volume (Max Quantity)	Location Description	Map Ref (if app)	Notes