

LPA Guidelines

Safety Guidelines for the Live Entertainment and Events Industries

The Work Environment Hazard Guide

February 2018

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The Work Environment Hazard Guide

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Disclaimer

In legislative terms, the requirements of the *Work Health and Safety Act 2011* (the WHS Act) and Work Health and Safety Regulations (the WHS Regulations) are mandatory. In contrast, a guide is designed to assist obligation holders to comply with the requirements of an act or regulation. The information contained in the LPA guides is not mandatory, has no legal status and may not apply in all work situations.

Obligation holders still have a duty to assess the risks in each work situation and take all reasonable steps to eliminate or minimise the risks that are specific to each work activity.

The Work Environment Hazard Guide

1. Overview

This guide provides information to assist in managing risks associated with the **work environment** in live entertainment and events. Information in this guide is based on the Work Health and Safety Act 2011 (WHS Act) and Work Health and Safety Regulations 2011 (WHS Regulations), which are operational in all states except Victoria and WA, where adoption of the legislation is not yet enacted (as at Jan 2018).

It is recommended that this information is referenced during the planning and delivery of events as well as setting up the main work place (administrative offices, workshops etc.) to assist in identifying hazards, assessing risks and determining appropriate control measures to eliminate and or minimise these risks, so far as reasonably practicable.

This guide does not replace the need to implement risk management strategies, undertake research or seek specialist advice.

Each worker and person conducting a business or undertaking (PCBU) has a responsibility to understand their obligations under WHS legislation. Codes of practice and Australian and international standards provide approved guidance on how to meet work health and safety obligations.

Work environment refers to the setup of the workplace and its physical relationship with the workers and the environment. To be able to provide the correct work environment the PCBU should initially consider the following:

- The nature of the work
- Size, location and nature of the workplace
- Size and composition of the workforce

This Work Environment Safety Guide provides practical information and suggested control measures for:

- General work environment
- Entries and exits
- Work areas
- Work stations
- Air quality
- Welfare facilities
- Maintenance
- House keeping
- Floors and other surfaces
- Temporary access
- Heat and cold
- Toilet/washing facilities
- Personal storage
- Change rooms
- Outdoor work
- Emergency plans
- Public interaction
- Lighting and noise

It is important to ensure adequate numbers of suitably trained and competent personnel are on hand within the workplace to implement and monitor risk control measures within the work environment.

Part 1 Safety Guidelines for Live Entertainment and Events provides general information on duties, obligations and risk management.

2. Key considerations – general work environment

Courtesy of Safe Work Australia

| 2.1 Consultation | Yes | No | Comments/Action |
|--|--------------------------|--------------------------|------------------------|
| <i>Have workers and their health and safety representatives been consulted on any decisions about the adequacy of the facilities?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.2 Location and nature of the workplace | | | |
| <i>Is the workplace near appropriate facilities?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is the means of access safe?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Do all workers on all shifts have access to the facilities?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.3 Managing facilities | | | |
| <i>Are consumable items, such as soap and toilet paper, replaced regularly?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is broken or damaged infrastructure, such as plumbing, air-conditioning or lighting, repaired promptly?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is equipment and furniture, like fridges, lockers and seating, maintained in good condition?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are facilities cleaned regularly, at least daily?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.4 Workstations | | | |
| <i>Is there safe entry to and exit from the workstation?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there enough clear space, taking into account the physical actions needed to perform the task, and any plant and personal protective equipment that is needed?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there enough space in walkways and around cupboards, storage or doors, in addition to the clear workstation space?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.5 Floors | | | |
| <i>Is adequate floor covering provided for workers who need to stand for long periods?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are the floors maintained to be free of slip and trip hazards?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| <i>Are factors such as the work materials used, the likelihood of spills and the need for washing considered when choosing floor coverings?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.6 Seating | | | |
| <i>Can the work be done from a seated position?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Can the chair be adjusted for individual needs and is it appropriate to the type of work being carried out?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there additional seating for workers who work standing and need to sit from time to time?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.7 Lighting | | | |
| <i>Does the lighting allow workers to move about easily and to carry out their work effectively without adopting awkward postures or straining their eyes to see?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the working environment minimise the amount of glare, contrast or reflection?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.8 Air quality | | | |
| <i>Is the temperature between 20°C and 26°C (or less if the work is physically active)?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are ventilation and air-conditioning systems serviced regularly and maintained in a safe condition?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are rates of air movement in enclosed workplaces between 0.1 m and 0.2 m per second?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is local exhaust ventilation used to control airborne contaminants released during a work process?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.9 Exposure to heat or cold | | | |
| <i>Have all reasonably practicable control measures been implemented to minimise the risks of working in extreme hot or cold conditions?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Have workers been trained to recognise unsafe conditions arising from exposure to hot or cold conditions, to follow safe work procedures and to report problems immediately?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.10 Drinking water | | | |
| <i>Are the drinking water outlets accessible to workers?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are the drinking water outlets separate from toilet and washing facilities?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| <i>Is the water clean, cool and hygienically provided?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.11 Toilets | | | |
| <i>If the workplace has 10 or fewer workers (and 2 or fewer of one gender), has at least one unisex toilet been provided?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>If the workplace has more than 10 workers, is there at least one male toilet for every 20 men and one female toilet for every 15 women?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are there adequate toilet facilities for workers with disabilities?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are toilets clearly marked, and do they have lockable doors, air locks, adequate lighting and ventilation?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are toilets cleaned regularly?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.12 Hand washing | | | |
| <i>Are there enough hand washing basins for men and women?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the nature of the work require additional hand washing facilities (taking into account exposure to dirty conditions, infectious agents, contaminants and health regulations)?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are the hand washing facilities separate from work-related troughs or sinks, protected from weather and accessible from work areas, dining facilities and toilets?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are hot and cold water, and soap or other handwashing product provided?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is hygienic hand drying provided that does not involve workers sharing towels?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.13 Dining Facilities | | | |
| <i>Does the nature of the work cause a health and safety risk to workers from preparing food or eating in the workplace?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| | | | |
| <i>Is a dining room or dining area required? If yes, has it been provided?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Has the dining room or dining area adequate protection from the elements, the work area, contaminants and hazards?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>For workplaces needing a dining room, is there 1 m² of clear floor space for each person likely to use the dining room at one time?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>If a shared dining facility is used, can it accommodate all workers likely to be eating at one time?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Has the dining area been equipped with food storage and heating appliances?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.14 Personal Storage | | | |
| <i>Is there accessible, secure storage at the workplace for workers' personal property, including any tools provided by a worker?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is it separate from any storage facilities provided for personal protective clothing and equipment?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there adequate separate storage for PPE?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.15 Change rooms | | | |
| <i>Are change rooms provided for workers who are required to change in and out of clothing?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are there arrangements in place for the privacy of male and female workers?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Do change rooms allow a clear space of at least 0.5 m² for each worker?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is the change room temperature comfortable for changing clothing?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there enough seating, accessible mirrors, an adequate number of hooks for the numbers of workers changing at one time?</i> | | | |
| <i>Are there well-ventilated, accessible and secure lockers for each worker for storing clothing and personal belongings?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| <p><i>Is there clear space of at least 1800 mm between rows of lockers facing each other and at least 900mm between lockers and a seat or a wall?</i></p> | | | |
| <p><i>Have change room been provided over and above the performers' special requirements addressed in the of the dressing rooms?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>2.16 Showers</p> | | | |
| <p><i>Are showers provided for workers where the work:</i></p> <ul style="list-style-type: none"> • <i>requires strenuous effort or long and complex bump- in or bump-out shifts?</i> • <i>leaves them dirty or smelly?</i> • <i>exposes them to chemicals or bio-hazards?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>Is there one shower cubicle for every 10 workers who may need to shower?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>Are there separate facilities for male and female workers, or other appropriate forms of security to ensure privacy?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>Is there a slip-resistant floor area of not less than 1.8 m², which is capable of being sanitised?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>Are partitions between each shower at least 1650 mm high and no more than 300 mm above the floor?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>Is there an adjacent dressing area for each shower, containing a seat and hooks, with a curtain or lockable door enclosing the shower and dressing cubicle?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>Is there clean hot and cold water and soap or other washing products?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>If workers need to shower before they can leave the workplace, are towels provided?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>2.17 Outdoor work</p> | | | |
| <p><i>Are there appropriate procedures to ensure outdoor workers have access to clean drinking water, toilets, dining facilities, hygienic storage of food and water, and emergency and first aid assistance?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p><i>Is there access to shelter for eating meals and taking breaks and for protection when weather conditions become unsafe?</i></p> | <input type="checkbox"/> | <input type="checkbox"/> | |

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|-------------|---|--------------------------|--------------------------|--|
| 2.18 | Mobile or remote work | | | |
| | <i>Are there appropriate procedures to ensure that mobile or remote workers have access to clean drinking water, toilets, dining facilities, hygienic storage of food and water, and emergency and first aid assistance?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <i>Can mobile or remote workers access emergency communications that are reliable in their location, such as a satellite or mobile phone?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.19 | Accommodation | | | |
| | <i>Is the accommodation separate from any hazards at the workplace likely to present a risk to the health or safety of a worker using the accommodation?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <i>Is the accommodation appropriately equipped, including:</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <ul style="list-style-type: none"> • <i>safe access and egress?</i> • <i>security of personal possessions?</i> • <i>fire safety arrangements?</i> • <i>electrical safety standards?</i> • <i>drinking water?</i> • <i>toilets, washing, bathing and laundry facilities?</i> • <i>procedures to ensure cleanliness?</i> • <i>suitable, quiet sleeping accommodation?</i> • <i>crockery, utensils and dining facilities?</i> • <i>rubbish collection?</i> • <i>heating, cooling and ventilation?</i> | | | |
| | <i>Does the accommodation meet all relevant structural and stability requirements?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <i>Are the fittings, appliances and any other equipment maintained in good working condition?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.20 | Emergency plans | | | |
| | <i>Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <i>Is the plan accessible to all workers?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <i>Are workers, managers and supervisors inducted, instructed and trained in the procedures?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <i>Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g.</i> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | |
|--|--------------------------|--------------------------|--|
| <i>appointment of an area warden)?</i> | | | |
| <i>Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are emergency contact details relevant to the types of possible threats (e.g. fire, police, poison information centre) displayed at the workplace in an easily accessible location?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are contact details updated regularly?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>If there is a site plan, is it displayed in key locations throughout the workplace?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are procedures in place for assisting mobility-impaired people?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is the fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for flammable liquids)?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is equipment easily accessible in an emergency?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, breathing apparatus, lifelines)?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Have you considered the risks from neighbouring businesses (e.g. fire from restaurant/takeaway)?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | |

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|--|--------------------------|--------------------------|--|
| <i>Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is the emergency plan dated with both the date it was prepared and the date it needs to be revised by?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Is someone responsible for reviewing the emergency plan and informing staff of any revisions?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Has a procedure of who communicates the emergency between stage staff and the front of house staff been established?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the plan identify who makes auditorium announcements in the event of an emergency requiring the evacuation of the audience?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the plan nominate specific members of staff who have been appointed to assist in the evacuation of disabled audience members?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Do disabled audience members have limited access to all emergency exits or are all accessible at all times and is this noted on the emergency plan?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Are the emergency exits available at all times, as staff may be working later or earlier than normal working hours, and is this noted on the plan?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the emergency plan nominate the staff responsible for contacting any emergency services?</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the emergency plan make allowances for performers who may be dressed in costumes that make evacuation difficult (e.g. character suits)</i> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Does the emergency plan make allowances for performers and crew who may be located in areas that make evacuation difficult (e.g. acrobats)</i> | <input type="checkbox"/> | <input type="checkbox"/> | |

3. Key considerations – performer work environment

Apart from the exhaustive list above, performers in the entertainment industry need to have special consideration.

Venues have dressing and rehearsal rooms complete with showers and toilets that are generally equipped with storage, air conditioning, seating and other necessary facilities.

This is considered as a minimum and needs to be replicated when events are being staged outside of an established venue. The ratio of change facilities, showers and toilets to the number and gender of performers needs to be considered. Also, the location of the facilities need to be positioned carefully in relation to the stage and other performance areas.

Emergency plans need to allow for performers and crew that are mobile around the stage, basement and flies as well as the musicians confined to the pit and under-stage areas.

4. General Guide – Work Environment

4.1 Responsibilities

A person conducting a business or undertaking (PCBU) has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking.

The WHS Regulations place more specific obligations on a PCBU in relation to the work environment and facilities for workers, including requirements to:

- Ensure, so far as is reasonably practicable, that the layout of the workplace, lighting and ventilation enables workers to carry out work without risks to health and safety
- Ensure, as far as is reasonably practicable, the provision of adequate facilities for workers, including toilets, drinking water, washing and eating facilities
- Manage risks associated with remote and isolated work
- Prepare emergency plans

PCBUs who have management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace is without health and safety risks to any person.

This means that the duty to provide and maintain a safe work environment and adequate facilities may be shared between duty holders, for example a business leasing premises will share the duty with the landlord or property manager of the premises. In these situations the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate activities with each other.

NOTE – The persons who design and construct buildings and structures that are intended to be used as workplaces, including set/stage design, must ensure, so far as is reasonably practicable, that the building or structure is without risks to health and safety. PCBUs must ask designers for the risk assessment on the design and designers are required to supply one.

Workers must also take reasonable care of their own safety and the safety of others.

4.2 Consultation, cooperation and coordination

The WHS Act makes consultation with workers a legal requirement. Consultation, cooperation and coordination between PCBUs is a requirement where they share a duty for the safety of a worker or for work to be done.

PCBUs should use the information in this guide to consult with workers including event staff to determine the Work Environment hazards and risks associated with an event and how to best eliminate or minimise these risks using the hierarchy of controls.

Consultation should start as early as possible, before decisions are made, and continue through the duration of the event or the occupation of the workplace.

PCBUs must consider the other parties who will need to be involved in the consultation process when planning the event and determine what information needs to be shared and discussed. During an event, PCBUs are required to consult, cooperate and coordinate with other PCBUs such as the venue or site

management, unions, production companies, designers, event organisers or promoters, catering providers, security, subject matter experts such as structural engineers or safety officers, local authorities or governments, rigging companies, performers, suppliers of plant or equipment etc.

If employees are represented by health and safety representatives, the consultation must involve those representatives.

Opportunities for consultation include toolbox talks, event briefings, site inspections, stake-holder meetings, post event reviews, working groups or forums.

4.3 Design and planning

In the early stages of design and planning for an event, the following criteria should be addressed when planning the work environment:

- Whether the temporary nature of an event affects the environment of the main venue – temporary facilities may be required to augment the standard facilities for the duration of the event
- Development of an appropriate and viable evacuation/emergency plan
- Consultation with all relevant PCBUs and workers
- Selection of the plant and equipment required to complete the task
- Appropriate scheduling and allocation of resources to minimise impact on others
- Access to site and logistics
- Maintenance programs
- Emergency procedures
- Communication methods
- Responsibility flow charts

4.4 Event delivery

In the delivery stages of an event (bump-in, rehearsal, show, bump-out) the following criteria should be addressed when reviewing the work environment, noting these may differ from when the venue or workplace that is currently dark (no show in residence) to one that has a show in residence:

- Consultation with relevant PCBUs and workers
- Site-specific inductions
- Equipment inspections and/or maintenance
- Any changes to the work environment that need addressing
- Rescue methods, persons and equipment required for that rescue
- Compliance to legislative requirements
- Review, consultation and adjusting of control measures as required on site
- Incident reporting and management

4.5 Review

After an event or with regard to a permanent work site, the following criteria should be reviewed in consultation with relevant parties on a regular basis:

- Incident reports and outcomes including near-misses.

- Changes within the workforce
- Effectiveness of the current system
- Areas for improvement
- Incidents of non-compliance
- Any new hazards or risks identified

A copy of the after show review should be kept on file and where changes are required or difficulties identified, a copy should be sent to PCBUs who are no longer in the venue.

4.6 Documentation and records

The following documents and records should be created, maintained and kept on site when considering the work environment during an event:

- Risk assessments and SWMS
- Training records, certificates of competency and licences
- Induction records
- Toolbox talk topics and attendance
- Evidence of consultation
- Incident reports, including near-misses
- End of event reviews

Any of the above documents could be requested to be sighted by other PCBUs for verification or clarification and should be available at all times.

Various WHS documents and records need to be retained for differing periods of time – see relevant WHS legislation for details.

5. Suggested Areas that may Require Control Measures

5.1 Access

5.1.1 Entry and exit from the workplace

The means of entry and exit to and from the workplace must be safe. This may include ensuring that workers with a disability can safely enter and leave the workplace. Entry and exit includes access via main doors, stage door, loading docks and the emergency exits from the performance and public areas. This also extends to temporary sites for things such as rehearsals, temporary work shops and temporary venues.

Entertainment venues have a strict requirement on the quantity, combined width and signs required for exit doors and aisle widths that are governed by the National Construction Code (the Building Code) and there are differences between the states and territories. A PCBU in the entertainment industry should ensure that the building complies with the Building Code and is upgraded to comply with any changes to the Code.

Separation of exits where pedestrians and motorised transport such as forklifts is recommended to eliminate the risk of vehicular/pedestrian collision.

All exits should be appropriately signed.

All entry and exits and the surrounding areas should have appropriate emergency lighting to ensure workers and guests can exit safely at night into a lit evacuation point.

5.1.2 Temporary access

The principles that apply to entering or leaving a fixed building also apply to temporary access to a fixed building or access to temporary structures. The access requirements need to be designed into any project that will require temporary access to a venue be it the main work site or remote temporary structures.

The risk assessment from the design team will need to be considered and this may have to be included when building approval is sought. At every stage of the process, safe access to the building for workers and guests needs to be designed and the designs implemented.

5.2 Welfare facilities

Regulation 41 of the WHS regulations states: *'A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the provision of adequate facilities for workers, including toilets, drinking water, washing and eating facilities. These facilities must be in good working order, clean, safe and accessible.'*

5.2.1 Toilet and hand washing facilities

Workers, including those who have a disability, must have access to clean toilet and handwashing facilities. Where reasonably practicable, these should be provided rather than relying on access to public toilets.

For a building, the National Construction Code of Australia sets out the ratio of toilets to the number of workers and the specifications for toilets. For other remote or temporary sites, the toilet provider should be consulted as to the style and quantity required for the work site.

Hand washing facilities must be provided to enable workers to maintain good standards of personal hygiene. Workers may need to wash their hands at different times (for example, after visiting the toilet, before and after eating meals, after handling chemicals or handling greasy machinery).

Certain jobs may involve dirty, hot or hazardous work and may require the provision of showering facilities. In entertainment venues it is common for the performers to have access to showers in the dressing rooms. It should also be considered for the rest of the staff, especially those that can be on site for long periods of time during setup, rehearsals and the bump out. Crew should not have to use a cast member's dressing room to access a shower.

5.2.2 Change rooms and dining areas

Dining – workers should be provided with access to hygienic dining facilities for eating their meals and for preparing and storing food. Depending on the type of workplace, a range of facilities may be appropriate, which could include a shared facility such as a canteen or cafeteria, a dedicated meals area or allowing time for mobile workers to access meal facilities.

The facilities required are generally based on the number of workers that take meal breaks at the one time. Ratios of staff to space are set out in the National Construction Code.

In general the facilities should include as a minimum:

- Seating
- A sink with hot and cold water, washing utensils and detergent
- An appliance for boiling water
- Clean storage, including a refrigerator for storing perishable food
- Food warming appliance such as a micro-wave oven
- Vermin-proof rubbish bins, which should be emptied at least daily

Change rooms – if workers have to change in and out of clothing due to the nature of their work, access to private changing areas with secure storage (see below) for personal belongings should be provided. This includes workers who need to:

- Wear personal protective clothing or uniforms while they are working
- Leave their work clothing at the workplace

If male and female workers need to change at the same time, separate changing rooms should be provided while consideration will have to be given to any special changing facilities required for workers with a disability.

Change rooms should be conveniently located and equipped with:

- Seating to enable the numbers of workers changing at one time to sit when dressing or undressing
- Mirrors, either within the changing room or directly outside it
- An adequate number of hooks and/or shelves

5.2.3 Personal storage

Accessible and secure storage should be provided at the workplace for workers' personal items (for example handbags, jewellery, medication etc.). This storage should be separate from that provided for personal protective clothing and equipment, where contamination is possible.

Where change rooms are provided, it may be reasonably practicable to provide lockers for storing clothing and personal belongings. Lockers should be:

- Well ventilated, accessible and secure
- A sufficient size to accommodate clothing and personal belongings.

There should also be a clear space of at least 1800 mm between rows of lockers facing each other and at least 900 mm between lockers and a seat or wall.

5.2.4 House keeping

An untidy workplace can cause injuries resulting from slips and trips. Therefore, good housekeeping practices are essential for all workplaces. For example:

- Spills on floors should be cleaned up immediately
- Walkways should be kept clear of obstructions
- Work materials should be neatly stored
- Any waste should be regularly removed

Clean and tidy workplaces are more productive as well as safer, so adequate storage space and a cleaning regime that may involve the staff and contract cleaners should be provided.

5.3 First aid

Safework Australia's model code of practice – 'First aid in the work place' – is an approved code of practice under section 274 of the WHS Act. This code defines both high and low risk work and the levels of first aid needed.

The WHS Regulations place specific obligations on a PCBU in relation to first aid, including requirements to:

- Provide first aid equipment and ensure each worker at the workplace has access to the equipment
- Ensure access to facilities for the administration of first aid
- Ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid

NOTE – A PCBU may not need to provide first aid equipment or facilities if these are already provided by another duty holder at the workplace. Consultation with other PCBUs will determine who is providing the first aid.

Using the code as a guide, the risk assessment will be able to dictate the level of first aid equipment and the skill level of any medical staff required on site to provide as first response to any incidents that may occur.

The first aid requirement must look at the potential maximum of people exposed to risk at any one time, ensuring that an incident can be adequately treated. Consultation must also take place to ensure all sub-contractor workers are adequately covered as well as the employed staff and guests.

5.4 Building condition and facilities

5.4.1 Heat and cold

Work should be carried out in an environment where a temperature range is comfortable for workers and suits the work. Air temperatures that are too high or too low can contribute to fatigue and heat or cold related illnesses. Thermal comfort is affected by many factors including air temperature, air movement, floor temperature, humidity, clothing, the amount of physical exertion, average temperature of the surroundings and sun penetration.

Theatrical lighting can artificially increase the heat load on a stage or performance area.

5.4.2 Air quality

Workplaces should be adequately ventilated. Fresh, clean air should be drawn from outside the workplace, uncontaminated by discharge from flues or other outlets, and be circulated through the workplace. Care must be taken in entertainment venues where temporary manufacturing of sets may produce chemical fumes, paint fumes and items such as dust and welding or carpentry particles. These may be generated in areas without permanent extraction and may then interact adversely with the building's ventilation system.

Workplaces inside buildings may have natural ventilation, mechanical ventilation (fans or extraction units) or air-conditioning.

Air-conditioning and other ventilation systems should be regularly serviced and maintained in accordance with manufacturer's instructions. Cooling towers that form part of many air-conditioning systems may be a favourable environment for Legionella bacteria if they are not properly designed and maintained in accordance with AS/NZS 3666 – *Air handling and water systems of buildings*.

Further information and guidance is available via AS 1668.2 – *The use of ventilation and air-conditioning in buildings*.

5.4.3 Maintenance

Regular maintenance should be scheduled and recorded and should be implemented for items such as:

- Air-conditioning and mechanical ventilation
- Extraction systems
- Lighting
- Floor coverings

- Sanitation systems
- Evacuation warnings and door systems

Accurate records of maintenance will assist in keeping overall costs to a minimum while ensuring no item is overlooked – an essential WHS requirement.

5.4.4 Floors and other surfaces

Floor surfaces should be suitable for the work area. The choice of floor surfaces or coverings will depend on the type of work carried out at the workplace, as well as the materials used during the work process, the likelihood of spills and other contaminants, including dust, and the need for cleaning.

Carpet for office areas, protective flooring for long-term standing work and tiles and vinyl for areas where dampness or spills can occur are part of the considerations when in consultation with the workers on the design of the work areas. Some floor surfaces can become hazardous in certain work situations. For example, machining of metals can produce hot scrap and requires a surface safe from fire risk, while floors and any other surfaces, such as mezzanines or platforms that people may walk on, must be strong enough to support loads placed on them.

5.4.5 Lighting

From production lighting to backstage work lights through to workshop task lighting, house lighting and emergency evacuation lighting, the appropriate lighting for each situation is essential.

Work/task lighting is especially important as the workers need sufficient light to be able to perform their jobs without having to adopt awkward postures or strain their eyes.

Items to consider may include:

- Various changes to light levels at different times of the day
- Changes to light requirements on traffic routes
- Glare issues when driving or looking at different points of the work station
- Contrast and reflections
- Colour temperature of the lighting and transitions between natural and artificial light
- Emergency lighting – at workstation areas and general public evacuation.

It is recommended that PCBUs walk around the building in emergency light to ensure they feel comfortable with the lighting levels that workers and audience would have in the event of an evacuation.

Australian Standard AS/ANZS 1680.1:2006 – *Interior workplace lighting*, should be used as a reference

5.4.6 Noise

Noise can present hazards such as temporary or permanent deafness. All levels of noise should be managed within the work place.

Entertainment generally contains levels of artificially amplified sound. Depending on the sound level set during a production, noise control measures to be considered include PPE, rostered time off and physical separation of selected workplaces and the source of the noise. More information is available in the 'Performer Hazard Guide'.

Other areas that need to be looked at in relation to noise include:

- Facility walls and doors – airlocks between toilets and common areas
- External noise – the constant drone of traffic, noise from a flight path and similar external noises need to be considered if the windows that may shut out the noise are the primary source of ventilation in the workplace
- Frequencies – different people can hear different frequencies, this needs to be considered in the risk assessment when the actions deemed necessary to protect the workers' hearing are discussed and actioned
- Workshop noise, power tools, extraction fans etc. – is there a way of separating the work areas in the workplace?

5.4.7 Emergency plans

There are different types of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery. Entertainment venues are now also potential targets for terrorist attack so many different scenarios must be considered in preparing and maintaining an emergency plan.

The following must be taken into account when assessing the risks and preparing the plan:

- The particular work being carried out at the workplace
- The specific hazards at the workplace
- The size and location of a workplace
- The number and composition of the workers and **other people** at a workplace

The plan must be based on an assessment of the hazards at the workplace, including the possible consequences of an incident occurring as a result of those hazards.

The impact of external hazards that may affect the health and safety of workers and guests should also be taken into account (for example, a neighbouring chemical storage facility, a café or restaurant kitchen adjacent to the stage door).

The emergency procedures in the emergency plan must clearly explain how to respond to various types of emergency, including how to evacuate people from the workplace in a controlled manner.

The procedures should be clearly written and simple to understand. Where relevant, the emergency procedures should address:

- Allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills, for example appointment of area wardens
- Clear lines of communication between the person authorised to coordinate the emergency response and all persons at the workplace
- The activation of alarms and methods for alerting staff and other people at the workplace

- The safety of all the people who may be at the workplace in an emergency, including visitors, shift workers and tradespeople
- Workers or other persons who will require special assistance to evacuate
- Specific procedures for critical functions such as a power shut-off
- Identification of safe places
- Potential traffic restrictions
- Distribution and display of a site plan that illustrates the location of fire protection equipment, emergency exits and assembly points
- The distribution of emergency phone numbers, including out-of-hours contact numbers
- Access for emergency services such as ambulances and fire control vehicles, and their ability to get close to the work area
- Regular evacuation practice drills – at least every twelve months
- The use and maintenance of equipment required to deal with specific types of emergencies, for example, spill kits, fire extinguishers, early warning systems such as fixed gas monitors or smoke detectors and automatic response systems such as sprinklers
- Regular review of procedures and training

Emergency procedures must be tested in accordance with the emergency plan in which they are contained.

Evacuation procedures should be displayed in a prominent place, for example, on a company noticeboard at stage door. Workers must be instructed and trained in the procedures.

A more comprehensive plan may be needed to address high risk situations such as:

- People sleeping on site (for example circus, bus and truck tours)
- Large numbers of people at the site at the same time (for example stadiums and arts centres)
- High risk venues such as temporary performance spaces or remote locations
- Significant cash handling, particularly outside normal business hours

Further guidance on emergency plans and procedures is available in AS 3745: 2010 – *Planning for Emergencies in Facilities*.

5.5 Individual considerations and work group conditions

5.5.1 Work areas

The layout of work areas should be designed in consultation with the staff who will be using the space. The areas need to provide sufficient clear space between furniture, fixtures and fittings so that workers can move about freely without strain or injury and also evacuate quickly in case of an emergency. Space for aisles, passages and access to other areas is needed in addition to the space around workstations.

In determining how much space is needed, the following should be considered:

- The physical actions needed to perform the task
- The need to move around while working
- Whether the task is to be performed from a sitting or standing position

- Access to workstations
- The equipment to be handled and the personal protective equipment that may be worn to perform the work

Further guidance in relation to manual tasks and the layout of work areas is available in the Safe Work Australia Code of Practice: Hazardous Manual Tasks.

5.5.2 Work stations

The consultation process should determine if the work tasks are best undertaken seated or standing and the workstation should then be designed around this requirement.

The more comfortable and ergonomic the work station design, the more productive and efficient the worker will be. Workstations should be designed so that workers can carry out their work in a comfortable, upright position with shoulders relaxed and upper arms close to the body. Different workers require different working heights so it is best to provide adjustable workstations to make the work height suitable for the person and the task.

It is also important to have the task designed in such a way that the worker performing this task is given the opportunity to move around and/or use different positions while engaged on the task. This will reduce the risk of fatigue and strain from being in the one position for long periods.

5.5.3 Public interaction with workers

Entertainment relies heavily on the good will of the audience and a productive interaction between the workers and the public. It is however paramount that staff who are interacting with the public are not only well trained, polite and have a 'be of service' attitude, but also are equipped with policies and procedures for occasions when a member of the public does not behave in a proper or respectable manner.

Particularly at risk are staff in venues where alcohol is served over long periods of time (sports events and music festivals) and at temporary or remote locations where the public may be staying on site or where performances run for days, such as music festivals and race events.

Security may have to be employed at these events and staff need to be confident that all risks have been assessed and that the management has taken all steps to ensure their safety. The level of security will be commensurate with the risk determined by the risk assessment.

It is also recommended that the policies extend to a period after any incident.

5.6 Remote worksites

5.6.1 Outdoor work and work remote from the base building

Rain – workers carrying out tasks in rain and/or snow conditions need to be provided with appropriate PPE and the site needs to be carefully prepared to cope with the wet and any potential slip hazards that eventuate from the weather.

Heat and cold – workers carrying out work in extreme heat or cold must be able to do so without a risk to their health and safety so far as is reasonably practicable.

Hot environments – if it is not possible to eliminate exposure to extreme heat, the risk of heat strain and heat exhaustion must be minimised so far as is reasonably practicable. Items to consider include:

- Increase air movement using fans
- Install air-conditioners or evaporative coolers to lower air temperature
- Isolate workers from indoor heat sources, for example by insulating plant, pipes and walls
- Remove heated air or steam from hot processes using local exhaust ventilation
- Use mechanical aids to assist in carrying out manual tasks
- Alter work schedules so that work is done at cooler times.
- Slow down the pace of work if possible
- Provide a supply of cool drinking water
- Provide a cool, well-ventilated area where workers can take rest breaks
- Provide opportunities for workers who are not used to working in hot conditions to acclimatise, for example job rotation and regular rest breaks
- Ensure light clothing is worn to allow free movement of air and sweat evaporation

Cold environments – If it is not possible to eliminate exposure to extreme cold, the risks must be minimised so far as is reasonably practicable. For example:

- Provide localised heating, for example cab heaters for fork-lift trucks used in cold stores
- Provide protection from wind and rain, such as a hut or the cabin of a vehicle
- Provide protection through warm (and if necessary, waterproof) clothing
- Provide opportunities for workers who are not used to working in cold conditions to acclimatise, for example, job rotation and regular rest breaks

Immediate medical assistance should be provided if any worker shows symptoms of being effected by either heat or cold. Workers should be trained to recognise the early symptoms of heat strain or hypothermia, to be able to follow safe work procedures and to report problems immediately.

The environmental conditions and physical wellbeing of workers should be monitored when work involves prolonged or repeated exposure to heat or cold. Records of the results of the monitoring should be kept on file.

Where direct connection to a water supply is not possible, drinking water alternatives including access to public drinking water facilities, bottled water or containers, should be provided for workers.

If work is undertaken away from base locations or at outdoor sites, for example, festivals, stadiums, on the road, workers must have access to toilets, for example public toilets or toilets at clients' premises. In such cases, information should be provided to workers on where the toilets are located. Where it is not reasonably practicable to provide access to permanent toilets (for example, short-term temporary workplaces and workplaces in remote areas), portable toilets should be provided. Portable toilets should be located in a secure place with safe access. They should be installed so they do not fall over or become unstable and should be serviced regularly to keep them clean.

If work is carried out in locations where there are no hand washing facilities, workers should have access to alternative hand hygiene facilities, for example a water container with soap and paper towels, hand wipes or alcohol-based hand wash.

If work in remote or temporary locations is such that workers require shower facilities, and none are available, portable shower units should be provided.

Where the work involves travelling between different workplaces, or is remote or seasonal, workers need reasonable access to dining facilities. This may involve organising rosters for mobile workers to ensure that they are back at their base location for meal breaks or allowing workers to take their meal breaks at a café or restaurant. Shelter and facilities should be provided on site and the taking of meals needs to be included in the risk assessment to ascertain what is required on site.

Where the workplace is temporary or mobile, lockers or lockable containers that can be held in a safe place should be provided for storage of personal items.

Exposure to violence and poor access to emergency assistance are the main hazards that increase the risk of remote or isolated work. These must be considered in the risk assessment, which should be done in consultation with the workers involved.

5.7 Theatrical performance alternatives

Regulation 79 of the Model WHS Regulation makes provision for alternative risk controls to be established in the case of theatrical performance with regard to falls. This would generally only apply during a performance mode, including rehearsal, where full application of regulation 78 is not practicable.

It is critical that PCBUs and workers clearly understand the duty to prevent or minimise risk and that there are no exemptions for the theatrical industry from general work environment requirements.

6. Legislation, Standards and Guidance

Safe Work Australia 2016 *Managing Work Environment Facilities Code of Practice 2011*

https://www.safeworkaustralia.gov.au/system/files/documents/1702/managing_work_environment_and_facilities2.pdf

Safe Work Australia 2016 *Hazardous Manual Tasks Code of Practice 2016*

<https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-hazardous-manual-tasks-v2.pdf>

Australian and New Zealand Standards

AS/ANZS 1680.1:2006 – Interior workplace lighting.

AS/NZS 3666 – Air handling and water systems of buildings.

AS 1668.2 – The use of ventilation and air-conditioning in buildings.

AS 3745: 2010 – Planning for Emergencies in Facilities.

Source acknowledgements:

Safe Work Australia

The ongoing work by Safe Work Australia is acknowledged as the source of much of the information above. We thank Work Safe Australia and encourage the use of the resources available on the Safe Work Australia Web site.

<http://www.safeworkaustralia.gov.au/sites/SWA>