

## 2021 PROGRAM WHS HANDBOOK

### Part One WORK HEALTH & SAFETY POLICY

# NIDA

## EMERGENCY & INCIDENT GUIDE (Kensington) – short form

### NOTIFY AND REPORT

In case of accidents, incidents, near misses, hazards or security concerns, complete an online incident notification form and immediately dial 9 for Reception.

### EMERGENCY

#### TAKE ACTION! REMAIN CALM

1. RESCUE any person in immediate danger if it is safe to do so.
2. RAISE THE ALARM!
  - Call Reception: dial 9 from internal phones, or
  - Emergency Services: 'Triple Zero (000)' or '888' from internal phones
  - Dispatch someone to flag down the ambulance outside the building.

#### State:

- That it is an emergency (priority 1, 2 or 3 – see below)
- Your name
- Exact location
- Details of emergency (if calling for an ambulance, advise the closest accessible building entrance to the incident)

<b>Priority 1</b>	<input type="checkbox"/> Large scale emergency or incident <input type="checkbox"/> Death or life-threatening injuries or illness <input type="checkbox"/> Immediate threat to life
<b>Priority 2</b>	<input type="checkbox"/> Localised emergency or incident <input type="checkbox"/> Hospitalisation required but no danger to life <input type="checkbox"/> Dangerous situation or hazard including personal threats
<b>Priority 3</b>	<input type="checkbox"/> A near miss <input type="checkbox"/> Minor Injury or Illness <input type="checkbox"/> Minor Hazard
<b>Priority 4</b>	<input type="checkbox"/> Minor non-injury incident <input type="checkbox"/> Existing minor injury or illness

#### 3. CONTAIN THE SITUATION

- Control the emergency if it is safe to do so.
- Fire extinguishers: remember the acronym **P-A-S-S**.



- Warn anyone in the immediate area if possible.
- Be ready to evacuate using the closest safe exit.

#### 4. EVACUATE

1. Leave immediately while assisting visitors and persons with a disability.
2. Proceed to the designated assembly area.
3. Report to your area warden, Lecturer/Tutor (Students) or Senior Directors and Leaders/Managers (Staff)

#### 5. FOLLOW UP BY

- Immediately contacting your Lecturer/Tutor or Senior Directors and Leaders/Managers
- Not disturbing the incident scene except to ensure the safety of yourself
- Completing an online Incident/Hazard Notification Form

### FIRST AID

Call Reception: dial 9 or 'Triple Zero (000)' in an emergency

#### Step 1: Check:

<b>D</b>	<b>DANGER</b>	<input type="checkbox"/> To your safety
<b>R</b>	<b>RESPONSE</b>	<input type="checkbox"/> Conscious or not
<b>S</b>	<b>SEND FOR HELP</b>	<input type="checkbox"/> Call 'Triple Zero (000)' or '9'
<b>A</b>	<b>AIRWAY</b>	<input type="checkbox"/> Clear objects away and open mouth
<b>B</b>	<b>BREATHING</b>	<input type="checkbox"/> Chest rise/fall, look, hear/feel
<b>C</b>	<b>CPR</b>	<input type="checkbox"/> <b>30:2</b> Compression: Breaths until help arrives
<b>D</b>	<b>Defibrillator</b>	<input type="checkbox"/> Follow AED voice prompts

**Step 2:** Do not move the casualty unless exposed to a life-threatening situation.

**Step 3:** Remain with the person and provide assistance unless unsafe to do so.

#### NIDA'S FIRST AID Support Team

Outside normal working hours, NIDA's First Aid Support Team may not be available. Please contact reception on Extension 7500 for a full list of NIDA's First Support Team.

#### After Hours First Aid:

Name	Extension
John Hamilton	9 or +61 401 599 306
Fire Safety Officers	+61 401 599 306

All accredited course students from the following courses are First Aid Officers:

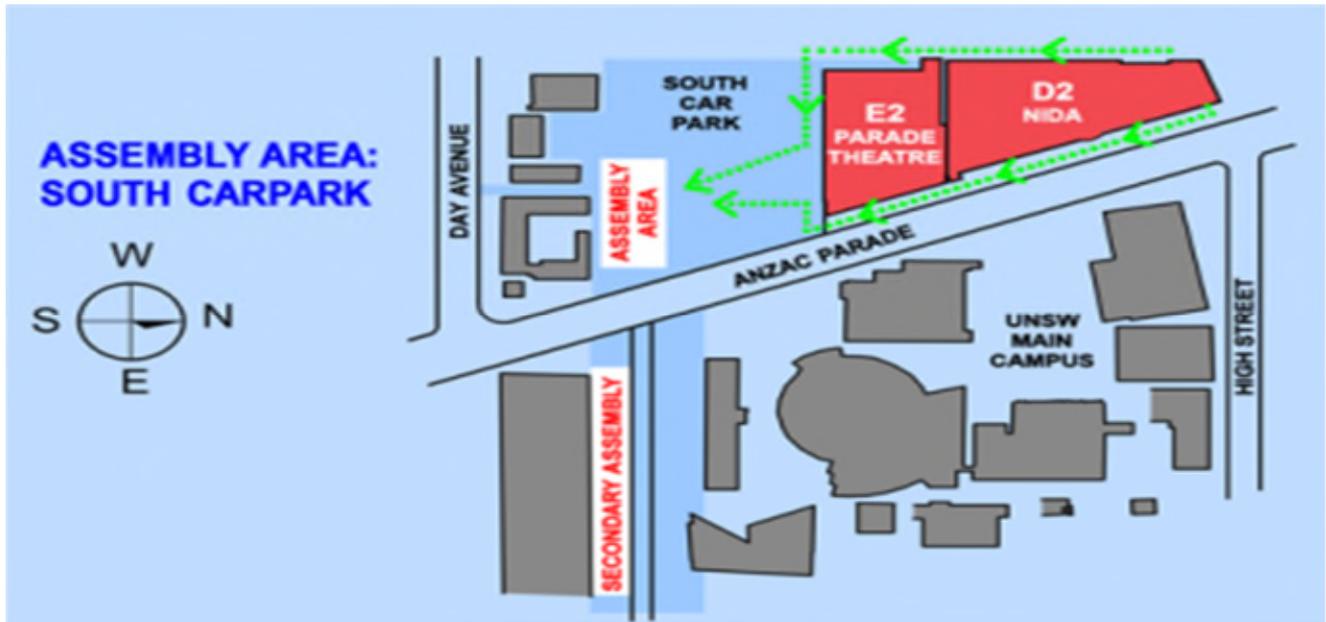
Design for Performance	Costume
Technical Theatre and Stage Management	Properties and Objects

#### FIRST-AID KITS Epipen and AED are located in:

- Reception (automated external defibrillator (AED) Epipen & Ventolin)
- Administration and Ground Floor kitchen
- All workshop areas
- Production crafts classrooms
- Costume classrooms
- Design classrooms
- NIDA Open Office
- First-aid room
- Stage Managers desk for all productions
- Student Engagement, Learning and Quality Assurance (SELQA) office
- The Theatres
- Graduate School kitchenettes
- Student Green Room

## EMERGENCY FLOOR EVACUATION & LOCATION DIAGRAMS

These diagrams are located around NIDA. Familiarise yourself with the diagrams closest to the rooms you use. Be aware of your nearest exits at all times.



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### **SPECIAL NOTE – liability, sources and news**

Nothing in this Handbook shall relax or contravene any provision of any Law, Standard, Act, or Regulation. It is the responsibility of the user of this document to ensure it is the current version. Amendments to this document may occur at any time. Go to myNIDA for the latest version. Report errors or omissions found in this Handbook to the People and Culture department or the Facilities Manager.

Sources for this document are broad and varied including Safe Work Australia, SafeWork NSW, benchmark organisations, entertainment industry guidelines, NIDA’s staff and students, and its NIDA’s operational policies. Contact the People and Culture department for enquiries regarding specific sources.

*WorkCover NSW* changed its name to *SafeWork NSW* during September 2015. Some publications referenced in this Handbook still include *WorkCover* in the original publication’s title.

# WORK HEALTH & SAFETY 2021

## Introduction

The National Institute of Dramatic Art is pleased to introduce the 2021 Work Health and Safety Handbook, in support of NIDA's ongoing Work Health and Safety Policy and Program. The Handbook is in 2 parts – Part 1, Policy and Part 2, Procedures.

Work health and safety are core values of NIDA and underpin the workplace culture and commitment of our staff, students, contractors and visitors to NIDA.

NIDA is committed to continuous improvement in work health and safety performance through a process underpinned by consultation with the staff; NIDA accredited course students and the many contractors who all participate in the continued growth of NIDA.

Active participation in NIDA's Work Health and Safety Program is a responsibility shared by us all.

We look forward to working with you in maintaining a safe and healthy NIDA.

# NIDA WORK HEALTH & SAFETY POLICY

The National Institute of Dramatic Art (NIDA) is committed to the objectives of the Work Health and Safety Act 2011 – NSW (“WHS Act”), and the associated Regulation and Codes of Practice to ensure all staff, students and others work and study in a safe and healthy environment.

This policy applies to all NIDA staff, contractors, volunteers and students at any workplace of NIDA.

## Primary duty of care

In accordance with the WHS Act, NIDA must ensure, so far as is reasonably practicable, the health and safety of workers and other persons at a NIDA workplace is not put at risk. This duty includes:

- exercising its Primary duty of care and due diligence;
- complying with relevant work health and safety (“WHS”) legislation, Regulation, Codes of Practice and applicable Australian Standards;
- consulting with relevant stakeholders regarding work health and safety - work health and safety is a shared responsibility;
- eliminating and controlling risks to work health and safety by undertaking effective risk management;
- enabling staff and students to work and study in safety by providing information, training, instruction, resources, safe and healthy procedures, supervision, safe premises and equipment, and effectively monitoring and reviewing of hazard controls;
- Continuously seeking ways to improve the health and safety of our staff, students, contractors, and visitors.

## Key objective

NIDA’s key work health and safety objective is to prevent accidents, injuries, and illness related to NIDA’s activities wherever it operates.

## Roles and Responsibilities

**NIDA’s Board and the Executive Team of Directors** are considered Officer’s under the WHS Act and are responsible for:

- ensuring NIDA meets its primary duty of care responsibilities as a person conducting a business or undertaking (PCBU);
- ensuring effective resourcing and implementation of NIDA’s Work Health and Safety Policy and Program;
- ensuring compliance with applicable NIDA policies, minimum standards, and procedures;
- providing the leadership necessary to raise an organisation-wide safety culture; and
- Ensuring there is appropriate planning, development, implementation, and monitoring of work health and safety specific to the needs of NIDA.

**Senior Directors and Leaders/Managers, coordinators, supervisors and teaching staff** (or others with responsibility for students), in addition to their duties as ‘workers’ under the WHS Act, are responsible to the extent that is reasonably practicable for the health and safety of everyone working or partaking in any activity or entering an area under their control<sup>1</sup>. They accept responsibility for identifying, eliminating/controlling risks and ensuring that everyone involved in their activities is provided with the necessary information, training, instruction, resources, supervision, and applying any corrective action to ensure their health and safety. For these staff positions, what is reasonable needs to be read within, but not confined by, that person’s position and delegated authority within NIDA.

**Staff<sup>1</sup>** are defined as workers under the WHS Act and have a duty to take reasonable care for their health and safety and the health and safety of others in the workplace by following NIDA’s work health and safety policies, adopting and using safety procedures, promptly reporting unsafe situation, hazards, injuries or illness, and participating in work health and safety training and discussion.

**Visitors, students, and persons other than a worker** under the WHS Act are required to take reasonable care for their health and safety and the health and safety of others in the workplace by following NIDA’s work health and safety policies and procedures.

**Venue hirers, service contractors, sub-contractors, and self-employed persons** are also required to comply with the requirements of WHS Act and have in place work health and safety systems, to consult and cooperate with their NIDA representative about safety and comply with NIDA’s work health and safety policies and procedures. Contractors and hirers are obliged to work safely and to include the safety of NIDA staff, students, and visitors in their safety plans.

**NIDA’s Work Health and Safety Committee** assists with facilitation participation, representation, and consultation with NIDA’s Senior Directors and Leaders/Managers, staff, accredited course students, and other relevant stakeholders in assisting in the continuous improvement of NIDA’s Work Health and Safety Program.

**Special notes:** Refer to the Work Health and Safety Program on page 9 for definitions and specific and detailed duties, roles, and responsibilities.

1. “Staff” means a worker under the Act include full time, short-term casual and sessional employees, affiliates, work experience students, trainees, sole traders and business entities and volunteers engaged by NIDA to perform duties or functions on its behalf.

# NIDA'S WORK HEALTH & SAFETY PROGRAM

This Work Health and Safety Policy and Program are the central management system for work health and safety ("WHS") at NIDA. The Work Health and Safety Program is part of NIDA's Values and the overall Strategic Plan and Risk Management system.

Implementation of the Work Health and Safety Policy and Program ensures a systematic approach to the management of health and safety risks associated with NIDA's activities.

These Australian Standards provides the structure for the Program:

- AS/NZS 4804:2001 - Occupational health and safety management systems – General guidelines on principles, systems, and supporting techniques
- AS/NZS 45001:2018 - Occupational health and safety management systems – Specifications with guidance for use.

NIDA's Work Health and Safety outlines NIDA's:

- Commitment to the safety of staff, students and others
- Primary objective to prevent work-related accidents, injuries, and illness
- Primary duties as a Person Conducting a Business or Undertaking ('PCBU')
- Primary duty of care for NIDA's Officers

Commitment to:

- Consulting with relevant stakeholders regarding safety as a shared responsibility
- Exercising duty of care and due diligence
- Complying with relevant WHS legislation, Regulation, Codes of Practice and applicable Australian Standards
- Eliminating and controlling risks to health and safety related to its activities by eliminating and controlling hazards to the extent that is reasonably practicable
- Enabling staff and students to work and study in safety by providing information, training, instruction, safe and healthy procedures and supervision, safe premises, and equipment, and monitoring and reviewing of hazard controls effectively.

Roles and Responsibilities assigned to:

- NIDA's Officers
- Senior Directors and Leaders/Managers, , coordinators, supervisors and teaching staff
- Professional staff
- Other workers including venue hire clients, service contractors and self-employed persons
- Others including visitors, students, and course activity participants other than a worker.

Health and safety legislation places a duty of care on everyone to ensure maintenance of safety standards. Everyone at NIDA is required to comply with NIDA's Work Health and Safety Policy and Program to ensure their own health and safety and the health and safety of others at NIDA and other workplaces where NIDA's activities occur.

## Definitions

Refer to the various definitions and Special notes throughout the Work Health and Safety Policy and Program including:

- "Accredited course students" means adult students enrolled in BFA, MFA and Vocational Education and Training (VET) courses who engage in NIDA's conservatoire learning.
- "Due Diligence" - Refer to Roles, Responsibilities and Delegation. and
- "Duty of Care" – Within this document
- "Health" includes psychological health and physical health.
- "Hirer(s)" means a person/PCBU who hires a NIDA venue.
- "Others" means persons other than a worker, who may be at a NIDA workplace including visitors and patrons.
- "Person Conducting a Business or Undertaking ('PCBU')"  
– Refer to *Roles, Responsibilities and Delegations. (page 8 within this document)*

- "Primary duty of care" – Refer to *Roles, Responsibilities and Delegations. (Page 8 within this document)*
- "Reasonably practicable" – Refer to *DECIDING WHAT IS 'REASONABLY PRACTICABLE (Page 23 within this document)*
- "Risk Management" et al – Refer to *Risk Management. (Starting Page 16 within this document)*
- "Service Contractor" or "Contractor (Service)" means an organisation (or individual and any sub-contractor), A - engaged by NIDA by way of a contract to provide services for NIDA, or B - engaged to provide a specific service or range of services for NIDA and does not have an existing contractual agreement with NIDA to provide the services.
- "Special note" et al. – Refer to these notes in various Sections of this Handbook.
- "Staff" means a worker under the WHS Act including full time, short-term casual and sessional employees, affiliates, work experience students, trainees, sole traders and business entities and volunteers engaged by NIDA to perform duties or functions on its behalf.
- "Students" includes enrolment in bachelor, masters and Vocational Education and Training (VET) courses and short course participants.
- "Teaching staff" means academics, teachers, tutors, affiliates, lecturers, sole traders, business entities, professional staff, and others under a contract of employment with NIDA.
- "Worker" – Refer to *"Who is a worker" (Page 9 within this document)*
- "Workplace" means anywhere where NIDA staff or accredited students conduct work. Workplaces include the NIDA and Alexandria buildings and Melbourne and other intrastate or interstate premises including off-premises venues, schools when working from home, and in NIDA vehicles.

## WORK HEALTH & SAFETY LEGISLATION

**WORK HEALTH AND SAFETY ACT 2011 No 10** – NSW (the "WHS Act") provides a framework to protect the health, safety, and welfare of all workers at work. It also protects the health and safety of all other people affected by the work and actions of the workers.

The WHS Act protects all workers and others. See *ROLES, RESPONSIBILITIES AND DELEGATIONS (Page 8 within this document)*

The WHS Act includes the following key elements:

- a primary duty of care requiring persons conducting a business or undertaking (PCBUs) to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work
- duties of care for persons who influence the way work is carried out, as well as the integrity of products used for work
- a requirement that 'officers' exercise 'due diligence' to ensure compliance
- reporting requirements for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking
- a framework to establish a general scheme for authorisation such as licenses, permits and registrations (e.g. for persons engaged in high-risk work or users of certain plant or substances)
- provision for consultation on work health and safety matters, participation and representation provisions
- provision for the resolution of work health and safety issues
- protection against discrimination for those who exercise or perform or seek to exercise or perform powers, functions or rights under the Bill
- entry permits schemes
- inquiry into suspected contraventions of work health and safety laws affecting workers who are members, or eligible to be members of the relevant union and whose interests the union is entitled to represent
- consult and advise workers about work health and safety matters
- provision for enforcement and compliance including a compliance role for work health and safety inspectors
- Regulation-making powers and administrative processes including mechanisms for improving cross-jurisdictional cooperation.

**WHS Act and Regulation exemptions** – certain exceptions exist for some work within the performing arts. (Page 16 *Risk Management*).

### **Aims of the WHS Act and the Regulator**

The WHS Act, regulated in NSW by SafeWork NSW aims to secure the health, safety, and welfare of Workers (employees), Persons Conducting a Business or Undertaking referred to as a 'PCBU' (employers), workers and visitors at every place of work in Australia. See Page 19 *OTHER VENUES, OFFICES OR LOCATIONS – working off-premises including interstate*.

### **Primary duty**

NIDA must meet its obligations, so far as is reasonably practicable, to provide a safe and healthy workplace for staff, students and others.

### **What does 'reasonably practicable' mean?**

The WHS Act imposes duties that are qualified by the term '*reasonably practicable*'.

Essentially, 'reasonably practicable' means taking into account all relevant matters including:

1. The likelihood that the risk could result in injury; and
2. The seriousness of any injury that could result from realisation of the risk; and
3. What the person knows or should know about the hazard/risk and ways of eliminating or minimising it; and
4. The availability, suitability, effectiveness, and cost of safety measures.

The test for what is 'reasonable care' is an objective test. That is, the law judges a duty holder by the standard of behaviour expected of a reasonable person in the duty holder's position who is required to comply with the same duty. This includes being:

1. Committed to providing the highest level of protection for people against risks to their health and safety; and
2. Proactive in taking measures to protect the health and safety of people.

Refer to [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

## **ROLES, RESPONSIBILITIES AND DELEGATIONS**

The Work Health and Safety Act and Regulation define roles and responsibilities. These responsibilities cannot be delegated or outsourced, and severe penalties apply to those who break the law.

### **Special note:**

NIDA staff and students who do not comply with the provisions of NIDA's Work Health and Safety Policy and Program will be subject to disciplinary procedures (including by the Student General Regulations relating to Student Discipline).

### **Who are PCBUs, Officers, Workers, and others under the WHS Act and what are their duties?**

The WHS Act places duties on those persons, who by their acts or omissions from or associated with work undertaken, affect health and safety.

The WHS Act describes the general duties of 'persons conducting a business or undertaking' (PCBUs), workers, and controllers of work premises, designers, manufacturers and suppliers of plant, substances or structures.

### **The duty holders are:**

- PCBUs
- Officers
- Workers
- Other persons at the workplace.

### **A person in control of a business or undertaking (PCBU)**

A PCBU is the legal entity operating a business or undertaking. A PCBU may be an individual or an organisation conducting a business or undertaking.

Examples of PCBUs that are organisations include:

- public companies
- private companies
- trustees that are companies
- cooperatives that are companies
- government departments and authorities

- incorporated associations if they employ someone
- local authorities (municipal corporations or councils)
- Schools.

It is not an individual unless they are conducting the business in their name as a sole trader or partner.

Examples of PCBUs who are individuals include:

- partners in partnerships
- sole traders and the self-employed
- individual trustees of trusts (as with some family businesses)
- Committee members of unincorporated associations if they employ someone.

### **General duty of persons conducting a business or undertaking (PCBUs)**

The WHS Act includes specific duties for:

- A PCBU to take reasonable care for the health and safety of people at their place of work
- A PCBU to consult with workers to enable them to contribute to making decisions affecting their health, safety and welfare at work
- A person who has control of premises used by people as a place of work to ensure that the premises are safe and without risk to health
- A person not to interfere with or misuse things provided for health, safety and welfare.

All NIDA activities must comply with the WHS Act's provisions.

### **Primary duty of care of the PCBU**

The WHS Act requires those who control or influence the way work is done to protect the health and safety of those carrying out the work.

The changing nature of work organisation and relationships means that many who perform work activities do so under the effective direction or influence of someone other than a person employing them under an employment contract. The person carrying out the work:

- may not be an employee of any person,
- may work under the direction and requirements of a person other than their employer.

The WHS Act requires those who control or influence the way work is done to protect the health and safety of those carrying out the work.

### **The PCBU, therefore, has a duty to ensure, so far as is reasonably practicable, the health and safety of workers that are:**

- directly engaged to carry out work for their business or undertaking
- placed with another person to carry out work for that person, or
- Influenced or directed in carrying out their work activities by the person, while the workers are at work in the business or undertaking.

PCBU duties do not apply as duties to workers or 'officers'.

The PCBU also owes duties to 'others' at the workplace and to other workplaces where tasks overlap and must consult with others.

### **More than one person can have a duty**

In some cases, NIDA has a shared duty of care with others

### **Consulting, cooperating and coordinating activities with other duty holders**

The WHS Act requires that NIDA consults with, cooperates and coordinates activities with all other persons who have a work health or safety duty about the same activity or share the same work. Examples of the NIDA context include:

- Venue hire clients, event production companies and NIDA staff working on the same stage at the same time
- Scenery Contractors, riggers and NIDA staff/students working on the same stage at the same time
- Service contractors servicing a NIDA forklift
- NIDA Open classes in other venues
- Catering companies servicing NIDA corporate functions or training
- Event labour hire companies such as ushers, security or food service attendants
- Freelance film or photographers commissioned by NIDA.

Each PCBU must proactively consider work health and safety to the extent that is reasonably practicable.

## NIDA is a PCBU

NIDA, as a PCBU, has the Primary Duty of Care relating to its activities owed to workers and others, including students and the public. Refer to the WHS Act and Regulation, or [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

NIDA has a duty to ensure, so far as reasonably practicable, the health and safety of workers engaged to carry out work or whose activities NIDA directs or influence.

## Objectives

NIDA will ensure compliance with legislation and industry standards by providing a safe and healthy workplace for staff, students and others by:

- work safety procedures
- a safe work environment
- safe use of plant, structures and substances
- facilities for the welfare of staff are adequate
- notification and recording of workplace incidents
- adequate information, training, instruction, and supervision
- compliance with the requirements of the work health and safety regulation
- meaningful and open consultation about work health and safety with its staff and the Work Health and Safety Committee, HSRs or other workplace representatives as may arise
- open consultation, cooperation, and coordination with other PCBUs with whom we share duties
- Continuously reviewing and improving its safety performance.

## Duty of care – what does it mean?

NIDA's Work Health and Safety Policy and Program outlines the roles and responsibilities of NIDA's Officers, staff, accredited course students and others. Duty of care, however, requires everyone:

1. To be committed to carrying out their legal duties
2. To identify hazards and eliminate risks so as far as reasonably practicable, on an on-going basis
3. To take all reasonably practical precautions on those risks to prevent harm
4. To consult when NIDA activities anywhere affect safety.

## NIDA's Officers

An "Officer" has the same meaning as Section 9 of the Corporations Act 2001.

An Officer may include:

- A Director or secretary of a corporation, e.g. *NIDA's Board of Directors and Executive Team*
- A person who makes, or participates in making, decisions that affect the whole, or a substantial part of a corporation
- A person who can affect a corporation's financial standing significantly.
- NIDA's Officers include the NIDA Board (volunteers), and the various Directors of departments.

## NIDA's Officers must exercise due diligence and have a Positive Duty of Due Diligence

A positive duty of "due diligence" applies to Officers to ensure the PCBU complies with its duties.

NIDA's Work Health and Safety Policy summaries NIDA's Officer's responsibilities.

The Primary Duty of Care for NIDA's Officers also includes:

- Consultation
- Issue resolution
- Incident notification
- Compliance with Regulation.

The *positive duty* requires active engagement by Officers and systematically ensuring the PCBU complies with its obligations. Evidence of that activity is a defence under the WHS Act.

## Penalties apply

The WHS Act and Regulations includes an offences framework for breaches of health and safety duties. For more information, either contact the People and Culture Department or go to [safeworknsw.nsw.gov.au](http://safeworknsw.nsw.gov.au).

## People and Culture Department

The People and Culture Department has designated responsibility to provide NIDA-wide work health and safety support. These responsibilities include:

- The development and maintenance of the Work Health and Safety Policy and Program
- Monitor changes in WHS legislation
- Regular reporting to NIDA's Officers and Work Health, and Safety Committee regarding the Program's status of implementation and performance targets
- Coordinating work health and safety awareness training
- Issue resolution
- Critical incident management Incl. Notifiable Incident reporting
- Providing and accessing specialist advice and other resources to assist managers, staff, and accredited course students with their Work Health and Safety Policy and Program compliance and implementation.

## Who is a worker?

A worker is someone who carries out work for a PCBU. The term "employee" is redundant due to the wider duties of a PCBU to all affected workers to the extent that is reasonably practicable.

The WHS Act's definition of a worker includes:

- Employees including Management
- labour hire staff
- volunteers
- apprentices and trainees
- work experience students
- outworkers
- contractor or subcontractors (and their employees).

NIDA's Work Health Safety and Wellbeing Program use the term "Staff" as well as "worker." "Staff" means a worker under the Act include full time, short-term casual and sessional employees, affiliates, work experience students, trainees, sole traders and business entities and volunteers engaged by NIDA to perform duties or functions on its behalf.

## Duty of workers

While at work, workers must:

1. Take reasonable care for their health and safety and that of others
2. Comply with any reasonable instruction, policy or procedure
3. Adopt and use safety procedures
4. Use equipment provided for health and safety purposes
5. Promptly report unsafe situations, hazards, injuries or illnesses to their Senior Directors and Leaders/Managers
6. Participate in work health and safety training and discussion
7. Cooperate with work health and safety inspections and investigations
8. Respond appropriately to emergencies.

Refer to NIDA's Work Health and Safety Policy and Roles and Responsibilities.

## Duty of Volunteers

The definition of a 'worker' includes a volunteer. Therefore, volunteer workers have the same duty of other workers. NIDA has the same duty for volunteers as any other worker, including consultation arrangements.

## DUTY OF SENIOR DIRECTORS, LEADERS /MANAGERS, COORDINATORS, SUPERVISORS & TEACHING STAFF

Senior Directors and Leaders/ Managers, coordinators, supervisors and teaching staff (or others with responsibility for students), in addition to their duties as workers under the WHS Act, are responsible to the extent that is reasonably practicable, for the health and safety of everyone working or partaking in any activity or entering an area under their control.

They accept responsibility for identifying, eliminating/managing risks and providing everyone involved in their activities with the necessary instruction, training, information, resources, supervision and applying any corrective action to ensure their health, safety, and welfare.

Within NIDA's operational structure, individual Senior Directors and Leaders/Managers, or teaching staff may have a hybrid role/position description and delegated responsibilities compared with other management 'levels', and therefore a mix of work health and safety responsibilities outlined as follows. For these staff positions, what is 'reasonable' is read concerning that person's position and delegated authority within NIDA.

## Senior Directors and Leaders/Managers

Senior Directors and Leaders/Managers including professional services units, in addition to their duties as workers under the WHS Act, are required to:

- a. ensure implementation of effective work health and safety policies and programs in their areas of control,
- b. proactively consult with staff on work health and safety matters
- c. provide appropriate resources and support for effective work health and safety
- d. monitor work health and safety performance and respond to reports about work health and safety
- e. resolve work health and safety issues
- f. consider work health and safety aspects of new activities including during procurement
- g. regularly review work health and safety for compliance with NIDA's Work Health and Safety Policy and Program, legislation
- h. identify any work health and safety targets and plans for continuous improvement for their department.

## Duty of Managers, supervisors, coordinators and teaching staff

1. Managers, supervisors, coordinators and teaching staff will:
  - a. implement NIDA's Work Health and Safety Policy and Program
  - b. acquire up to date knowledge of WHS matters
  - c. proactively consult with staff and others on work health and safety issues including work health and safety aspects of changes in the workplace/activities
  - d. identify hazards and risks from activities under their control to eliminate the risk of harm to the extent that is reasonably practicable,
  - e. within the scope of their delegated authority, choose and establish suitable risk controls
  - f. provide staff and others whom they supervise, and as appropriate students and visitors about departmental work health and safety requirements and expectations, and provide relevant orientation, guidance, information, training and supervision
  - g. investigate workplace incidents and hazards and implement controls to prevent further incidents from occurring
  - h. verify the provision and use of work health and safety resources and processes
  - i. assist in the resolution of health and safety issues
  - j. lead their staff, students and visitors during an emergency evacuation.

## Delegations

Senior Directors and Leaders/Managers may delegate functional aspects of their duties to their departmental Managers and teaching staff, although their positive duty of care remains to ensure a safe workplace.

## Leadership

NIDA's Strategic Plan includes work health and safety as some of NIDA's core values. It is this leadership commitment to health and safety that underpins and drives a culture that prioritises staff and student health and safety.

Senior Directors and Leaders/Managers, coordinators, supervisors and teaching staff (or others with responsibility for students) have responsibilities as workers under the WHS Act. They are also part of the overall work health and safety leadership team and play a pivotal role in the development and commitment to health and safety culture within their areas and across NIDA.

Senior Directors and Leaders/Managers, and teaching staff, in particular, should demonstrate, through their words and actions, high standards of health and safety and put it into practice. Refer to *Academic Senior Directors and Leaders/Managers and Teaching Staff Have Vital Roles. – Within this document*

## Duty of Students

- take reasonable care for their personal health and safety and that of others
- comply with instructions about work health and safety including safety procedures
- use equipment provided for work health and safety purposes
- promptly report work-related hazards, injuries and incidents, including near misses to their Lecturer/Tutor
- co-operate with emergency procedures.

## The Facilities Manager will:

1. Monitor NIDA during open hours as the Chief Warden
2. Monitor each online incident report for urgency or reporting requirements where required, and forward these reports to the relevant Executive Team members for action
3. Address property-related hazards promptly
4. Monitor and address maintenance issues as may arise
5. Monitor the work health and safety performance of Facilities Department contractors
6. Ensure adequate maintenance and monitoring of NIDA's buildings, its systems, and services to relevant Codes.

## Duty of Others at the workplaces

Any other person at NIDA workplaces, including customers, visitors, students and others under the WHS Act is required to take reasonable care for their health and safety and the health and safety of others in the workplace by following NIDA's work health and safety policies and procedures.

In some cases, NIDA has a shared duty of care with others.

## Consulting, cooperating and coordinating activities with other duty holders

The WHS Act requires that NIDA consults and cooperates with and coordinates activities with all other persons who have a work health or safety duty within the same activity or share the same work, e.g. services contractors, event hire clients, production companies.

The duty to consult with shared work health and safety duty holders also applies to off-premises activities.

Refer to *NIDA's Work Health and Safety Procedures*.

## Contractors (service)

Outsourcing does not remove a manager's legal duty of care!

"**Service Contractor**" is an organisation (or individual and any sub-contractor), A - engaged by NIDA by way of a contract to provide services for NIDA, or B - engaged to provide a specific service or range of services for NIDA and does not have an existing contractual agreement with NIDA to provide the services.

Service contractors are also required to comply with the requirements of WHS legislation and have in place work health and safety systems, to consult with their NIDA representative about safety matters and comply with NIDA's WH&S policies. Contractors and hirers are obliged to work safely and to include NIDA staff, students, and visitors in their safety plans.

Both NIDA and the contractor may have a shared duty to consult, cooperate, and coordinate safety activities.

Refer to *NIDA's Handbook 2021 Procedures – Contractor (Service)*.

## Self-audit your work health and safety activities

You can use the NIDA's *WHS Managers Self-Audit form (#016)* found in the Work Health and Safety intranet, to assess the effectiveness of your department's management and implementation of NIDA's Work Health and Safety Policy and Program. The checklist is not based on any preconceived departmental activities or structure. Any individual or small group can use it.

## OTHER VENUES, OFFICES OR LOCATIONS – working off-premises including interstate

NIDA has a shared duty of care with off-NIDA-premises venues or offices, during placement/secondment, training facilities or other places, including interstate, used by as part of its activities. From a work health and safety perspective, these premises may sometimes be unfamiliar to either staff or students.

The WHS Act defines each of these locations as a "workplace" under the WHS Act. Refer to the definition of "*Workplace*" in Section 1.

All states have similar Work Health, Safety, and Workers Compensation legislation to NSW, and hence similar arrangements would apply. Please check local requirements if working away from NSW.

Senior Directors and Leaders/Managers, or other NIDA staff managing, coordinating and working at these premises, on a case-by-case basis, have a duty to consult, coordinate and cooperate with the venue/office personnel about safety for students and others to the extent that is reasonably practicable including:

- Safety hazards at the location
- Safety hazards being brought in by NIDA or other e.g. hired equipment

- Production hazards
- Emergency procedures
- First-aid assistance
- Incident reporting.

NIDA's work health and safety tools, forms and resources can be used anywhere to identify, assess reasonably foreseeable hazards in any venue or work location.

NIDA's online incident/hazard reporting system is available 24 hours a day wherever you are working.

Contact the People and Culture department for work health and safety support and resources or customised work health and safety tools for any location.

Refer to *NIDA's Work Health and Safety Procedures*

## NATIONAL HARMONISATION OF WHS LEGISLATION

Australia is progressing through a process to harmonise WHS legislation, regulation, and Codes of Practice nationally to improve safety for workers and to reduce the cost of compliance and regulatory burdens. SafeWork NSW is the Regulator for the NSW Work Health and Safety Act within NSW. More information is available from Safe Work Australia. Go to NIDA's Work Health and Safety intranet or:

- [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
- [www.SafeWork.nsw.gov.au](http://www.SafeWork.nsw.gov.au)

NOTE – Not all Australia is currently harmonised and local Acts and Regulations may cover work at NIDA Locations outside on NSW.

Refer to *NIDA's Work Health and Safety Procedures*

## WHS REGULATION

WHS Regulations provide a single consolidated regulation relating to work health, safety, and welfare. Compliance with the WHS Regulations is mandatory for all staff and students. Go to NIDA's Health and Safety intranet or:

- [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
- [www.SafeWork.nsw.gov.au](http://www.SafeWork.nsw.gov.au)

## CODES OF PRACTICE

SafeWork NSW and Safe Work Australia Codes of Practice and Guides provide the minimum acceptable safe work standards but do not exclude other ways of achieving a better safe workplace. Several Codes of Practice apply to NIDA's activities. Refer to *NIDA's Work Health and Safety Procedures*

As part of the national harmonisation of WHS laws, national Codes of Practice (COP) are being standardised Australia-wide by Safe Work Australia. NOTE – In 2021, not all jurisdictions have legislated the national model laws and codes

Numerous other Codes of Practice are being progressively developed and implemented over time. These include but are not limited to:-

- Abrasive Blasting
- Confined Spaces
- Construction Work
- Demolition Work
- Excavation Work
- First Aid in the Workplace
- Hazardous Manual Tasks
- How to Manage and Control Asbestos in the Workplace
- How to Manage Work Health and Safety Risks
- How to Safely Remove Asbestos
- Labelling of Workplace Hazardous Chemicals
- Managing Electrical Risks at the Workplace
- Managing Noise and Preventing Hearing Loss at Work
- Managing risks in Stevedoring
- Managing Risks of Hazardous Chemicals in the Workplace
- Managing risks of Plant in the workplace
- Managing the risk of Falls at Workplaces
- Managing the Work Environment and Facilities
- Preparation of Safety Data Sheets for Hazardous Chemicals
- Preventing Falls in Housing Construction
- Safe Design of Structures
- Spray Painting and Powder Coating
- Welding Processes
- Work Health and Safety Consultation Co-operation and Co-ordination.

Other guidance material/information sheets are also available:

- Amusement devices
- Formwork and falsework
- Industrial lift trucks
- Managing cash-in-transit security risks
- Managing risks in forestry operations
- Safe design, manufacture, import and supply of plant
- Scaffolds and scaffolding work
- Working in the vicinity of overhead and underground electric lines
- Workplace traffic management.

Most of this material is available from NIDA's Work Health and Safety intranet. Go to NIDA's Work Health and Safety intranet or:

- [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
- [www.SafeWork.nsw.gov.au](http://www.SafeWork.nsw.gov.au)

## PARTICIPATION, COMMUNICATION AND CONSULTATION

NIDA shall comply with the Code of Practice *WHS Consultation, Cooperation, and Coordination*. Effective communication and consultation will reduce the risk of injury or illness, and prompt continuous improvement in work health and safety.

Notwithstanding NIDA's duty to consult about work health and safety matters, the success of NIDA's Work Health and Safety Program depends on effective communication, representation of workers and workgroups, consultation and promotion of work health and safety.

Communication about work health and safety matters must be timely, clear, and concise and directed to the appropriate staff member, student or other relevant stakeholders, especially in the identification of hazards, in the event of an incident, or relating to return-to-work.

Refer to *Work Health and Safety Committee on myNIDA*.

Refer to the *National Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination* published by Safe Work Australia.

## Where to get more information

Complete copies of the NSW Work Health and Safety Act 2011, the current Regulation and Codes of Practice, as well as further and current information on work health and safety workplace policies and risk management, can be viewed online at the NIDA Work Health and Safety intranet or by contacting the People and Culture Department.

## WORK HEALTH AND SAFETY COMMITTEE

The Work Health and Safety Committee facilitates consultation between NIDA's Officers, Senior Directors and Leaders/Managers, staff, accredited course students, and other relevant stakeholders that may apply, and assists in driving continuous improvement of WHS at NIDA. The Committee may:

1. Review the measures taken to ensure health and safety and welfare of persons at NIDA
2. Help to implement the Work Health and Safety Policy and Program
3. Bring to a Senior Directors and Leaders/Managers attention any unsafe situation
4. Consider suggestions provided by staff, students, and contractors concerning improvements for a safe workplace
5. Seek information and consults with departmental management about proposed changes that may affect health and safety
6. Encourages active participation in work health and safety by all staff and accredited course students
7. Assist in investigating and resolving any health and safety problems, if possible with the Resolving Work Health and Safety Issues process.

The Work Health and Safety Committee do not, however, manage, control or enforce work health and safety, or relieve other persons of their work health and safety responsibilities and accountabilities.

Refer to *RESOLVING WORK HEALTH AND SAFETY ISSUES (Page 12 within this document)*

## MEMBERSHIP

The NIDA Work Health and Safety Committee comprises of representatives of management and full time and casual staff, along with an accredited course Student Council of NIDA (SCON) appointed student observer. NIDA aims for at least half of the membership composition of the Committee to be staff, drawn from all functional areas/ workgroups:

- Management representatives include the People and Culture Department, , Director Centre for Technology, Production and Management, Senior Lecturer and Course Leader Production and Scenic Construction and Technologies, Senior Lecturer and Course Leader Properties and Objects, Manager Scenery Workshop, Facilities and WHS Manager, Technical Manager, NIDA Open/ Corporate, Head of NIDA Theatres.
- Staff representatives drawn from the Conservatoire Academic and support Staff also Professional Services Staff and voluntary SCON representative.
- Other groups may participate from time to time, e.g. contractors or external suppliers or productions.

The People and Culture Department acts in an independent advisory capacity on HR, workers compensation and return to work matters.

The Committee elects the Committee Chairperson from one of the staff representatives.

The People and Culture Department provides support and resources to the Work Health and Safety Committee.

## DELEGATES, OBSERVERS, HEALTH & SAFETY REPRESENTATIVES (HSRs)

Nominated delegates may represent a Committee member who is unable to attend a meeting. Observers and HSRs are welcome.

Workers and HSRs may directly face hazards associated with their work and have valuable knowledge of how to improve health and safety. In 2018, Workers elected 11 HSR's to represent their workgroup for a 3 year term. A list of these HSR's are displayed in each common area of NIDA and the WHS notice board.

Workers can consult with the HSR about work health and safety.

In November 2011, NIDA's then OHS Committee and staff indicated their preference for the OHS&E Committee to continue to represent workers and that the new 'Work Health and Safety Committee' would review the effectiveness of its role in the consultation, participation and cooperation process every 12 months.

NIDA is always prepared to enter into negotiation for the formation of workgroups and the election of HSRs.

## FREQUENCY OF MEETINGS

The frequency of Work Health and Safety Committee meetings is not less than six times a year.

## MINUTES

Records of Work Health and Safety Committee meetings on the NIDA Work Health and Safety intranet, in each staff room and in the Student Green Room and the WHS notice board. The People and Culture Department keeps the Executive Team informed of important work health and safety matters as may arise via the Committee.

## RESOLVING WORK HEALTH AND SAFETY ISSUES

NIDA is committed to consulting with staff, accredited course students, and contractors regarding decisions that will affect their health, safety, and welfare. When a staff or students have feedback or a complaint of any nature, the following issue resolution process will apply:

**Step 1:** Speak to your Senior Directors and Leaders/Managers.

As a team, develop a method, timeline, and responsibilities to resolve the issue and consult with an HSR

**Step 2:** If unresolved, speak to the:

- i. Facilities Manager or the Technical Manager (events) for hazards, risks, and proposed solutions
- ii. Work Health and Safety Committee through your representative or the Work Health and Safety Committee Chairperson for consultation-related issues
- iii. People and Culture Department for work health and safety compliance, access to specialist information or training, work health and safety administration or policy issues.

**Step 3:** If unresolved, refer the matter to your Health and Safety Representative or your Divisions Executive Member.

**Step 4:** If unresolved, refer the matter to the People and Culture Department who may review the matter with the Director/ CEO.

**Step 5:** If unresolved, the People and Culture Department will refer the matter to the Executive Team Committee.

**Step 6:** If unresolved, the People and Culture Department will refer the issue to SafeWork NSW.

Where resolved, the Senior Directors and Leaders/Managers must:

1. Communicate the resolution with the staff affected by the issue
2. Record the issue and the resolution, and supply copies of the agreement to People and Culture and the original complainant.

## MONITORING PERFORMANCE AND PERIODIC REVIEW

Monitoring NIDA's work health and safety performance and periodic reviews are required to ensure a cycle of continuous improvement.

**The NIDA Board and Executive Team will:**

1. Actively monitor NIDA's work health and safety performance by their roles as Officers
2. Actively plan, implement, monitor and review work health and safety performance within their departments
3. Provide the necessary resources to implement the Program within their department.

**The People and Culture Department will:**

1. Actively monitor the Work Health and Safety Policy and Program, safety performance, incidents and legislative compliance.
2. Report incident and injury types and responses to:
  - i. NIDA Board's (and Audit, Finance, Administration and Remuneration Committee (AFAR), sub-committee) in detail (6 x per annum)
  - ii. NIDA Board as part of the AFAR Committee's reporting process
  - iii. Executive Team (each meeting)
  - iv. Work Health and Safety Committee meeting topics (Minimum 6 meetings x per annum)

3. Submit the Annual WHS report to the WHS Committee and the Board (AFAR Committee) and Executive Team for review.
4. Conduct an annual review of the Work Health and Safety Policy and Program after inviting feedback from the Executive Team and Work Health and Safety Committee
5. Monitor workers compensation and return to work data (managed by the People and Culture Department)
6. Monitor online work health and safety inductions trends and results
7. Manage Notifiable Incident investigation and reporting
8. Set safety goals for the organisation
9. Audit the Work Health and Safety Program to AS/NZS 45001:2018 Occupational health and safety management systems – Specifications with guidance for use.

### Manager's Work Health and Safety self-audit

Senior Directors and Leaders/Managers can use NIDA's Manager's work health and safety self-audit to assess how well they are managing work health and safety. Any individual or small group can complete the audit regardless of departmental activities or structure.

## WORKERS COMPENSATION

Two separate government bodies now manage the workers compensation functions of WorkCover NSW:

1. *State Insurance Regulatory Authority (SIRA)* is now the regulatory authority for workers compensation, motor accidents compulsory third party insurance, and home building compensation.
2. *Insurance and Care NSW (ICare)* provides customer focused insurance for workers compensation, dust diseases, sporting injury and lifetime care and support

The People and Culture Department coordinates workers compensation reporting.

### Staff workers compensation – injury reporting

If you suffer an injury or illness, no matter how slight, as the result of an incident at work, you must report the incident to your Senior Director and Leaders/Managers and a qualified first-aider.

You must also ensure that the details of the injury or illness are recorded using NIDA's online incident/hazard report system RMSS.

Paper incident forms should not be used except by NIDA Open/Corporate Casual staff where access to the online reporting system may not be possible and in the event the online reporting system is unavailable. In this instance, paper forms will be kept at Reception.

The People and Culture Department must notify NIDA's worker's compensation insurer within 48 hours of becoming aware of an injured worker.

If the workplace injury or illness leads to medical expenses and time off classes/work, it is the individuals' responsibility to obtain and complete the relevant personal accident insurance documentation if you are a student, or relevant SafeWork NSW documentation if you are a staff member. Persons unable to complete the form without assistance may seek the assistance of an advocate to complete or make any/all reports.

### 'States of connection' – workers compensation

All States have similar workers compensation legislation to NSW, but each state has different rules covering workers compensation. Coverage by NSW legislation depends on the length of time spent interstate. If the absence is less than six months, NSW workers compensation applies. Seek advice from the People and Culture Department if the absence has been more than six months.

## INJURY & RETURN TO WORK MANAGEMENT (staff)

NIDA recognises its legal and moral obligations to assist injured employees to return to work, outlined in the NSW Workers Compensation Act (NSW) and Workplace Injury Management and Workers Compensation Act (as changed/amended during the 2015 regulatory authority and insurance reforms). Refer to NIDA's Return to Work Policy.

NIDA is committed to the return to work of our injured workers as soon as possible.

The People and Culture Department coordinates the Return to Work Program and the notification of NIDA's workers compensation insurer within 48 hours of becoming aware of an injured worker.

NIDA will ensure that it has an up to date workers compensation policy, which injured workers (and anyone representing them) are aware of their rights and responsibilities. NIDA's insurer is Allianz Insurance (1300 360 595 or visit [www.allianz.com.au](http://www.allianz.com.au))

Injury and return to work management for staff ensures prompt, safe and durable return to work of an injured worker and includes:

- Treatment of the injury
- Rehabilitation back to work
- Retraining into a new skill or job, if appropriate
- Management of the workers compensation claim.

The Legislation requires everyone involved to cooperate and participate including in the return-to-work process.

For information about injury and return to work management, contact the People and Culture Department, or call the SafeWork NSW Assistance Service (13 10 50) for information. A workers compensation information poster is on display on staff/WHS notice boards.

## WORK HEALTH AND SAFETY RECORDS

Senior Directors and Leaders/Managers shall identify work health and safety-related records, collect and retain them to meet statutory and liability requirements and in a manner that protects the records' respective confidentiality.

Refer to the following sources for work health and safety statutory record keeping requirements:

- > Safe Work Australia Code of Practice How to manage work health and safety risks
- > WHS Regulations
- > NIDA Work Health and Safety intranet for NIDA's current work health and safety record keeping obligations.

As a minimum, Senior Directors and Leaders/Managers shall retain the following records relative to the level of risk:

- Consultation, e.g. minutes of meetings discussing work health and safety matters
- Workplace inspections, e.g. using NIDA's workplace inspection check sheets or meeting minutes as records
- Risk assessments called upon by a Code of Practice including high-risk work, or new/uniquely hazardous activities
- Local Departmental induction and orientation records including work health and safety topics
- Safety procedures
- Plant maintenance records
- Departmental response to incidents including follow-up consultation and training
- Training records of attendance
- Issue resolution records/agreements.

Notwithstanding the statutory work health and safety record keeping requirements, NIDA staff should retain work health and safety records by the current version of the NIDA Records Retention and Disposal Authority (contact the Archives and Records Manager for advice).

## WHS PROGRAM IMPLEMENTATION

### Overview

To implement the general provisions of NIDA's Work Health and Safety Program, NIDA established a series of activities and procedure relating to work health and safety, commensurate with the level of risk. For example:

- > Communication and consultation with staff, full-time students and other stakeholders including NIDA's contractors and Work Health and Safety Committee
- > Workplace inspections, risk assessments, evaluations and supervision of NIDA's activities including productions, courses, exercises, and events
- > Identification and management of curriculum-specific hazards, training and supervision needs of students
- > Providing authorised, competent, timely and delegated safety supervision of NIDA's activities
- > Reporting and recording of incidents, hazards, injury, illnesses and near misses

- Equipment, services and facilities compliant with relevant work health and safety standards
- Managing hazards associated with changes in the workplace, including theatrical activities
- Work design, workplace design and safety procedures
- Fire safety
- Workshop safety
- Security measures
- First-aid training
- Emergency evacuation procedures and drills
- Critical Incident Management
- Designated NIDA-wide support with work health and safety via the Operations Department
- Insurance policies and procedures
- Health and wellbeing program
- Policy, services, and support from the Student Engagement, Learning and Quality Assurance and People and Culture Departments.

## SAFework NSW, SAFE WORK AUSTRALIA & INDUSTRY GUIDELINES

### SAFework NSW & SAFE WORK AUSTRALIA

- Help prevent work-related accidents and illness
- Help improve work health and safety standards through education
- Provide information and advice about work health and safety for workers
- Investigate and prosecute serious/notifiable incidents

You can call SafeWork NSW on 13 10 50, or go to

- [www.SafeWork.nsw.gov.au](http://www.SafeWork.nsw.gov.au)
- [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

### INTERSTATE WORK HEALTH AND SAFETY REGULATORS

- Australian Capital Territory: <https://www.worksafe.act.gov.au>
- Northern Territory: [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)
- Queensland: [www.worksafe.qld.gov.au/](http://www.worksafe.qld.gov.au/)
- South Australia: [www.safework.sa.gov.au/](http://www.safework.sa.gov.au/)
- Tasmania: <https://worksafe.tas.gov.au/home>
- Victoria: [www.worksafe.vic.gov.au/](http://www.worksafe.vic.gov.au/)
- Western Australia: [www.commerce.wa.gov.au/worksafe](http://www.commerce.wa.gov.au/worksafe)

### SAFETY GUIDELINES FOR THE ENTERTAINMENT INDUSTRY & OTHER INDUSTRY GUIDELINES

As part of NIDA's Work Health and Safety Program, NIDA has adopted the *Safety Guidelines for the Live Entertainment and Events Industries* developed by "Live Performance Australia"

A copy of these guidelines can be found at the NIDA Work Health and Safety intranet or go to <https://liveperformance.com.au/resources/?type=909>

Other industry guidelines that support the Work Health and Safety Program, include the:

- Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry - <https://www.etnz.org/resources/>
- The National Safety Guidelines for the Australian Film and Television Industry – NOTE - Old document but has some merit for risk assessment
- Safe Dance* by Ausdance in support of Australian dance professionals. - <https://ausdance.org.au/publications/details/safe-dance-factsheets>

Refer to NIDA's *General Safety Procedures*.

## INFORMATION ON HEALTH AND SAFETY

NIDA is obliged to obtain information on health and safety. NIDA does not consider staff however, to be experts in all things safety, but expects the seek advice and information.

Information on safety, risk and safety procedures are available, where applicable from:

- Senior Directors and Leaders/Managers or Teaching staff
- Facilities and WHS Manager
- People and Culture Department
- Work Health and Safety Committee Member or workgroup representative
- SafeWork NSW Assistance Service (13 10 50) or go to [www.SafeWork.nsw.gov.au](http://www.SafeWork.nsw.gov.au)
- Work Health and Safety Handbook
- Safety procedures
- Industry Association Guidelines
- Australian Standards
- Manufacturers and Suppliers of the equipment, materials, and substances you use
- Safety Data Sheets
- Safe Work Australia. Go to [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
- NIDA's Work Health and Safety intranet.

If in doubt – ask your Senior Directors and Leaders/Managers/Teaching staff, or the People and Culture Department.

## RISK MANAGEMENT

### OUR COMMITMENT TO EACH OTHER

NIDA is committed to preventing accidents, injuries and illness related to NIDA's activities wherever it operates to the extent that is reasonably practicable. Refer to NIDA's *Work Health and Safety Policy*.

Staff, students, and others are also required to take responsibility for their health and safety and the health and safety of others in the workplace by following NIDA's WHS policies and procedures while actively identifying, eliminating, controlling and monitoring safety hazards is essential.

NIDA shall apply SafeWork NSW's Code of Practice *How to manage work health and safety risks* to prevent accidents and illness.

Report hazards, incidents and near misses about the risk as soon as possible directly to your Senior Directors and Leaders/Managers, Lecturers/Tutors and NIDA online 24 hours.

### DUTY TO ELIMINATE RISK

The WHS Act deems the most important step in managing risks involves eliminating risks so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable by working through the other alternatives available using the *Hierarchy of Control*. Refer to *Hierarchy of Control*; (page 21 – within this document)

### NIDA'S WORK HEALTH AND SAFETY RISK PROFILE – an overview

Notwithstanding NIDA's statutory obligations under the WHS Act and Regulation, such as the management of risk, including High-Risk Work and Hazardous Work, NIDA's work health and safety risk profile is informed by consulting and cooperating with its staff, suppliers, contractors, and industry contacts; during workplace inspections and assessments; and regular work health and safety incident and system reviews. The following is an outline of NIDA's WHS Risk Profile:

- Working in the performing arts and NIDA's conservatoire environment involves people working in dynamic ever-changing environments. Many factors affect safety including the nature and complexity of a course or production, the skill and experience of accredited course students, teaching staff, designers, scenery constructors, cast, and crew, and scheduling of the bump-in, performances and bump out.

- NIDA operates seven days a week and is characterised by:
  - Over 100 full/part-time staff plus over 600 casual or contract staff/teaching staff
  - 220 adult accredited course students engaged in work-integrated learning alongside staff and specialist and industry casual staff and freelance contractors
  - 16,000 NIDA Open and Corporate students including children
  - Young workers who experience a higher incidence rate of work-related injury than older workers (Source: Safe Work Australia)
  - Six commercial theatres/studios
  - High-risk, common risk and Restricted Areas and Activities, e.g.:
    - > Unique WHS Act statutory exemptions relating to falls and general duties relating to plant and structures (Refer to *Exemptions*)
    - > Workshops (Restricted Areas and Activities) – education organisation (non-commercial) levels of activity for sets/scenery construction, industrial gases, wood dust, plant, chemicals, welding, pressure vessels, operation of forklift and crane with lower frequency and exposure levels
    - > On stage and above the stage (Restricted Areas) – installation of temporary sets/scenery and production and stage lighting equipment, work or working overhead, rigging, fly systems, ‘live’ flame, stage traps, very low light levels backstage, performer flying, electricity, UV radiation, theatrical smoke/fog, moving sets/scenery in a mix of education organisation and low levels of commercial production activity
    - > Mobile plant (Restricted Activity) – unloading/loading operations and load- shifting using the forklift or crane in the scenery workshop or during bump in/out traffic
    - > Ergonomic – workstations, movement or voice related by actors, tools or equipment, hazardous manual tasks
    - > Biological – first aid, costume, hygiene, allergies, cooling towers
    - > Hazardous manual tasks – staging and production activities, daily venue operations, Alexandria warehouse, workshops, moving rostra
    - > Electrical – temporary production electrics/props
    - > Psychological – wellbeing including the potential for mental health issues, stress, fatigue, bullying or discrimination
    - > Traffic movements and pedestrians share the southern driveway including mobile plant, deliveries, car park traffic, loading doors to the workshop, NIDA Studio and Reg Grundy Studio and the stage door
    - > Work overhead for productions- falling objects
    - > Health monitoring: There is no requirement for health monitoring requirements at this time.
  - Curriculum related risks – Academic Senior Directors and Leaders/Managers identify, categorise and manage curriculum/student risks and provide safety training related to their courses including secondment/placement
  - Low-risk areas and activities within rehearsal rooms, tutorial rooms, classrooms, function areas, administration, lectures, library, Alexandria archives, foyers, and similar NIDA workplaces
  - Unique building fire engineering certification relating to performance including theatrical smoke, fire risk inspections, Duty Fire Warden
  - ‘States of Connection’ for cross-border Workers Compensation
  - Cross-border work health and safety requirements including incomplete national harmonisation of health and safety laws
  - Off-premises locations and activities – classes, productions, on location, Intra and interstate activities, satellite NIDA venues
  - Maintenance activities – essential services, cooling towers, pressure vessels, pedestrian surfaces, plant rooms and confined spaces (Restricted Areas)
  - A volunteer Board
  - Volunteers
  - Work experience students
  - Liquor license
  - Proximity to UNSW
  - Annual Risk Reviews.

Contact the People and Culture Department if you require more information about NIDA’s WHS Risk Profile.

#### DEFINITION OF KEY RISK MANAGEMENT TERMS

- **Competent Person** is an individual who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills, including work health and safety knowledge and skills, qualifying that person to perform the activity required.
- **Hazard** is a situation or thing that has the potential to harm a person. Refer to Hazard Identification.
- **Hazardous work** (as defined in the WHS Regulation) – includes noise, hazardous manual tasks, confined spaces, falls, demolition work, electrical safety and energised electrical work, plant and structures, construction work, hazardous chemicals including lead, and asbestos.
- **Risk** is the possibility that harm (death, injury, or illness) might occur when exposed to a hazard.
- **Raw risk** is the level of risk before any controls are applied.
- **Residual risk** is the risk that remains after implementation of effective risk controls.
- Risk assessment is the systematic process of examining and eliminating or minimising the level of risk and deciding the priority of responses. Refer to Risk Assessment Procedure.

You can download a copy of NIDA’s WHS Risk Matrix (#010) for single risks, or the Department/Multiple Risk Assessment Matrix (#009/2A), or Production Hazard Profiles and other risk management tools from the Work Health and Safety intranet under the “risk Management” heading.

- **Risk control** is the elimination or minimisation of risk associated with an identified hazard. Eliminating a hazard is the most effective control. Make sure that your chosen solution does not introduce new hazards.
  - **Risk rating** is the process using the NIDA WHS Risk Matrix to produce a Risk Level and prioritise the Risk Action and Response for the activity. Risk rating is a combination of the consequences of a risk and the likelihood those consequences will occur.
  - **Reasonably Practicable** – Refer to Section 1 Definitions “reasonably practicable”
  - **High-Risk Work** (as defined by Safe Work Australia) – means work listed in the Work Health and Safety (WHS) Regulation that requires a High-Risk Work license. High-Risk Work includes:
    - > High-Risk Work requiring statutory licenses:
      - the operation of forklifts
      - elevated work platforms (EWP)
      - dogging and rigging
      - scaffolding
      - operation of certain pressure equipment
      - cranes and hoists.
- Application of the related Codes of Practice is mandatory for High-Risk Work.
- > NSW Government issue licensing for:
    - High-Risk Work, e.g. forklifts (SafeWork NSW)
    - Occupational licenses, e.g. builder, electrician
    - Pyro-technicians
      - Risk assessment requirements and Safety procedures found in SafeWork NSW or Safe Work Australia Codes of Practice are mandatory.
      - Consult with your Senior Directors and Leaders/Managers and refer to the SafeWork NSW and Safe Work Australia Codes of Practice.
      - Document consultation and identification processes, risk assessment, and controls for High-Risk Work and Hazardous Work.
      - For more information on High-Risk Work or Hazardous Work refer to SafeWork NSW or Safe Work Australia, or the Facilities Manager
  - **NIDA Restricted Areas and Activities** (see page 17)
  - **NIDA Low-Risk Areas and Activities** (see page 17)
  - **Workplace** – means anywhere where NIDA staff or accredited students conduct work. Workplaces include the NIDA and Alexandria buildings and Melbourne premises, NIDA vehicles, and off premises venues, schools and when working from home. The duty to consult with shared work health and safety duty holders applies off premises.

## STATUTORY LICENSES, APPROVALS, CERTIFICATION, AUTHORITIES & STANDARDS

All work, equipment, productions, courses, events and the physical premises itself shall comply with the requirements of the relevant Statutory Authority having jurisdiction over the work. Included are statutory approvals, licenses, tests, certification, or competency requirements, legislation, Australian Standards, the Building Code of Australia, Environmental laws, SafeWork NSW/ Safe Work Australia Codes of Practice, and NIDA's Work Health and Safety Policy and Program.

### SafeWork NSW issues national licenses/certificates of competency to perform:

High-risk work including forklifts, scaffolding, rigging, pressure equipment, Elevated Work Platform (EWP), and certain cranes and hoists.

Theatrical fireworks including the possession, use, storage, and transport of 'close proximity (theatrical fireworks)' Group G pyrotechnics.

**Occupational Licensing** also applies in NSW to certain trades, e.g. Qualified Supervisor Certificate, or Contractor's license for electricians and building trades (Department of Fair Trading).

### Australian Standards

You can find a short list of the main Australian Standards related to work health and safety and NIDA's activities on the Work Health, and Safety intranet.

NIDA's staff computers can access the UNSW SAI Global Library of Australian Standards here:  
<https://www.saiglobal.com/online/autologin.asp>.

Otherwise, contact the Facilities Manager to source any particular Standards you might require.

## RISK MANAGEMENT is a four-step process

1. identifying the hazards (looking for anything that could cause harm),
2. assessing the risks if necessary (the harm that a hazard could cause),
3. removing the hazards or controlling the risks to minimise harm,
4. monitoring and reviewing the effectiveness of controls.

## STEP 1: IDENTIFYING HAZARDS

### Hazards

Hazards at work are varied and may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, manual tasks including ergonomics, voice, carrying items, repetitive movement, bullying, and violence in the workplace amongst many others.

### DUTY TO IDENTIFY HAZARDS

All staff and students share responsibility for identifying hazards.

Senior Directors and Leaders/Managers, in particular, are responsible for identifying and managing hazards and risks related to their activities, including curriculum-related risks (as may apply).

**Keep alert** for and report hazards as you go about your daily routine.

**Hazard identification** involves finding things and situations that could potentially cause harm to people. Hazards arise from the following aspects of work and their interaction:

- > The work environment
- > Changes to the workplace
- > Human behaviour
- > Poor systems and procedures
- > Poor work design
- > The use of equipment and substances.

All staff and students have access to workplace hazard inspections reports, risk assessments and safety procedures via their Senior Directors and Leaders/Managers, Lecturers/Tutors.

Refer to *Hazard/Risk Registers. Page 19*

## Consulting, cooperating and coordinating activities with other duty holders

Effective communication and consultation are at the core of every step of the risk management process.

The WHS Act requires that NIDA consults cooperates and coordinates activities with all other persons who have a work health or safety duty about the same activity or share the same work, e.g. services contractors, event hire clients, and production companies.

### You can identify reasonably foreseeable hazards at NIDA by:

1. Application and review of curriculum content
2. Codes of Practice
3. Considering changes in workplace systems or procedures before they occur
4. Consulting with contractors
5. Consulting with suppliers during procurement
6. Consulting with your Senior Directors and Leaders/Managers, fellow staff, teaching staff, and students
7. Department meetings
8. Direct and indirect reports from any source
9. Entertainment industry safety guidelines
10. Equipment user/maintenance guides
11. Hire Production Hazard Profiles – #012 (Technical Manager)
12. Incident or complaint reports
13. Incident reviews
14. Maintenance records
15. NIDA's library of work health and safety resources on the Work Health and Safety intranet
16. Production Fire Risk Assessments (Technical Manager)
17. Risk assessments including monitoring and review
18. SafeWork Australia
19. Safety Data Sheets
20. SafeWork NSW
21. Student Production Hazard Profiles - #013 (Head of Stage Management and Technical Manager)
22. Training
23. Use and review of applicable departmental and NIDA safety procedures
24. Work Health and Safety Handbook – General Safety Procedures
25. Workplace Inspections.

## CATEGORISATION OF RISKS RELATED TO NIDA'S WORKPLACES AND ACTIVITIES

NIDA has defined its areas and activities as a mix of potentially more hazardous activities and areas, and low-risk activities and areas in accordance with:

- > The WHS Act and Regulation
- > Safe Work Australia's Codes of Practice and definition of High-Risk Work requiring a license
- > SafeWork NSW Codes of Practice
- > NIDA's WHS Risk Profile including Restricted Areas and activities, and low-risk areas and activities
- > Curriculum related risks identified and managed by Centre Directors and Course Leaders.

Refer to Restricted Areas and Activities, Risk Management/Definition of Key Risk Terms.

## WHS ACT AND REGULATION EXEMPTIONS – PERFORMING ARTS Special Note 1 – Limited exemptions for the performing arts

Notwithstanding that the following types of work have minor exemptions to some of the Regulations, **Chapter 3 – General risk and workplace management – Regulation 36 – Hierarchy of control measures** still strictly applies to the management of risk about the following work:

- a. performance of stunt work;
- b. performance of acrobatics;
- c. theatrical performance;
- d. sporting or athletic activity;
- e. horse riding.

NOTE - These exemptions are limited and restrictive so study carefully before applying to any project hazards being assessed

### This also refers to:

1. Chapter 4 Part 4 Falls – Regulation 79 (4) Specific requirements to minimise to risk of fall, and
2. Chapter 5 General duties for plant and structures – Part 1 Plant and structures provide Regulation 220 (2) – Exception – Plant not specifically designed to lift or suspend a person.

**Special Note 2** – Complying with the exemption using Risk assessments and Hierarchy of Controls.

To comply with the Exemptions in the WHS Act outlined above for the performing arts, it is essential that identification and risk assessment of working at heights and plant used to suspend a person is well-documented using NIDA's formal risk management process, e.g. rigging, performer flying.

### **RESTRICTED AREAS AND ACTIVITIES**

**Restricted Areas and Activities** are workplaces or activities where NIDA staff or students may be exposed to hazards that could result in serious injury or illness and would require hospitalisation.

**Risks include** fall injuries, lacerations, head injury, broken bones, crush injuries, entrapment, entanglement, or death.

**Duty to eliminate risk:** The statutory obligations for risk management and use of the Hierarchy of Controls outlined above strictly apply to these areas/activities.

Potential hazardous areas or activities may include when staff, students or its contractors:

1. use hazardous machinery, e.g. forklifts, EWP, cranes, workshop or staging machinery
2. use non-domestic hazardous substances, e.g. scenery workshop, properties, design, costume, facilities
3. are at risk of falls, e.g. on stage in theatres and other production areas, stage-traps, performer flying, orchestra pit, roof access
4. are at risk of falling objects or workers overhead, e.g. on stage/catwalks in theatres, orchestra pit and other production areas
5. carry out hazardous forms of work, including High-Risk Work or other licensed activities defined by SafeWork NSW, e.g. elevated work platforms, pyrotechnics, rigging, scaffolding, load shifting including forklifts, confined spaces, welding, electrical work, construction
6. enter or exposed to the ever-changing theatre or production environments during the normal course of their job
7. enter the workshops during the normal course of their job
8. enter building related confined spaces or plant areas
9. become isolated, e.g. roof work
10. are exposed to the risk of physical violence, e.g. cash handling at the bar, reception or box office
11. carry out hazardous manual tasks, e.g. carrying/erecting production gear, moving sets or scenery, moving counterweights, moving items during delivery, working alone, storeroom or workshop activities are newly exposed to or those identified via a hazard or risk management process or may emerge.

### **Restricted Area and Actions risk assessments and controls**

Refer to *NIDA's Safety Procedures* for task-specific topics and general assessments.

### **Designated Restricted Areas for students and unauthorised staff/others**

Refer to NIDA's Safety Procedures/Restricted Areas.

### **LOW-RISK AREAS AND ACTIVITIES**

**NIDA Low-Risk Areas and Activities** are workplaces where NIDA staffs, students or contractors are not normally exposed to hazards that could result in serious injury or illness, and direct supervision is not required. Potential work-related injuries and illnesses requiring first aid would be minor in nature. Low risk areas or activities include:

- Offices and meeting rooms
- Meetings and general administration
- Tutorial rooms and similar classrooms
- Rehearsal rooms during normal use
- Foyers during normal use
- Functions
- Library

- Lectures including when seated in theatres
- Common passageways
- Routine use of the car parks.

### **Low-Risk Area and Activities risk assessments and controls**

Refer to *NIDA's Safety Procedures* for task-specific topics and general assessments.

### **CURRICULUM RELATED RISKS**

Curriculum planning processes by Senior Directors and Leaders/Managers must include consideration of students' learning shall be delivered in a safe learning environment; and with the hazards, inevitably associated with course content activities are reduced to an acceptable level, especially with the intrinsic changes in production activities. Examples include:

- > voice and movement ergonomics for actors and youth
- > manual tasks relating to staging, properties, costume and technical production in particular
- > the operation of workshop machines and tools
- > working at heights/overhead
- > use of industrial pressure vessels including compressed air and steam presses
- > production rigging including counterweight and power fly systems
- > performer flying
- > scenery construction and operation
- > production first aid
- > testing and tagging electrical items
- > the operation of pressure vessels including industrial steam irons/workshop compressors
- > non-domestic chemicals
- > production risk management.

Senior Directors and Leaders/Managers and Teaching Staff should consider specific curriculum activities including:

- > Which students will be involved, e.g. age, maturity, experience, number, training and special needs?
- > What are the students doing?
- > What will the students be using?
- > Where will students be?
- > Who will be leading the activity?
- > What experience, qualifications/competencies are needed?

Examples of curriculum related safety procedures include ergonomic voice and movement, use of machines and production equipment, hazardous manual tasks. Refer to the relevant Senior Directors and Leaders/Managers for more information specific to the curriculum.

### **TEACHING STAFF OF THE CONSERVATOIRE AND VOCATIONAL STUDIES HAVE VITAL ROLES**

The work health and safety principles accredited course students learn at NIDA form the basis of workplace safety applicable to their future employment and the performing arts generally.

Teaching staff of the Conservatoire and Vocational Studies should model the principles of work health and safety explicitly to their accredited course students including mature and responsible attitudes to working safely, not just the skills and knowledge relevant to their course.

### **COMPETENCY OF CONSERVATOIRE STAFF AND ACCREDITED COURSE STUDENTS**

#### **Students – course supervision and competency assessment**

Teaching staff of the Conservatoire supervise and assess the competency of their accredited course students, manage access to their various work environments, the safe use of production equipment, safety on stage, and the safe use of tool and machinery relative to their risk exposure during their course activities.

Teaching staff of the Conservatoire shall provide routine supervision of their students by competent persons relative to their students' risk exposure.

## Staff and teaching contractors – employment of competent people

Centre Directors and Course Leaders must ensure reasonably competent people are employed for the Centre's activities, relative to their risk exposure, as an essential part of the staff/ contractor employment/selection process.

## WORKPLACE INSPECTIONS

Regular workplace inspections, in consultation with staff, accredited course students or other relevant stakeholders, help improve safety by identifying and assessing hazards. While workplace inspections can be carried out by staff anytime, Centre Directors and Course Leaders should conduct classroom inspections.

- At a minimum of 12 monthly intervals
- When there is a significant change in workplace layout, equipment, substances or processes used
- Before and periodically during student production rehearsals and on stage
- At the request of a staff member, student, contractor, client or Work Health and Safety Committee Member
- Before or more frequently for potentially High-Risk Work and Restricted Areas and Activities
- For unique or unusual tasks, productions or activities
- Following statutory requirements, e.g. High-Risk Work, Hazardous Work performer flying, forklift operation/maintenance, pressure vessel inspections
- Following the requirements of manufacturers or suppliers of the equipment, materials or substances you use
- During routine equipment service by your contractors.

You can easily incorporate hazard identification into your daily routine, e.g. when moving around the building and discussed during meetings.

The Facilities and WHS Manager will inspect NIDA's general pedestrian circulation areas regularly, coordinate independent fire safety and other facilities related statutory maintenance obligations to Code, and respond to and investigate possible property-related slip, trip, and fall hazards.

The People and Culture Department coordinates independent inspections/audits required by the WHS Act.

NIDA's Board inspects the premises from time to time.

## How to inspect your workplace – you are not expected to be expert

1. Walk through the workplace and look for potential hazards with the people who perform the work in that area. You can use the NIDA's standard Workplace Inspection forms found on the Work Health and Safety intranet as a guide, as a template or as a record.
2. Talk over risk factors with the affected staff.
3. Check through incident records to help pinpoint recurring problems.
4. Ask your Senior Directors and Leaders/Managers or Teaching staff for advice and information
5. Refer to NIDA's Work Health and Safety intranet, departmental safety procedures, e.g. Workshop, Costume and Technical safety procedures, curriculum-related procedures, and the Work Health, and Safety Handbook.
6. Refer to sources of industry safety information or specialist advice.
7. Refer to plant operational check sheets and maintenance records
8. Refer to Codes of Practice

Contact the Facilities and WHS Manager for expert support and resources.

## How to record your inspections

You can also download these NIDA's Hazard Inspection forms from the Work Health and Safety intranet:

- General and administration areas (#005)
- Theatres (#006)
- Workshops (#007)
- Hazardous Substances Survey/Register (#011)
- Fire Risk Inspection (Theatres and Productions) (#008)
- Production Risk Profiles can be used as inspection forms as well Hazard Profiles Student Production (#013), and Hazard Profile Hire Production (#012).
- You can also use inspection formats from the manufacturers and suppliers of equipment you use.

## STEP 2 – ASSESSING THE RISKS

### A. Summary

Senior Directors and Leaders/Managers have a duty to eliminate a hazard, which is the most effective control, to the extent that is reasonably practicable.

The WHS Regulations require duty holders to:

1. Proactively manage work health and safety risk.
2. Assess High-Risk Work and Hazardous Work where required under the WHS Act or a Code of Practice.
3. Work through the Hierarchy of Risk Control when managing risk with the first duty to eliminate a hazard if reasonably practicable.

The degree of risk management required for a particular activity depends on the hazards and overall level of risk. The higher the risk, the more that needs to be done to manage that risk.

Risk assessments assist you to identify the priority hazards to be eliminated or risks to be minimised.

Assessments can be formal (documented) or informal (agreed actions) relative to the level of risk exposure, or as required by Codes of Practice.

## WHEN TO ASSESS RISKS

### Summary

Risk assessments can be informal or formal relative to the level of risk and statutory requirements.

According to Safe Work Australia, mandatory risk assessments are called up by the regulations for a range of high-risk work and hazardous work activities such as electricity, falls, and manual tasks and are detailed in the relevant Code of Practices. Consult with your Senior Directors and Leaders/Managers for further guidance.

Some departmental staff or accredited course students may be exposed to different departmental task/curriculum-specific risks and require their Senior Directors and Leaders/Managers to implement local controls. Examples include, but are not limited to working with children, use of the forklift, use of workshop machines, working at heights, voice or movement for actors, truss-climbing, performer flying, unique hazardous manual tasks. Senior Directors and Leaders/Managers should record their department's hazardous areas or activities to plan, prioritise, communicate, and monitor specific high priority local departmental hazards/ risks and controls and as evidence of duty of care.

NIDA's General Safety Procedures include risk assessments for common NIDA related hazards.

Also, refer to current versions of departmental or production Hazard/Risk Registers/Profiles to identify known hazards/risks and controls.

There is no need to duplicate day-to-day hazards/risk assessment common to NIDA and which are in the Work Health and Safety Handbook and applicable to your department's activities.

### Changes in workplace systems or processes

New or different risks associated with a change in work systems or work location should be discussed with staff involved and by agreed controls, and or a documented risk assessment for high-risk matters.

### Purchasing risk controls (including hire)

Purchasing/hiring items can introduce work health and safety risks to the workplace.

Work health and safety obligations for Senior Directors and Leaders/Managers, however, shall apply when sourcing plant and equipment, furniture, appliances, materials, non-domestic chemicals and other supplies.

By applying risk management principles into the decision-making process, Senior Directors and Leaders/Managers can help to ensure unexpected hazards do not emerge; or are correctly controlled. Consult with your suppliers.

Before purchasing potentially hazardous materials, non-domestic chemicals, plant and equipment, the purchaser must consult with all affected departmental staff so that it does not pose an unacceptable risk to health and safety.

## Purchasing/hire assessments

A competent person should obtain information and ask him or herself:

1. What hazards and risks exist in its use?
2. Can this risk be eliminated from the purchase all together?

If the risk is not eliminated how can the introduced risks be managed and by whom to ensure health and safety?

For example, is an induction and training required?

## FORMAL ASSESSMENTS VERSUS INFORMAL ASSESSMENTS

### Mandatory risk assessments

A formal risk assessment is mandatory for statutory risk management requirements and safety procedures found in SafeWork NSW or Safe Work Australia, Codes of Practice, and in relation to the WHS Act and Regulation limited exemptions for the performing arts.

'Formal' risk assessment involves completion of NIDA's WHS forms or any similar client event or curriculum related process, provided it uses the Hierarchy of Control found within the Code of Practice, *How to manage WHS risks*.

**Certain high-risk work or NIDA Restricted Activities** or new, unique or uncertain circumstances may require a formal risk assessment using the hierarchy of control and safety procedures/ controls to be documented and communicated by the Senior Directors and Leaders/Managers.

Although a risk assessment for a particular situation may not be mandatory under the WHS Regulations, conduct them when:

1. there is uncertainty about how a hazard may result in injury or illness, or
2. the work activity involves some different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks, or
3. changes in the workplace occur that may impact on the effectiveness of existing control measures.

Each specific hazard will require either a formal or an informal assessment of the risk it poses and implementation of measures to control that risk.

When a 'Risk Level' is 'HIGH' or 'EXTREME' a written risk assessment is required as soon as possible.

It is essential, however, to communicate ALL risk and control arrangements to all stakeholders in an ongoing way.

'Informal' risk assessments for low-risk situations are very common and may occur "live" at the workplace during day-to-day operations, procurement, or by agreement, and during department meetings.

### Venue Hire and Student Production/Exercise risk assessments

Refer to NIDA's Event Production Hazard Profiles coordinated by the Technical Manager.

Refer to NIDA's Student Production Hazard Profiles and Student Production specific risk assessments as part of the curriculum coordinated by the Head of Stage Management.

## RISK ASSESSMENT FORMATS

### When is a written risk assessment not necessary?

Notwithstanding the requirement under the WHS Act to apply the Hierarchy of Control concept to low risk activities as well, safety procedures, however, can be agreed upon by the relevant stakeholders and do not require further documentation.

A risk assessment is not necessary where:

- Laws already require the relative hazards or risks to be controlled in a specific way – compliance is expected.
- A Code of Practice or other guidance sets out a relevant way of controlling a hazard or risk that applies to your situation – this guideline is the **minimum** safety standard.
- Well-known and effective controls used in the particular industry are suited to the relevant circumstances in a particular workplace – these controls are acceptable, e.g. use of domestic chemicals, office stationery, simple hand tools or equipment use by a competent person.
- NIDA's General Safety Procedures assessments apply to the situation.
- Current versions of departmental or production Hazard/Risk Registers/Profiles already identify known hazards/risks and controls.

## New risk assessments

If a new risk assessment is necessary, use NIDA's WHS Risk Matrix procedure including the Hierarchy of Control. You can download copies of the following tools from the Work Health and Safety intranet to plan, prioritise, communicate and monitor specific high priority local departmental hazards/ risks and controls:

- (#010) form
- Risk and Hazard Register (#009) form
- Risk Assessment – Multiple risks (#009A)
- Production Risk Profiles can be used as inspection forms as well (Hazard Profiles Student Production (#013), and Hazard Profile Hire Production (#012)).

### Duty to report

Any significant hazards that cannot be fixed immediately and safely by a competent person, must be reported to the Facilities Manager or People and Culture Department and logged into the online Hazard/Incident Reporting System.

### Records of risk assessments

Senior Directors and Leaders/Managers should record their department's high-risk or hazardous activities as evidence of duty of care.

## HAZARD/RISK REGISTERS

Several Hazard/Risk Register repositories exist at NIDA:

1. Work Health and Safety Handbook – NIDA's General Safety Procedures  
The Work Health, Safety, and Wellbeing Handbook record a summary of NIDA's safety procedures for common hazards and the residual risks.
2. Departmental Hazard/Risk Register  
Senior Directors and Leaders/Managers should record their department's hazardous areas or activities to plan, prioritise, communicate, and monitor specific high priority local departmental hazards/ risks and controls and as evidence of duty of care.  
  
There is no need to duplicate in a department's Hazard/Risk Register (#009) day-to-day hazards common to NIDA already documented in the Work Health, Safety, and Wellbeing Handbook and applicable to your department's activities.  
  
Review the department's Hazard/Risk Register regularly in consultation with your staff, e.g. during workplace inspections, training needs analysis, department or production meetings. Download a copy of *Hazard/Risk Register (#009)* from the Health, Safety, and Wellbeing intranet.  
  
Refer to *Risk Management Definitions, Identifying Hazards, Workplace Inspections, Assessing the Risks, Curriculum related risks. Risk Assessments, Department Hazard/Risk Register (#009A)*.
3. Venue Hire and Student Production/Exercise hazard/risk registers  
Review Event and Student Production Hazard Profiles to identify unique production hazards and the controllers of the hazards for each production or exercise.  
  
Refer to myNIDA intranet for various forms and registers

4. Workplace Inspection forms

You can download these NIDA's Inspection forms from the Work Health and Safety intranet:

- Hazard Inspection form office and general areas (#005)
- Hazard Inspection form Theatres (#006)
- Hazard Inspection form Workshops (#007)
- Hazardous Substances Survey/Register (#011)
- Hazard Inspection form Fire Risk Post-production (Theatres and Productions) (#008)

The Senior Directors and Leaders/Head of Stage Management coordinate student production risk assessments as part of the Technical and stage management course.

5. Technical Department Handbook, Scenery Workshop SOPs, Properties Department guidelines, and Costume Workshop Orientation

These specialist handbooks and guidelines list a range of hazards safety procedures unique to those departments.

6. NIDA Strategic risk register

Contact the Chief Finance Officer.

**SELF AUDIT YOUR WORK HEALTH AND SAFETY ACTIVITIES**

Refer to *Roles, Responsibilities*.

**RISK ASSESSMENT PROCEDURE**

Refer to *NIDA's Risk Assessment Matrix*.

## NIDA'S WHS RISK MATRIX

Where a student, staff member or contractor identifies a risk, NIDA requires it avoided, eliminated or minimised to the extent that is reasonably practicable, in consultation with the relevant stakeholders. Break the activity or situation down into stages, steps or tasks as appropriate. A risk assessment may be necessary. A risk assessment may record either the Raw and Residual risk. Ensure you document High-Risk Work assessments. You can download a copy of NIDA's WHS Risk Assessment – single risk (#010) for a single risk, or the Risk Assessment – Multiple risks (#009/2A).

**Step 1** – Identify the **Consequences** – or how severely could it hurt someone?

**Step 2** – Identify the **Likelihood** – or how likely is it to be that bad?

**Step 3** – **Consequence x Likelihood** – circle the intersection of **CONSEQUENCES** column and the **LIKELIHOOD** row.

Circle type of risk		Consequences How severely could it hurt someone or make them ill? - Circle it					
		Insignificant First aid not required	Minor First aid required	Moderate Medical treatment required	Major Hospital admission required	Severe Death or permanent disability	
Raw risk		C1	C2	C3	C4	C5	
Likelihood How likely is it to be that bad? - Circle it	<b>Certain to Occur</b> Expected to occur in most circumstances	L1	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
	<b>Very Likely</b> Will probably occur in most circumstances	L2	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	<b>Possible</b> Might occur occasionally	L3	LOW	MEDIUM	HIGH	HIGH	EXTREME
	<b>Unlikely</b> Could happen at some time	L4	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<b>Rare</b> May happen only in exceptional circumstances	L5	LOW	LOW	MEDIUM	MEDIUM	MEDIUM

**Step 4** – **RISK LEVEL**: circle the appropriate **RISK LEVEL** to identify and prioritise the necessary **Action** and **Response**.

<b>EXTREME</b>	<ol style="list-style-type: none"> <li>1. Cease associated activity immediately</li> <li>2. A risk assessment is required. Immediate action is required to lower the risk level to as low as reasonably practicable using the Hierarchy of Controls</li> <li>3. Notify your Head of Department and the Chief Warden immediately</li> </ol>
<b>HIGH</b>	<ol style="list-style-type: none"> <li>1. Action required quickly</li> <li>2. The activity can only proceed if the risk level is lowered to as low as reasonably practicable using the Hierarchy of Controls</li> <li>3. Notify your Senior Directors and Leaders/Managers and the Chief Warden today</li> </ol>
<b>MEDIUM</b>	<ol style="list-style-type: none"> <li>1. Action required as soon as possible (&lt; 1 week) or before the activity repeats</li> <li>2. Eliminate or minimise this risk using the Hierarchy of Controls</li> <li>3. Notify your Senior Directors and Leaders/Managers as soon as possible</li> </ol>
<b>LOW</b>	<ol style="list-style-type: none"> <li>1. Review and manage by routine procedures</li> </ol>

**Step 5 – APPLY THE HIERARCHY OF HAZARD CONTROL:** once a risk is identified and assessed, the hazard must be eliminated (removed) or effectively controlled to the extent it is reasonably practicable.

Hazard Control is the process of implementing measures to reduce the risk associated with a hazard. The control process must use the following Hierarchy of Control as prescribed in health and safety legislation. It is important that any control measure does not introduce new hazards.

Apply this –	Do this –	Examples
<b>Level 1 controls</b>	Step 1 - Eliminate (remove) the hazard	Remove trip hazards, dispose of chemicals

If this not reasonably practicable then –

<b>Level 2 controls</b>	Step 2 - Substitute the hazard for something safer	Water-based paint instead of solvents
	Step 3 - Isolate the hazard from people	Barriers
	Step 4 - Reduce the hazard through engineering controls	Use a trolley, guards on moving parts, rosters, safety switch

If this not reasonably practicable then –

<b>Level 3 is the last resort or as an interim measure –</b>		
<b>Level 3 controls</b>	Reduce exposure to the hazard using:	
	Step 5 - Administration controls	Supervision, safety procedures, safety signs, training
	Step 6 - Personal Protective Equipment (PPE) OR for working at heights only Step 6 – Use of Ladders (see note on p[age 23])	Mask, gloves, glasses, harness, apron, safety hat, shoes, etc.  Use of a ladder

**Step 6 – MONITORING EFFECTIVENESS OF CONTROLS:** identify whom, how and when the effectiveness of controls, including safety procedures, will be checked and reviewed, e.g. workplace inspections.



## STEP 3 – REMOVING THE HAZARDS VERSUS CONTROLLING THE RISKS

Your duty is to eliminate hazards where reasonably practicable.

### DECIDING WHAT IS “REASONABLY PRACTICABLE”

The guiding principle of the WHS Act is that all people are given the highest level of health and safety protection from hazards arising from work, so far as is reasonably practicable.

It depends on the circumstances, but it will require an assessment of the level of risk, what can be done, and what is reasonable to do. In all cases, regulators will expect the highest level of protection in the circumstances. There is a duty to eliminate hazards where reasonably practicable.

### What is ‘reasonably practicable’ is an objective test

What is ‘reasonably practicable’ is determined objectively. That is, a duty-holder must meet the standard of behaviour expected of a reasonable person in the duty holder’s position and who is required to comply with the same duty.

Reasonably Practicable means taking into account all relevant matters including:

1. The likelihood that the risk could result in injury; and
2. The seriousness of any injury that could result from realisation of the risk; and
3. The availability, suitability, effectiveness, and cost of safety measures.

### Use the Hierarchy of Risk Control as the test of ‘reasonably practicable.’

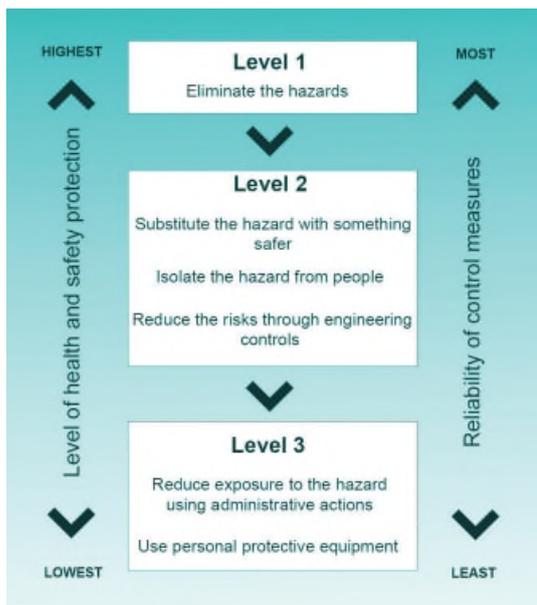
Use the Hierarchy of Risk Control to determine to eliminate or minimising risks ranked from most effective and reliable to the least effective and reliable. Refer to *Removing the Hazard or Controlling the Risks/Hierarchy of Risk Control*.

### HIERARCHY OF RISK CONTROL

NIDA and its Senior Directors and Leaders/Managers have a duty to eliminate a hazard (the most effective control). Unless Senior Directors and Leaders/Managers remove a particular hazard, the risk associated with the hazard remains.

If it is not reasonably practicable to eliminate a hazard, Senior Directors and Leaders/Managers must minimise the risk by working on the other alternatives in the Hierarchy of Control.

Rank the ways of controlling risks using the Hierarchy from the highest Level (1) of protection and reliability to the lowest Level (3) as shown in the figure below from SafeWork NSW:



### Level 1 control measures

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by firstly, not introducing the hazard into the workplace.

For example, pre-purchasing assessments, removing trip hazards, or disposing of unwanted chemicals.

### Level 2 control measures

If it is not reasonably practicable to eliminate the hazards and associated risks, you should minimise the risks using one or more of the following approaches:

1. Substitute the hazard with something safer
  - For example, use water-based paints instead of solvent based.
2. Isolate the hazard from people
  - For example, physically separating people from the hazard using barriers.
3. Use engineering controls (physical, mechanical device, or a process)
  - For example, using a trolley to move heavy items, guards installed around moving parts of machines, Safety Switches connected to power points, planning rosters to reduce fatigue.

### Level 3 control measures

At this level of the hierarchy, the measures do not control the hazard at the source. They rely on human behaviour and supervision. They are the least effective way of minimising risks. Two approaches to reduce risk in this way are:

1. Use administrative controls to minimise exposure to a hazard  
For example supervision, machine operating procedures, safety signs
2. Use personal protective equipment (PPE).

### Personal Protective Equipment (PPE)

Only use Administrative controls and PPE:

- as a last resort (when there are no other practical control measures available)
- as an interim measure until implementation of a more effective way of controlling the risk
- to supplement higher level control measures (a backup).

Contact the Facilities Manager if you would like help in deciding what is reasonably practicable during the assessment of hazards, risks, and controls.

### NOTE - Working at heights uses a different hierarchy of control The five-level hierarchy includes:

- Level 1: Undertake the work on the ground or on a solid construction
- Level 2: Undertake the work using a passive fall protection device
- Level 3: Undertake the work using a work positioning system
- Level 4: Undertake the work using a fall injury prevention system
- Level 5: Undertake the work from ladders, or implement administrative controls

## STEP 4 - MONITORING & REVIEW

**Monitor and Review** is an essential step in the risk management process. It means that Senior Directors and Leaders/Managers must continually re-evaluate hazardous situations to establish the effectiveness of any control measures and strategies implemented to manage risk.

Incident or hazard reports, workplace inspections, when consulting with staff, from accredited course students or other duty holders, or when new information comes to hand, e.g. industry guidelines, changes in legislative requirements may prompt a review.

It is recommended Senior Directors and Leaders/Managers and their staff conducts an annual review of the safety procedures they are using:

- NIDA’s General Safety Procedures
- Production Hazard Profiles
- Departmental Hazard Register
- Curriculum risks (as may apply)
- Safety data sheets
- Departmental safety procedures (both informal and formal)
- Codes of Practice that may apply
- New product or equipment information
- New operational procedures.

Refer to Monitoring Performance and Periodic Review, Hazard/Risk Registers.

## RISK MANAGEMENT OF PRODUCTIONS, EXERCISES, ACTIVITIES & EVENTS

NIDA applies specific hazard profiles for each student production, course, exercise, or event, and other NIDA activities. It is the responsibility of each Senior Directors and Leaders/Managers to identify, assess and eliminate hazards if reasonably practicable, and communicate and monitor controls. Written risk assessments are essential for high-risk activities. You can download Production Hazard Profile, risk assessment and safety procedure forms from the Health, Safety, and Wellbeing intranet.

NIDA's hazard and risk identification process endeavour to consider all work practices undertaken in the working environment for every phase of each production, courses, exercise, activity or event, or general operations related work.

The working environment encompasses all areas and activities related to a student production, course, exercise, activity and events. Examples include activities undertaken on stage, backstage, front and back of house, within the theatres, workshops, dressing rooms, rehearsal rooms, classrooms, off premises (as may apply), and may cover the location of an audience, interface with the general public, vocal and movement aspects, plant, equipment, sets, scenery, props, theatre effects, and other elements in use, as well as fire safety and emergency requirements.

The Technical Manager coordinates the work health and safety consultation process for all events at NIDA including Event Hazard Profiles.

The Head of Stage Management coordinates Student Production risk assessments as part of the accredited course curriculum.

### Types of Production Risk Profile

1. Hazard Profiles Student Production - #013 (Head of Stage Management and Technical Manager)
2. Hazard Profiles Hire Production - #012 (Technical Manager)
3. Risk assessments used in various accredited courses, e.g. Technical Theatre and Stage Management.
4. Risk assessments are located in the Play Production Folders on myNIDA.

Refer to *WHS Induction for Visitors and Events, Student Production Safety by Design, Risk Management*.

## SAFER WAYS OF WORKING

Where a hazard and the associated risk cannot be avoided or eliminated, preparing a safety procedure is a simple way of looking at an activity to consider the safest way to complete it (**the residual risk**).

Safety procedures are used to identify and communicate the hazards and risks involved to staff and accredited course students, establishing ways to prevent an injury occurring, the extent, and competency level of supervision that may be required, and other sources of information or expertise.

### Do we need a safety procedure for everything we do?

Safety procedures are not required for routine tasks deemed a low-risk everyday task and with appropriate competent supervision. Examples include the use of domestic chemicals. Safety procedures are however essential for High Risk and Hazardous Work.

### Duty to establish safety procedures

Safety procedures should apply to all hazardous tasks and must meet or exceed SafeWork NSW requirements. Your Senior Director/Leader/Manager & Teaching staff are obliged to:

1. consult with staff and accredited students about safety
2. provide them information, instruction and training in appropriate safe work practices
3. provide supervision relative to the risk associated with their activities.

It is important that any control measure does not introduce new hazards.

Individual tasks, activities, or productions may require a cross-section of several General Safety Procedures, Codes of Practice, NIDA or recognised industry safety procedures and or individual hazard controls.

### Duty to participate

All staff accredited course students and others who undertake activities, which involve work health and safety, risk are expected to familiarise themselves and comply with the safety procedures for their tasks and work area.

Develop safety procedures in consultation with the people:

- who are be affected by the procedure, and with
- experience and knowledge of the activity, and with
- competent person(s) in managing the risk associated with the activity.

### Safety procedures can be formal or informal

Safety procedures can be formal (documented) or informal (agreed actions during a shift) about the level of risk exposure or statutory compliance. Many safety procedures already exist and do not need to be reinvented or duplicated. SafeWork Codes of Practice mandate some safety procedures, e.g. High Risk or Hazardous Work.

### Advice and support – Contact the Facilities Manager

### Existing safety procedures – where to find them

Following your review of their suitability to your particular situation, you can use the following safety procedures without having to document anything further:

- SafeWork Codes of Practice for High Risk or Hazardous Work (the minimum standard)
- NIDA's Generic Safety Procedures for activities common to NIDA (found in the Work Health and Safety Handbook and Work Health and Safety intranet)
- Departmental safety procedures
- Technical, Staging/Scenery and Costume safety procedures
- Industry safety guidelines recognised by NIDA
- Procedures found on Safety Data Sheets
- Manufacturer's or Industry Association guidelines on using equipment or materials
- Course-related work health and safety content managed by the relevant Senior Directors and Leaders/Managers
- NIDA's various work health and safety risk registers.

### What if I cannot find a safety procedure for the circumstances?

In the absence of a safety procedure applying to your circumstances, consult with all relevant stakeholders, conduct a formal or informal risk assessment (as may apply), and apply the Hierarchy of Hazard Controls, especially where there are new, unusual, unique or unfamiliar circumstances.

### How to document safety procedures when necessary

You can use NIDA's Safety Procedure form (#002) found on the Work Health and Safety intranet.

Work the activity in the normal sequence of steps to identify possible ways to eliminate or minimise the risk using the Hierarchy of Control. There may be more than one solution for each of the events. The control option you choose should:

1. provide the highest level of protection for people and is the most reliable;
2. be available – available for purchase, or made to suit or be put in place;
3. be suitable for the circumstance in your workplace – fit for purpose.

**Caution** – Make sure that your chosen solution does not introduce new hazards.

**Keep alert** for changes in the workplace that may prompt a review of existing safety procedures.

**Monitor** the activity to see if the safety procedures are working.

**Review** any assessments and date all documents with both the date generated and a review date to facilitate this