

ARC Occupational Health and Safety Policy.

Dated: October 2003.

Date to be reviewed: October 2004. This policy will be reviewed each year by the new committee to ensure that all requirements are relevant and to maintain the effectiveness of the policy.

Date of commencement: February 2003.

Definitions:

Committee- the committee of management of the association of ARC.

Member- a member of the association.

Power tool- tool powered by electricity.

Steps of implementation:

1. Draft of policy is written and submitted to committee for scrutiny.
2. Policy is reviewed by the committee and amendments made.
3. Policy is accepted by committee.
4. Policy is made available to members.
5. Policy is to be reviewed on a 12-month basis by the new committee.

Timeframe: Once the policy has been signed and communicated to the members of the association. The policy will come into effect for all ARC related events.

Objectives: The object of this policy is to ensure that all members at all times perform, rehearse and construct in a safe environment. All members and the committee should maintain this environment.

General:

- Due to the fact that ARC as an association has no permanent workspace and the venues of ARC related events are dynamic the compliance to the occupational health and safety procedures and policies of the workspace or venue must be obtained by the committee who then has the responsibility to communicate this to the wider ARC membership. E.g. Camps, rehearsal venues, theatre venues, Set construction venues.
- At least one first aid kit must be available for use at any ARC event at any time. The committee is responsible for this requirement being fulfilled.

Procedures:

Rehearsals:

1. A first aid kit must be available to all members participating in rehearsals at all times. The person in charge of rehearsals e.g. director or a committee member must take responsibility for this.
2. Occupational health and safety policies and the emergency evacuation procedures of the venue must be known by the committee and communicated to the members prior to commencement.

Theatre:

1. Two first aid kits must be available within the theatre at all times. One should be located at theatre/stage manager desk, and another should be available to the front of house staff.
2. Occupational health and safety policies and the emergency evacuation procedures of the venue must be known by the committee and communicated to the members prior to commencement of rehearsal or performance.
3. Cast or crew members participating in the performance/rehearsal must not be intoxicated either by alcohol or other drugs. This applies before commencement and during performance/rehearsal.

Set Construction:

1. A first aid kit must be available to all members participating in set construction at all times. The set construction manager or designated supervisor must take responsibility for this.
2. Procedures for the use of power tools or any other electronic device in set construction:
 - Safety equipment (eye goggles, gloves, ear plugs) must be worn by anybody who operates a power tool.
 - Power tools must be operated/supervised by a person who has knowledge of their operation in the correct manner.
3. Procedures for use of toxic substances such as paint and turpentine:
 - Toxic substances if necessary, will be used in an open space such as outdoors to ensure that inhalation of fumes does not occur. If it is absolutely unavoidable, facemasks should be provided to those working in confined spaces with substances that emit toxic fumes.
 - Where possible non-toxic products should be used.
 - Proper protective gear should be worn when using toxic substances.
4. Any person participating in set construction must not be intoxicated and no alcoholic beverages or other intoxicating drugs are to be consumed while set construction is in progress.
5. Any injury incurred at set construction must be reported to the set construction manager.
6. The responsibility of identifying Occupational risks and hazards is that of the person in charge of set construction. If members identify other hazards/risks they are to report them to the set construction manager. Anyone who ignores the directives of the set construction manager or designated supervisor in regards to

health and safety, or, who through negligence or foolishness puts another member of the crew at risk will be asked to leave the set construction site.

Camps (Rehearsal and Recreation):

1. A first aid kit must be available to all members participating in the camp at all times. The person in charge of the camp or a committee member must take responsibility for this.
2. Occupational health and safety policies and the emergency evacuation procedures of the venue must be known by the committee and communicated to the members.
3. Any hazards or risks are to be identified and checked by committee and thus communicated to the members.
4. The President of the committee should hold emergency numbers of members and emergency services in the area.