



Australian Government

AFTRS

AFTRS

AFTRS Student Safety Information Procedure

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| Linked Policy | AFTRS Student Safety Information Policy |
| Responsible Officer | Director, Corporate and Student Services |
| Contact Officer | Head of Human Resources |
| Authorisation | AFTRS Managing Executive |
| Effective Date | 28 th April 2009 |
| Associated Documents | <i>Occupational Health and Safety Act 1991</i> (Cwth) AFTRS Health and Safety Management Arrangements Student Safety Information Procedures AFTRS Production Guidelines |

1. Procedures Name

The AFTRS Student Safety Information Procedure.

2. Preamble to procedures

S17 of the *Occupational Health and Safety Act 1991* requires organisations to take "all reasonably practicable steps to ensure that persons at or near a workplace under the employer's control who are not the employer's employees or contractors are not exposed to a risk to their health or safety arising from the employer's undertaking". At AFTRS this responsibility extends to all students and training or information sharing event attendees. A review of how this obligation was met was undertaken resulting in the formulation of these procedures and the associated policy.

3. Scope

These procedures establish the information that must be provided to students, and what certification of expertise is required, depending on the facilities and equipment expected to be utilised. They also determine who is responsible for developing the information and implementing the process.

4. Definitions

Students includes, but is not limited to, award students (both full time and part time), Open Program attendees and attendees at information seminars/workshops/forums/events etc, both in Sydney and other states.

WINGS is the system applied to assessing the skills of students seeking to borrow equipment from the Technical Store.

5. Procedures

Information/Training Requirements (*depending on expected facility and equipment usage*).

i) Student Handbook

The Student Handbook, provided to all award students, will include a section on health and safety within AFTRS. The content will be determined by the Head of Human Resources and/or the Head of Studies and will be reviewed each year as part of the Student Handbook review process. Student Handbooks are distributed by Student Services.

ii) Student Enrolment Process

The Enrolment process for all award students includes the requirement that they acknowledge they have received and understood information on health and safety. The content will be determined by the Head of Human Resources and/or the Head of Studies and will be reviewed each year as part of the Student Enrolment review process. Student Services are responsible for issuing, collecting and storing the acknowledgements.

iii) Full Time Award Students – Sydney

Currently Foundation Diploma and Graduate Diploma students with production components (project or exercise) in the curriculum.

All full time award students in Sydney:

- receive a Student Handbook;
- are required to sign the acknowledgement of receipt and understanding of health and safety enrolment information, and
- complete the AFTRS Certificate of Competency – Occupational health and Safety and Safe Sets Assessment.

Any curriculum with a production component is to be referred to the Production Executive to determine whether there is a need for the Certificate of Competency to be completed. The Production Executive is responsible for developing and reviewing the content of the Certificate of Competency, and for making delivery available.

iv) Part time Award Students – Sydney and States

Currently Graduate Diploma and Graduate Certificates. Only some include production components.

All award students:

- receive a Student Handbook, and
- are required to sign the acknowledgement of receipt and understanding of health and safety enrolment information.

In addition any students engaged in production related exercises or projects are required to complete the Certificate of Competency – Occupational Health and Safety and Safe Sets Assessment.

Any curriculum with a production component is to be referred to the Production Executive to determine whether there is a need for the Certificate of Competency to be completed. The Production Executive is responsible for developing and reviewing the content of the Certificate of Competency, for delivering training in Sydney and providing assistance in delivering training in State Offices. Delivery in state offices is the responsibility of the relevant teaching division Directors who may be assisted by the State Managers.

v) Short Courses, Seminars etc.

Visitor passes in Sydney are to include evacuation information.

At the beginning of each course or seminar a health and safety statement specific to the location will be made by the lecturer, coordinator or host. The framework of the statement will be developed and reviewed by the Head of Human Resources.

vi) General information events or forums

AFTRS will ensure there is appropriate emergency evacuation procedure signage posted. The Facilities Manager is responsible for signage.

At the beginning of each event or forum a health and safety statement specific to the location will be made by the coordinator or host prior to introducing speakers. The framework of the statement will be developed and reviewed by the Head of Human Resources.

vii) To borrow technical equipment

Any students wishing to borrow technical equipment from the Technical Store in Sydney or from State Offices will be required to obtain a Certificate of Competency – Occupational Health and Safety and Safe Sets Assessment, and, where applicable WINGS. The staff member issuing the equipment is responsible for ensuring the student has met these requirement prior to releasing the equipment.

viii) Productions

All productions must adhere to the health and safety requirements included in the Production Guidelines. The responsibility for developing, reviewing and disseminating the Production Guidelines lies with the Production Executive and the Director, Production and Resources.

Students in the Radio Division involved in production must adhere to the requirements established by the Director, Radio.

ix) New Curriculum

New curriculum being presented to the managing Executive for endorsement must include a statement by the Director of the relevant teaching division that health and safety issues resulting from the curriculum content have been addressed.

6. Implementation

I. Roles and responsibilities

- Teaching Division Directors – Curriculum/teaching – guaranteeing health and safety issues have been addressed in new curriculum.
- Teachers/Presenters/Coordinators – ensure information is provided.
- Student Services – provide information to students as determined.
- Head of Studies/Head of Human Resources – review and develop policy, procedures and associated documents.
- Occupational Health and Safety Committee – review policy, procedures and related documents and make recommendations to the managing Executive.
- Production Executive – developing safety curriculum for productions.
- Director, Production and Resources and Production Executive – development and dissemination of Production Guidelines

II. Procedures and Forms

Attachment A -Health and Safety “Housekeeping” Information

This should be delivered by the coordinator of all short courses and events prior to the presenter/guest being introduced or the course work commencing.

Areas to be addressed.

- No smoking nature of AFTRS buildings/venues and advice as to where smokers may smoke.
- Where toilets are located.
- How to recognise an emergency evacuation alarm and where to meet (evacuation point) or which staff member to follow.
- Who to advise if there is an accident or illness.

Attachment B - Student Handbook Entry

Occupational Health and Safety

AFTRS, as Australian Government Statutory Authority, is bound by the *Occupational Health and Safety Act 1991* (the Act). Students and visitors are covered by a public liability insurance policy. The Occupational Health and Safety Committee represents all areas of AFTRS.

AFTRS adheres to Commonwealth safety codes and, generally, to the Film Industry Safety Code. These are taught and enforced in training exercises and productions.

Security (Sydney) or staff (other states) can provide you with Emergency numbers. These are also included in the Enrolment information you have received. Qualified First Aid Officers are available at all AFTRS sites. Any accidents should be reported to staff as soon as possible and an Incident Report completed and forwarded to Human Resources. This enables the School to review our procedures and practices.

All AFTRS buildings are engineered to contemporary standards. Evacuation plans are displayed in each area. Practice evacuations are held at least once a year.

Attachment C - Student Acknowledgement and associated documents (Sydney and States)

Health and Safety

I hereby acknowledge that I have received and understood information on my obligations as a student in terms of health and safety.

My Responsibilities as a Student

My responsibilities as a student of the AFTRS include, but are not limited to:

- making use of all safeguards, safety devices and equipment provided by the AFTRS;
- cooperating in all activities aimed at prevention of accidents and injuries;
- using safe practices and procedures;
- reporting unsafe or defective machinery and equipment promptly to an appropriate staff member, and
- ensuring that my conduct on the premises does not create hazards or contribute to the occurrence of accidents or injuries.

I have received and understood:

- information on health and safety within AFTRS;
- information on smoking policies;
- information on security (where appropriate);
- information on ergonomics, and
- information on reporting hazards and accidents.

I understand that if I am found to have deliberately and knowingly breached AFTRS health and safety policy that I may face disciplinary action.

_____/_____/_____
(Signature of student) Date

(Print name)

SAFETY AT WORK MANUAL HANDLING

What is MANUAL HANDLING?

Each time you:

- * lift or carry an object
- * push or pull a load

* move or restrain a load at work or at home, you are performing manual handling.

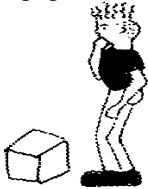
While the best way of controlling the risk of manual handling injuries is to redesign the workplace to eliminate or reduce the need to perform manual handling, there are occasions when manual handling is unavoidable.

By applying the following principles whenever you perform manual handling, you can significantly help reduce the risk of injury.

MANUAL HANDLING PRINCIPLES

Step 1 SIZE UP THE LOAD

Is the weight, size and shape of the load within your capacity? If it is not, use mechanical handling equipment or ask a co-worker for assistance.



Step 2 PLAN THE ACTION

Determine the best handling technique for the task, making sure that it does not involve bending, twisting or reaching.

Plan where you will place the load and check that the pathway is free of obstacles underfoot and overhead, spills, traffic (people and vehicles) and changes in elevation.

Step 3 POSITION FEET CORRECTLY

Feet should be a hip width apart, with one foot behind the load and the other beside the load in the direction of travel. Get as close to the load as possible.

Step 4 BEND KNEES and KEEP BACK STRAIGHT

Bend the knees and squat down. Never bend from the waist to pick up an object, no matter how small.



Step 5 TAKE A SECURE HOLD OF THE LOAD and TEST THE WEIGHT

Firmly grip the load using the whole of both hands placed at diagonally opposite ends of the load. Test the weight by lifting one corner and make sure that it is within your capacity.



Step 6 LIFT WITH LEGS, KEEP BACK STRAIGHT and HOLD LOAD CLOSE TO YOUR BODY

To lift the load, use the powerful muscles of your legs and straighten your knees. Keep your head raised, chin tucked in and back straight. Do the movements smoothly and slowly. Keep the load close to your body throughout the lift and whilst you are carrying it so that less stress is placed on your back.



Step 7 CONTROL LOWERING OF THE LOAD

It is important to lower the load in a controlled manner. Bend knees and keep back straight. Do not release your grip until the load is securely in position.

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TEAM LIFTING

- * Choose team mates of similar height.
- * Agree on an action plan and nominate a team leader to co-ordinate the lift.
- * Use clear instructions and make sure each member knows exactly what they are expected to do.

MANUAL HANDLING TIPS

USE MECHANICAL LIFTING EQUIPMENT where available

GET ASSISTANCE for heavy, bulky or awkward loads

SPLIT THE LOAD into lighter loads where possible

DO NOT TWIST your body while you lift, lower, carry, push or pull a load. Step around with your feet when you need to change direction.

PUSH OR ROLL THE LOAD where possible, using your body weight. When pushing, start in a lunge position and use your body weight to help propel the load and to reduce fatigue and strain on the arms.

VARY HANDLING TASKS WITH LIGHTER WORK to allow active muscles to recover.

REMEMBER

YOU ARE RESPONSIBLE
FOR THE CARE OF YOUR
BACK

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STUDENT ORIENTATION – SYDNEY

Health and Safety

AFTRS is a safety conscious organisation and is subject to the *Occupational Health and Safety Act 1991* (Commonwealth) both within the building and on approved outside locations. The *Film Industry Recommended Safety Code* also applies and copies can be obtained from Production Resources if needed.

Responsibilities

AFTRS is responsible for taking all reasonable and practicable steps to protect the health and safety of its students.

Staff are responsible for acting in accord with OH&S Policies and procedures, ensuring hazards in their area are identified and managed, and ensuring employees are appropriately trained.

All students are responsible for:

- notifying a staff member of potential hazards;
- ensuring they don't act, or fail to act, in a way that creates a risk to health and safety;
- adhering to OH&S related policies and procedures, and
- using equipment in a safe and proper manner.

First Aid

If you or someone near you needs first aid, contact the switchboard by dialing 9. A trained first aid officer will be contacted to assist. If

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the injury or illness occurs out of normal hours contact security as all security officers are first aid trained.

Never move an injured or unconscious person, even if the person is in a dangerous position.

Names of the School's First Aid Officers are listed next to first aid kits and at the back of the internal phone list.

Ambulance

If you believe an ambulance is required please contact the Switchboard Operator on ext 9 to place the call (9am to 5pm). After hours or on the weekend contact Security or dial "0" for an outside line, followed by "000".

Incident/Accident Reporting

Should you be involved in an incident or accident at AFTRS please complete a report form (included in package) and give it to a staff member.

Smoking

At AFTRS smoking is only permitted in uncovered outside areas or covered areas designated as smoking areas e.g. the outside barbecue area near the workshops, the Gazebo, and the main entrance awning in the signposted area only.

Electrical safety

- All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested and tagged before being used on site.
- Exposed electrical leads shall be covered to prevent them from becoming a trip hazard, being damaged, or exposing anyone to electrocution.

Footwear

- Footwear will be worn at all times in the building.
- Anyone entering the studios or workshop areas is required to wear closed in shoes.

Consumption of alcohol

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The consumption of alcohol whilst performing work or operating equipment on AFTRS premises is strictly prohibited.

Emergency Evacuation Procedures

When an evacuation alarm sounds or you are alerted to evacuate the building:

- do not panic;
- proceed directly to the top car park;
- do not run;
- do not re-enter the building;
- report missing people;
- if caught in smoke, keep low, and
- follow all directions from fire wardens.

If you hear the fire alarm sound for more than a few seconds you should evacuate the building immediately. Do not stop to gather possessions and close doors once there is no-one in the area.

You should leave the building by the nearest safe exit and proceed to the assembly point adjacent to the car park opposite the front entrance of the building. Remain there until advised it is safe to return to the building.

In an evacuation emergency follow the instructions of the designated Evacuation Wardens (yellow helmets). Evacuation Wardens carry the authority of the Emergency Evacuation Coordinator (Chief Fire Warden – red helmet) who has ultimate authority over the evacuation until the emergency services arrive.

Security

Hours of Operation and Entry

Normal school hours are 7am to 11pm Monday to Friday and 9am to 4.30pm on Saturday.

Entry to AFTRS between 7am and 8am Monday to Friday is via the rear door. The main entrance doors open at 8am. Access through the rear door ceases at 5.45pm.

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Entry to AFTRS on Saturday is by the main entrance only.

School hours may be extended if requested and paid for by a Department. Notification of this will be by email.

Security Badges

If issued with a photo ID card you must have this on your person at all times while in the building and must present it on request.

If you do not have a photo ID you must sign in and out either at the front entrance or the back door. You will be provided with a visitors pass which you must be able to present on request.

Taking Equipment out of AFTRS

If you are taking equipment out of the AFTRS building you must obtain a permission form. This can be organised through the administrative support for your department.

Bringing Equipment into AFTRS

Should you choose to bring your personal equipment into AFTRS you are responsible for it. AFTRS will accept no liability for damage or loss.

Security Staff and their Duties

During the majority of normal business hours there will be security staff available at the front entrance and the back door.

Security staff are required to sign visitors in and out and to check that employees have the appropriate badges.

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STUDENT ORIENTATION – MELBOURNE

Health and Safety

AFTRS is a safety conscious organisation and is subject to the *Occupational Health and Safety Act 1991* (Commonwealth) both within the building and on approved outside locations. The *Film Industry Recommended Safety Code* also applies and copies can be obtained from Production Resources if needed.

Responsibilities

AFTRS is responsible for taking all reasonable and practicable steps to protect the health and safety of its students.

Staff are responsible for acting in accord with OH&S Policies and procedures, ensuring hazards in their area are identified and managed, and ensuring employees are appropriately trained.

All students are responsible for:

- notifying a staff member of potential hazards;
- ensuring they don't act, or fail to act, in a way that creates a risk to health and safety;
- adhering to OH&S related policies and procedures, and
- using equipment in a safe and proper manner.

First Aid

If you or someone near you needs first aid, contact reception. A trained first aid officer will be contacted to assist.

Never move an injured or unconscious person, even if the person is in a dangerous position.

Ambulance

If you believe an ambulance is required please dial "000".

Incident/Accident Reporting

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Should you be involved in an incident or accident at AFTRS please complete a report form (included in package) and give it to a staff member.

Smoking

Smoking is not permitted within 10 metres of the public entrance to the building and no smoking is permitted within the building.

Electrical safety

- All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested and tagged before being used on site.
- Exposed electrical leads shall be covered to prevent them from becoming a trip hazard, being damaged, or exposing anyone to electrocution.

Footwear

- Footwear will be worn at all times in the building.
- Anyone entering the studios or workshop areas is required to wear closed in shoes.

Consumption of alcohol

The consumption of alcohol whilst performing work or operating equipment on AFTRS premises is strictly prohibited.

Emergency Evacuation Procedures

Call 1800 012 034 to report an emergency in the building. This will prompt the chief warden to activate the building's alarm system.

The first alarm signal you should hear when there is an emergency sounds like a truck reversing. This is to alert you to listen for instructions to be broadcast over the PA system.

The second alarm has longer, higher pitched notes and is your cue to evacuate the building.

The exit door in the kitchen leads out to the hallway. Use this or the main exit and take either staircase situated at the opposite ends of the building next to the ladies and gents toilets.

DO NOT USE THE LIFTS.

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Both sets of stairs lead to the rear exit of the building (near the Digital Harbour office). From here walk down to Harbour Esplanade and turn right to the assembly point indicated by the Wilson's Parking sign at the entrance of the car park.

In case of a bomb threat, do not stay at the assembly point. In such cases, an announcement will be made as to where to assemble.

Rick Leathem and Alicia Stafford are the wardens for AFTRS. They will check that the floor has been evacuated and whether anyone needs assistance. Alicia is also a qualified first aid officer.

Wait for the all clear before re-entering the building.

Here are some useful emergency numbers.

Chief Building Warden Toni Fenati 8647 5252

Police/Fire/Ambulance 000

Victoria Police Centre
637 Flinders Street, MELBOURNE, 3005 (open 24 hours)
Phone (61 3) 9247 6666
Fax: (61 3) 9247 5727

Central Medical Clinic
114 William Street, Melbourne, 3000 (03) 9670 2020

Freemasons Hospital
Albert Street, Melbourne, 3000 (03) 9483 3500

Royal Dental Hospital of Melbourne
711 Elizabeth Street, Melbourne, 3000 (03) 9341 0222

RACV Roadside Assistance (24 hours)
13 11 11

Poisons Infoline
13 11 26

State Emergency Service
(03) 9696 6111

Simon Sebastian – Building Manager (available 24 hours)
0407 800 708



STUDENT ORIENTATION – BRISBANE

Health and Safety

AFTRS is a safety conscious organisation and is subject to the *Occupational Health and Safety Act 1991* (Commonwealth) both within the building and on approved outside locations. The *Film Industry Recommended Safety Code* also applies and copies can be obtained from Production Resources if needed.

Responsibilities

AFTRS is responsible for taking all reasonable and practicable steps to protect the health and safety of its students.

Staff are responsible for acting in accord with OH&S Policies and procedures, ensuring hazards in their area are identified and managed, and ensuring employees are appropriately trained.

All students are responsible for:

- notifying a staff member of potential hazards;
- ensuring they don't act, or fail to act, in a way that creates a risk to health and safety;
- adhering to OH&S related policies and procedures, and
- using equipment in a safe and proper manner.

First Aid

If you or someone near you needs first aid, contact reception. A trained first aid officer will be contacted to assist.

Never move an injured or unconscious person, even if the person is in a dangerous position.

Ambulance

If you believe an ambulance is required please dial "000".

Incident/Accident Reporting

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Should you be involved in an incident or accident at AFTRS please complete a report form (included in package) and give it to a staff member.

Smoking

Smoking is not permitted within 10 metres of the public entrance to the building and no smoking is permitted within the building.

Electrical safety

- All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested and tagged before being used on site.
- Exposed electrical leads shall be covered to prevent them from becoming a trip hazard, being damaged, or exposing anyone to electrocution.

Footwear

Footwear will be worn at all times in the building.

Consumption of alcohol

The consumption of alcohol whilst performing work or operating equipment on AFTRS premises is strictly prohibited.

Emergency Evacuation Procedures

When an evacuation alarm sounds or you are alerted to evacuate the building:

- do not panic;
- proceed directly to the top car park;
- do not run;
- do not re-enter the building;
- report missing people;
- if caught in smoke, keep low, and
- follow all directions from fire wardens.

If you hear the fire alarm sound for more than a few seconds you should evacuate the building immediately. Do not stop to gather possessions and close doors once there is no-one in the area.

You should leave the building by the nearest safe exit and proceed to the assembly point adjacent to the car park opposite the front

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entrance of the building. Remain there until advised it is safe to return to the building.

Security

Hours of Operation and Entry

Normal school hours are 9am to 5pm Monday to Friday. Office hours are extended depending on training provision requirements. Entry to AFTRS between 7am and 8am Monday to Friday is via the rear door. The

Bringing Equipment into AFTRS

Should you choose to bring your personal equipment into AFTRS you are responsible for it. AFTRS will accept no liability for damage or loss.



STUDENT ORIENTATION – ADELAIDE

Health and Safety

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Responsibilities

AFTRS is responsible for taking all reasonable and practicable steps to protect the health and safety of its students.

Staff are responsible for acting in accord with OH&S Policies and procedures, ensuring hazards in their area are identified and managed, and ensuring employees are appropriately trained.

All students are responsible for:

- notifying a staff member of potential hazards;
- ensuring they don't act, or fail to act, in a way that creates a risk to health and safety;
- adhering to OH&S related policies and procedures, and
- using equipment in a safe and proper manner.

First Aid

If you or someone near you needs first aid, contact a staff member.

Never move an injured or unconscious person, even if the person is in a dangerous position.

Ambulance

If you believe an ambulance is required please dial "000".

Incident/Accident Reporting

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Should you be involved in an incident or accident at AFTRS please complete a report form (included in package) and give it to a staff member.

Smoking

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Electrical safety

- All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested and tagged before being used on site.
- Exposed electrical leads shall be covered to prevent them from becoming a trip hazard, being damaged, or exposing anyone to electrocution.

Footwear

- Footwear will be worn at all times in the building.
- Anyone entering the studios or workshop areas is required to wear closed in shoes.

Consumption of alcohol

The consumption of alcohol whilst performing work or operating equipment on AFTRS premises is strictly prohibited.

Emergency Evacuation Procedures

When staff advise you to evacuate the building:

- do not panic;
- proceed directly to the top car park;
- do not run;
- do not re-enter the building;
- report missing people;
- if caught in smoke, keep low, and
- follow all directions from fire wardens.

You should leave the building by the front door and assemble safely on the street. Remain there until advised it is safe to return to the building.

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Security

Hours of Operation and Entry

Normal school hours are 9am to 5pm Monday to Friday. School hours may be extended to cover course requirements.

Attachment D - Certificate of Competency OHS and Safe Sets Assessment



CERTIFICATE OF COMPETENCY

This is to certify that

Student Name

Has attended and successfully completed AFTRS WORKSHOP

OHS and Safe Sets Assessment

Production Executive

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, is positioned below the 'Production Executive' title.

Dated 18 March 2009



Australian Government
Australian Film Television and Radio School

III. Guidelines and other documents

Production Guidelines – available on intranet and in hard copy from Production Resources.

Complete Certificate of Competency- Occupational Health and Safety and Safe Sets Assessment – curriculum available from Research and Education Division or Production Resources.