

Health and Safety Manual

Regent Theatre Trust of Otago
BOX 5036 Dunedin
17 The Octagon
Dunedin

This Health & Safety Manual is subject to change at all times.

The Regent Theatre endorses the “Guide for Safe Working Practices in the New Zealand Theatre & Entertainment Industry” and operates in accordance with them.

To read this document please refer to www.evanz.co.nz

This Health and Safety Manual was developed in partnership with Occupational Safety and Health Service, Dunedin as part of OSH's Together To Zero National Strategy

Contents

Health and Safety Policy Statement

Section 1: Hazard Identification and Control Procedures

Hazard Register
Hazardous Substances Register

Section 2: Accident and Incident Recording, Reporting and Investigation Procedures

Accident / Incident Register
Notice or Record of Accident / Serious Harm
Accident Investigation

Section 3: Emergency and Evacuation Procedures

Section 4: Other Persons in the Workplace

Section 5: Contractors and Productions

Contractor's Agreement
Productions Agreement

Health and Safety Policy Statement

The Regent Theatre is committed to maintaining a safe and healthy working environment for the safety and health of our employees and other persons in the workplace.

Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind.

Every employee is expected to act safely at all times to ensure their own welfare and that of their fellow employees and others in the workplace.

We will ensure the safety of employees by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Ensuring all plant and equipment is safe
- Ensuring all employees are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures

To achieve this we will:

1. Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate, isolate and or minimise these hazards to prevent any injury or damage.
2. Inform all employees of these hazards and the hazard controls.
3. Ensure all employees are properly trained and supervised.
4. Inform all employees of emergency and evacuation procedures.
5. Record all incidents and accidents in our workplace, and take all practicable steps to prevent these events from happening.
6. Carry out planned self-inspections to monitor health and safety issues.

Signed: _____
The Manager

Dated: _____

SECTION 1:

HAZARD IDENTIFICATION AND CONTROL

PROCEDURES

It is our intention to systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to:

Eliminate the hazard,
Isolate the hazard, OR
Minimise the hazard

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all employees, at all times necessary
- Good work practices are used and maintained
- Employees are properly trained and/or supervised
- Where appropriate, and with employee's consent, health monitoring in relation to exposure to significant hazards is undertaken
- Any new hazards identified, are incorporated into Hazard Register and all employees informed
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established
- All hazards and the hazard controls will be regularly assessed
- All employees are aware of emergency and evacuation procedures

Regent Theatre Health and Safety Manual

HAZARD	Significant Minor	Elim Isol Min			Control Required	Training	Check Date	Check Date	Check Date
		Yes	Yes	Yes					
Full Master									
Front of House									
1	Working at heights	Significant			X	Access restrictions /Training/Fall restraints required			
2	Electrical	Significant		X	X	Maintenance/ Compliance/regular IQP safety tests/ Restriction			
3	Access Ladders/Walkways	Significant			X	subject to regular safety checks /Maintenance			
4	Lighting Levels	Significant			X	improve levels to an acceptable standard			
5	House keeping	Significant			X	Adequate space and storage/Regular checks on housekeeping			
6	Personal Safety from Customers	Significant			X	Locked doors serving behind glass			
7	As above but out side office	Significant			X	eliminate confrontations/surveillance methods/training			
7A	Armed Robbery	Significant			X	clear guide line training of procedure max safety Min post stress			
8	Chemicals/Paint/Solvents	Significant			X	Storage/compliance/Authorized access/Training/Display			
	including cleaning equipment					Material Safety Data Sheets on chemicals held in area			
9	Air	Minor			X	Allow adequate ventilation			
10	Objects	Significant			X	Clear access/safety Training/surroundings			
11	Fire	Significant			X	Personnel training in our emergency and evacuation procedures			
12	Stairs	Significant			X	Maintain clear access keep in good repair			
14	Office furniture/ equipment					Keeping working areas tidy and safe			
15	Computers/terminal operation	Significant			X	Obtain and maintain good work station facilities minimize stress			
16									
Dressing Rooms									
17	Stair well Slippery surface	Significant			X	Keeping clear clean Housekeeping			
18	Toilet/Showers Slippery surface	Significant			X	Keeping clear clean Housekeeping			
19	Electrical	Significant			X	Maintenance/ Compliance/regular IQP safety tests/ Restriction			
20									
All Work shop Areas									
21	Power tools	Significant			X	Safe practice training maintenance regular IQP safety tests			
22	Chemicals Paints	Significant			X	Correct storage and use			
23	work in progress					clean unobstructed work area Housekeeping			

Regent Theatre Health and Safety Manual

	Grid									
24	Ladders	Significant			X	regular checks maintenance access restrictions				
25	Working at heights	Significant			X	Access restrictions /Training/Fall restraints required				
26	Objects	Significant			X	Clear access/safety Training/surroundings				
27	Personal Objects	Significant		X	X	remove objects that could fall or get caught i.e. watch, coins				
28	Rigging	Significant			X	Training safe work practice authorization / maintenance schedule				
29						Check grid before production personnel require access				
30	Lighting levels	Significant			X	access restrictions/use portable light when needed				
31										
32	Auditorium Roof				X	access required in following areas/maintain handrails walkway				
33	Height	Significant			X	Access restrictions /Training/Fall restraints required				
34	Electrical	Significant			X	Maintenance / Compliance / regular IQP safety tests and restriction				
35	Lighting	Significant			X					
36	Walkways	Significant			X	Ensure walkways are safe/sufficient light/ free from obstruction				
37										
38	Stage Loading unloading	Significant				This area requires restriction during set up i.e. public/visitor				
	Equipment moving	Significant			X	clear line of sight must be maintained while moving on stage				
39	Lifting/carrying	Significant			X	Safe practice training/				
40	weather	Minor			X	correct clothing for conditions				
41	Dock height and edge	Significant			X	restrict access /working as a team aware of surroundings				
42	Dock lifting and lowering	Significant				mechanical lowering/raising keep clear of ramp while positioning				
42A	Slope on loading ramp	Significant			X	work as a team to move heavy equipment up ramp				
43	Driveway	Significant			X	use suitable caution when storing equipment on sloping driveway				
44	Stage Set Up									
45	Heights	Significant			X	Access restrictions /Training				
46	objects	Significant			X	Clear access/safety Training/surroundings				
47	Electrical	Significant			X	Maintenance/ Compliance/regular IQP safety tests/ Restriction				
48	Personnel	Significant			X	Space/ jewellery watches personnel awareness of dangers				
49	Equipment moving and set up	Significant			X	restrict access /working as a team aware of surroundings				
50	Catering glasses	Significant			X	store in glass racks shelve in area provided in wine room				
51	Projection booth									
52	Projector bulbs	Significant			X	Correct safety clothing protecting against possibility of exploding				
						lamp must be worn when exposing or changing projector lamp				

Hazard Register

Workplace / Location: Office / Administration Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Regular Check of Hazard Controls in Place				
		Yes	No					TRAINING REQUIRED ✓	Date Checked	Date Checked	Date Checked	Date Checked
Visual Display units (computers)	Occupational Overuse Syndrome (OOS) Stress Fatigue	X				X	<ul style="list-style-type: none"> ■ Ensure Approved Code of Practice for Safe Use of VDU's is being complied with. ■ Assessment and correction of work station. ■ Training and Information on OOS and prevention ■ Alternate administration and computer workloads 	✓				
Storage of files books and records	Laceration, bruising, crushing , possibly death.	X				X	<ul style="list-style-type: none"> ■ Ensure goods are secured ■ Ensure safe means of access and egress. 					
Armed robbery		X				X	<ul style="list-style-type: none"> ■ Do as directed - do not put yourself nor others in an unsafe or dangerous situation 	✓				
Manual Handling, i.e. lifting, bending ,stretching	Sprains, Strains, pain, discomfort.	X				X	<ul style="list-style-type: none"> ■ Identify high risk activities. ■ Use trolleys or manual handling aids ■ Reduce or split loads to manageable weight and/or size ■ Two person or team lifting ■ Training in correct lifting and manual handling techniques 	✓				
Electrical Equipment/leads	Electrocution, possibly death.	X			X	X	<ul style="list-style-type: none"> ■ Use electrical appliance close to power source ■ Use isolating transformers or residual current device (where necessary) 					
							<ul style="list-style-type: none"> ■ ■ ■ 					

E = Eliminate I = Isolate M = Minimise

Hazard Register

Workplace / Location: Workshop Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place				
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Cleaning, repairing and/or maintenance of machinery	Electrocution, crushing, lacerations, Serious injury	X			X	X	<ul style="list-style-type: none"> ■ Enforce and maintain strict isolation procedures ■ Train staff on correct isolation procedures ■ Do not perform these tasks around moving machinery 	✓				
Chemicals - Paints - Thinners - Fuels - Cleaners	Toxic effects Dermatitis Burns Eye injury Spills	X			X	X	<ul style="list-style-type: none"> ■ Complete register of all substances ■ Ensure Material Safety Data Sheets are available ■ Ensure correct storage (incl. incompatibles) ■ Ensure all staff are trained. ■ Develop emergency procedures. 	✓				
Manual handling i.e. lifting, bending , stretching	Sprains, Strains, pain, discomfort.	X		X		X	<ul style="list-style-type: none"> ■ Identify high risk activities. ■ Use trolleys or manual handling aids ■ Reduce or split loads to manageable weight and/or size ■ Two person or team lifting ■ Training in correct lifting and manual handling techniques 	✓				
Portable power tools incl. - Drills - Grinders - Circular saws	Eye damage, cuts etc.	X				X	<ul style="list-style-type: none"> ■ Wear eye protection at all times when using ■ Ensure work piece is secured. ■ Keep hands well clear. ■ Ensure all guard are in place. 					
Dust, flying particles.	Eye injury	X				X	<ul style="list-style-type: none"> ■ Maintain good housekeeping practises. ■ Do not blow down clothing or parts of body with compressed air. ■ Wear eye protection ■ Ensure good extraction of dust at source. 					

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Hazard Register

Workplace / Location: Workshop Area

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place				
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Bench grinders	Eye , facial injuries	X				X	<ul style="list-style-type: none"> ■ Wear eye protection at all times ■ Ensure grinding wheel is correct specification for machine ■ Ensure tongue and side guards fitted. ■ Ensure tool rest correctly positioned. 					
Electrical	Electrocution	X				X	<ul style="list-style-type: none"> ■ All electrics to be checked and tagged in accordance with “In-service safety inspection and testing of electrical equipment”. Standard AS/NZS 3760:1996. ■ Use residual current device as necessary. 					
Lighting	General (including visual defects)						<ul style="list-style-type: none"> ■ All working areas adequately illuminated to Standards NZS 6703: 1984 / AS/NZS 1680.2.4: 1997 ■ 					
Noise	Deafness; 85 dB(A) for 8 hours standard	X			X	X	<ul style="list-style-type: none"> ■ Reduce noise at source. ■ Enclose source of noise. ■ Wear appropriate hearing protection. ■ Annual hearing tests. ■ 					

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Hazard Register

Workplace / Location: Housekeeping / Facilities

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Hazard Controls in Place				
		Yes	No					TRAINING REQUIRED	Date Checked	Date Checked	Date Checked	Date Checked
Emergency evacuation							<ul style="list-style-type: none"> ■ Is date of last emergency evacuation, within 12 months? 					
Housekeeping							<ul style="list-style-type: none"> ■ All areas properly cleaned? ■ Are all goods stored safely? ■ Hot water, soap and drying means available? ■ Clean up spills. 					
Facilities							<ul style="list-style-type: none"> ■ Kept clean and tidy. ■ Rubbish bin with lid. ■ Hot and cold water. 					
Ventilation							<ul style="list-style-type: none"> ■ Sufficient fresh air. ■ Extraction of contaminated air/steam 					
Contractors and/or Sub-contractors							<ul style="list-style-type: none"> ■ Ensure preferred contractors maintain health and safety standards. 					
First Aid Kit							<ul style="list-style-type: none"> ■ Ensure first aid kit is kept accessible. ■ Ensure kit is stocked and maintained in accordance with First Aid Regulations. 					
Accident Register							<ul style="list-style-type: none"> ■ Are all accidents/incidents recorded in the register? 					
Fire Extinguishers							<ul style="list-style-type: none"> ■ Are they fully charged? ■ Are they within their service period? 					
Other people in the place of work							<ul style="list-style-type: none"> ■ Restrict access. 					

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Hazardous Substances Register

Chemical Name	Trade Name	Quantity Stored on Site	Used For	Containers Labelled [<input checked="" type="checkbox"/>]	MSDS available [<input checked="" type="checkbox"/>]	Safety Equipment Required [please state]
	Orange Goop	397 g		<input checked="" type="checkbox"/>		
	Caress	5 L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Sophora Lemon Bleach	2 L		<input checked="" type="checkbox"/>		
	Green Pine Disinfectant	5 L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Floss	5 L		<input checked="" type="checkbox"/>		
	Freeway	5 L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Dynawhite	5 L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Brasso	1 L		<input checked="" type="checkbox"/>		
	Zap	5 L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Window Kleena	5 L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Citrodet	5 L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Blue Foam	25 kg bag		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Tan Oil	200 ml		<input checked="" type="checkbox"/>		
	De-Solv-it	425 ml		<input checked="" type="checkbox"/>		
	Klisten	Jar		<input checked="" type="checkbox"/>		
	Trump	10 L		<input checked="" type="checkbox"/>		
	Re Odourant Spray	5 L		<input checked="" type="checkbox"/>		
	Harpic Active Cleaner	500 ml		<input checked="" type="checkbox"/>		
	Dixon Carpet Shampoo	300 ml		<input checked="" type="checkbox"/>		
	Cascade Window	5 L		<input checked="" type="checkbox"/>		
	Finesse Air Freshener	5 L		<input checked="" type="checkbox"/>		

Regent Theatre Health and Safety Manual

	De ordourising Cubes			✓		
	Renew Upholstery Cleaner	400 g		✓		
	Selleys Oven Kleen	500 g		✓		
	Johnson Complete	5 L		✓		
	Johnson Break up	5 L		✓		
	Mineral Turpentine					
	Hazer Fluid					
	Methylated Spirits					
	Isopropyl Alcohol					
	Various Acrylic Paints					
	Acetone	425 ml				
	Spray Paint Cans					
	Reticulated Gas Supply					

SECTION 2:

ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES

- All accidents and incidents must be notified to the Manager or Supervisor immediately. If any accident or incident is not notified on the day it happens, then it may not be accepted as a work related injury.
- Do not disturb the scene!
- All accidents and incidents must be recorded on the Accident / Incident Register included in this Safety Manual.
- All serious harm accidents to any employee(s) are to be notified to OSH as soon as possible. (Refer to list of OSH Addresses and Phone Numbers).
- A “Notice or Record of Accident/Serious Harm” form, is to be forwarded to the nearest OSH Office within seven (7) days of the event.

392 Hillside Road
PO Box 537
SOUTH DUNEDIN
Phone: (03) 455-0855
Fax: (03) 455-6680

Inform all employees of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls.

DEFINITION OF SERIOUS HARM

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
 - respiratory disease
 - noise-induced hearing loss
 - neurological disease
 - cancer
 - dermatological disease
 - communicable disease
 - musculoskeletal disease
 - illness caused by exposure to infected material
 - decompression sickness
 - poisoning
 - vision impairment
 - chemical or hot metal burn of eye
 - penetrating wound of eye
 - bone fracture
 - laceration
 - crushing
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harms occurrence.



Notice of accident / serious harm

Check that the details on this copy are complete and forward it to your nearest OSH office

DEPARTMENT OF
LABOUR
TE TARI MAHI

1 Particulars of employer: (Business name and address)

2 Location of place of work:

Shop, shed, unit no, floor, building; Street no and name; Locality / suburb

3 Personal data of injured person:

Name	
Residential address	

Date of birth Sex (M/F)

4 Occupation or job title of injured person:

--

5 Period of employment of injured person:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> 1 st week | <input type="checkbox"/> 1 st month | <input type="checkbox"/> 1-6 months |
| <input type="checkbox"/> 6 months-1year | <input type="checkbox"/> 1-5 years | <input type="checkbox"/> Over 5 years |
| <input type="checkbox"/> non-employee | | |

6 Treatment of injury:

- Nil First-aid Doctor (not hospitalised)
 Hospitalised

7 Time and date of accident/serious harm:

Time am/pm

Date

Shift Day Afternoon Night

Hours worked since arrival at work

8 Mechanism of accident/serious harm:

- | | |
|---|--|
| <input type="checkbox"/> Fall, trip or slip | <input type="checkbox"/> Hitting objects with part of the body |
| <input type="checkbox"/> Sound or pressure | <input type="checkbox"/> Being hit by moving objects |
| <input type="checkbox"/> Body stressing | <input type="checkbox"/> Heat, radiation or energy |
| <input type="checkbox"/> Biological factors | <input type="checkbox"/> Chemicals or other substances |
| <input type="checkbox"/> Mental stress | |

9 Agency of accident/serious harm:

- Machinery or (mainly) fixed plant
- Mobile plant or transport
- Powered equipment, tools or appliances
- Non-powered handtools, appliances and equipment
- Chemical or chemical products
- Material or substance
- Environmental agency
- Animal, human or biological agency (not bacteria or virus)
- Bacterial or virus

10 Body part:

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Head | <input type="checkbox"/> Neck | <input type="checkbox"/> Trunk |
| <input type="checkbox"/> Upper limb | <input type="checkbox"/> Lower limbs | <input type="checkbox"/> Multiple locations |
| <input type="checkbox"/> Systemic (internal organs) | | |

11 Nature of injury or disease: (specify all)

- | | |
|--|---|
| <input type="checkbox"/> Occupational hearing loss | <input type="checkbox"/> Fatal |
| <input type="checkbox"/> Fracture of spine | <input type="checkbox"/> Puncture wound |
| <input type="checkbox"/> Other fractures | <input type="checkbox"/> Poisoning and toxic effects |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Multiple injuries |
| <input type="checkbox"/> Sprain or strain | <input type="checkbox"/> Damage to artificial aid |
| <input type="checkbox"/> Head injury | <input type="checkbox"/> Disease, nervous system |
| <input type="checkbox"/> Internal injury of trunk | <input type="checkbox"/> Disease, musculoskeletal |
| <input type="checkbox"/> Amputation, incl. eye | <input type="checkbox"/> Disease, skin |
| <input type="checkbox"/> Open wound | <input type="checkbox"/> Disease, digestive system |
| <input type="checkbox"/> Superficial injury | <input type="checkbox"/> Disease, infectious or parasitic |
| <input type="checkbox"/> Bruising or crushing | <input type="checkbox"/> Disease, respiratory system |
| <input type="checkbox"/> Foreign body | <input type="checkbox"/> Disease, circulatory system |
| <input type="checkbox"/> Burns | <input type="checkbox"/> Tumour (malignant or benign) |
| <input type="checkbox"/> Nerves or spinal cord | <input type="checkbox"/> Mental disorder |

12 Where and how did the accident/harm happen?

If not enough room, attach separate sheet or sheets
See attached sheet

13 Has an investigation been carried out?	Yes/No
Was a significant hazard involved?	Yes/No

Regent Theatre Health and Safety Manual

Completed by: Employer or employer's representative (delete which is not applicable)

Name and position

Signature

Date

SECTION 3:

EMERGENCY AND EVACUATION PROCEDURES

The following will happen at the advent of an emergency:

1. Fire / Evacuation: plan
The announcement to evacuate will be via **Regent Staff** or your **Stage Management** personnel.

THIS WILL BE A VERBAL ANNOUNCEMENT CLEAR AND DELIBERATE.

The Basement area, Prompt side of stage and 2nd Floor dressing room passage and Proscenium Arch have Flashing Red Strobe warning Lighting

If the RED FLASHING LIGHTS have activated evacuate immediately

CALMLY EVACUATE IMMEDIATELY

DO NOT ATTEMPT TO REMOVE BELONGINGS FROM YOUR AREA.

Evacuation will be following the EXIT signs through the Stage and Dressing Room complex to the **ground floor Stage Door** and out into the driveway.

Proceed up the drive to an assembly point across **Moray Place in the First Church grounds** where the duty Building Warden will complete a role call

IF YOU DISCOVER A DANGEROUS SITUATION IN THE BACK STAGE AREA NOTIFY STAGE MANAGEMENT IMMEDIATELY

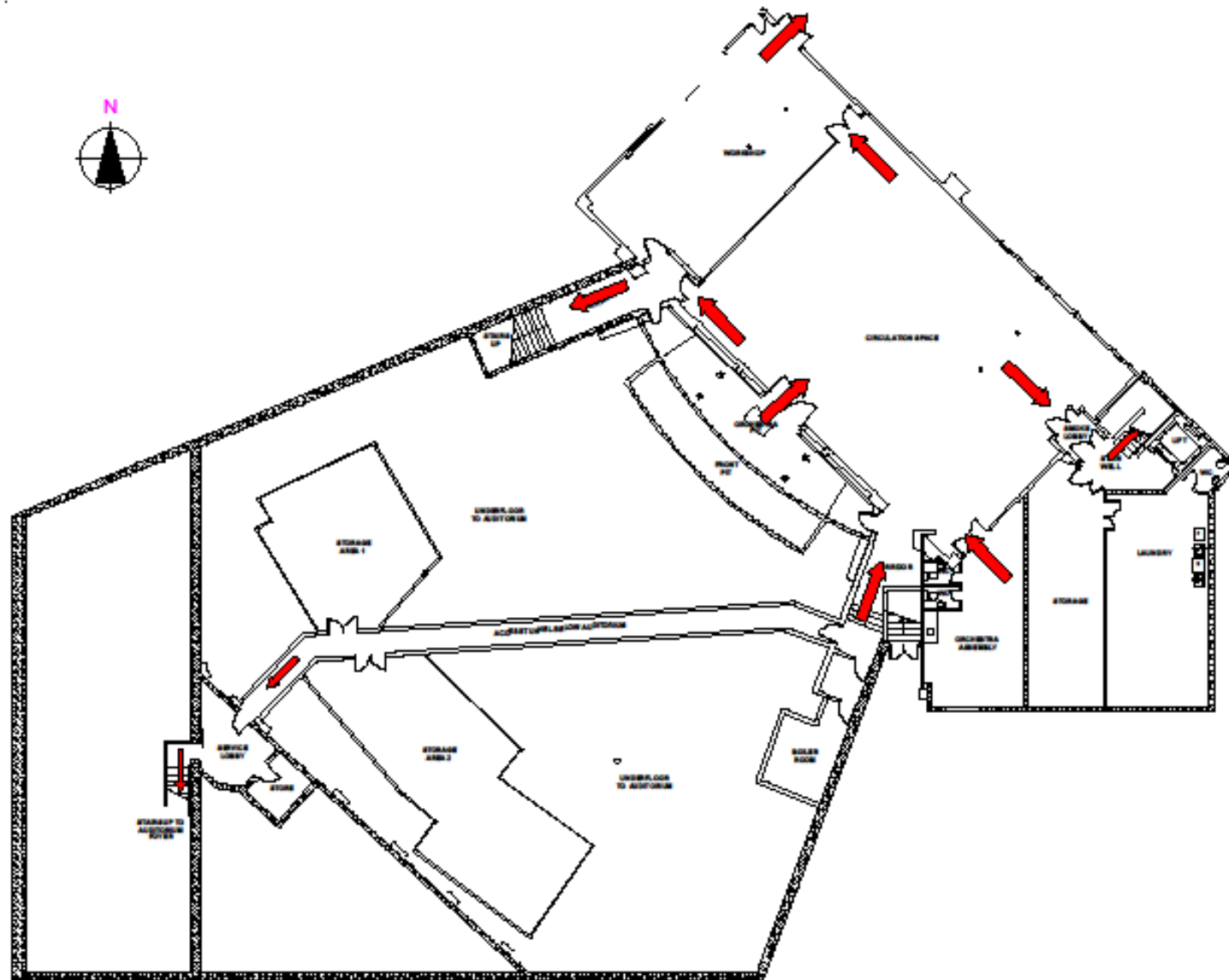
2. Chemical Spill:
 - Contain spill as much as possible.
 - Refer to the Material Safety Data Sheet (MSDS) for clean up instructions.
3. Chemical Poisoning:
 - Attend to victim and determine substance exposed to.
 - Refer to the Material Safety Data Sheet (MSDS) for first aid treatment and seek medical treatment as necessary.
4. Earthquake:
 - During shaking take cover under strong structures such as doorways and tables.
 - Once shaking has stopped an assessment will be carried out by person in control of theatre.
 - If building is secure then no evacuation will be required.
 - If building is unsafe an evacuation (based on fire evacuation plan) will be initiated and people to assess the safety of the muster points once they are there.
5. Injury / Illness:
 - Make sure it is safe to approach person.
 - Assess condition of injured / ill person.
 - Determine response required.
 - Arrange for a person to call the ambulance: 1-111.

We will ensure fire drills and evacuation procedures are practised at least annually.

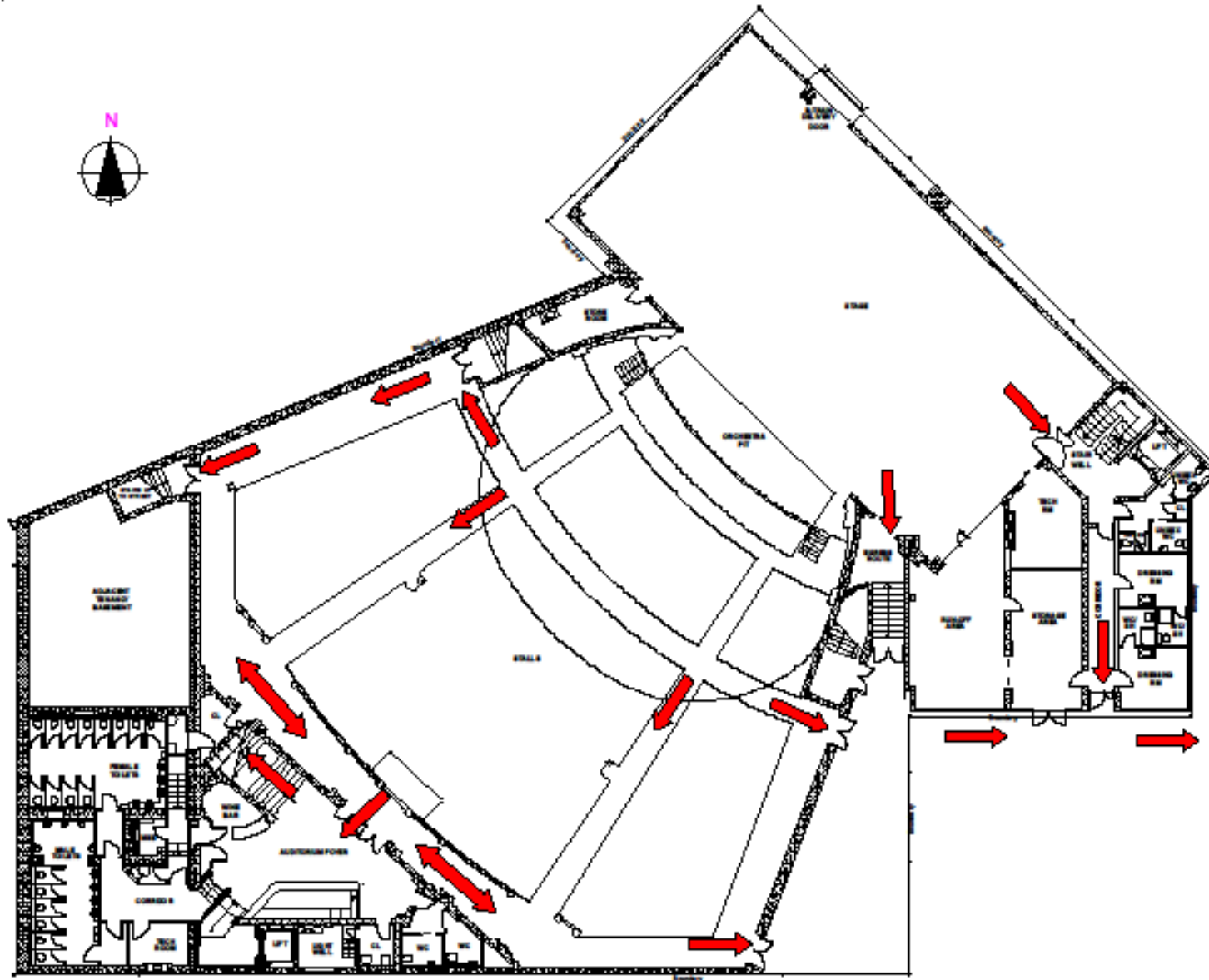
Welcome to the Regent Theatre, Dunedin

Here are a few pointers for you to help make your stay with us a pleasurable one.

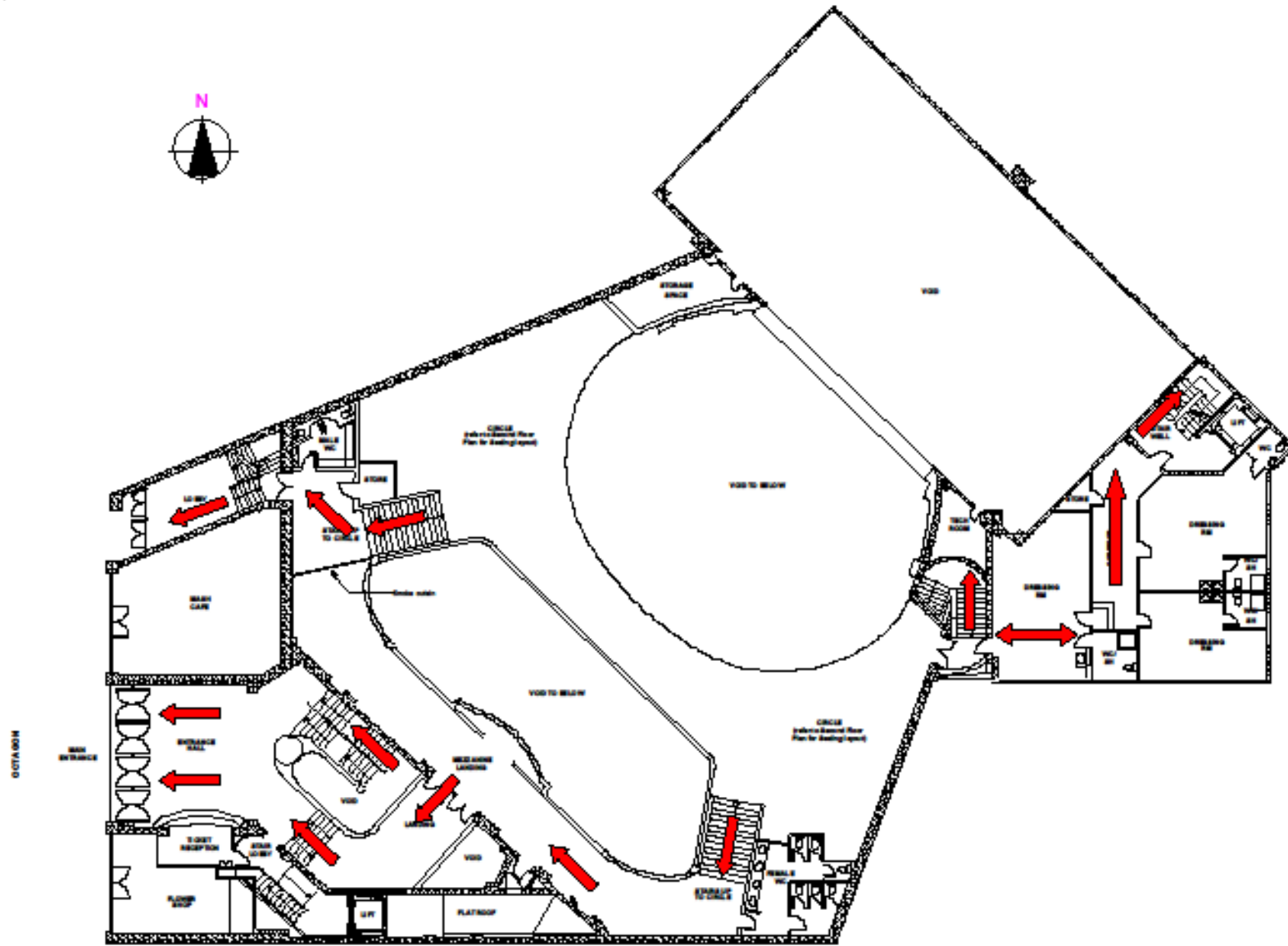
- All production equipment you bring into the theatre is required to comply with relevant regulations. **Documentation Certificates** and **Licences** in relation to this equipment, and a record of personnel responsible is required to be sighted by the Technical Manager on duty before installation or use.
- Harmful substances and chemicals to be brought into the theatre will be subject to the above conditions.
- For safety reasons no member of a visiting production crew is to enter any area in the theatre apart from area(s) approved by the Technical Manager. Nothing is to be removed, altered, or used in the theatre without prior approval first being given.
- **Evacuation Plan** Please acquaint yourself with our procedures and be sure you know what to do in an emergency. The procedures are posted in the main passageways in the theatre. Please ask if you do not easily locate them.
- Please report immediately to Theatre Management anything you encounter or observe that could present a danger to personnel or to the theatre.
- Any personal injury is to be written up as soon as possible in the **Accident Report Register** and signed off with the Technical Manager on duty.
- The **Stage Door** is the only point of entry and exit for cast and production personnel. Please do not use any other entrance or exit to the theatre without prior permission having been obtained from the Technical Manager on duty.
- A **No Smoking** policy applies in the Regent Theatre.
- Please do not bring **Drugs** and **Alcohol** into the theatre these items will be confiscated immediately and appropriate authorities will be notified.
- A small amount of alcoholic beverage may be taken into dressing rooms with the prior permission of the Technical Manager on duty.
- Avoid bringing valuable personal items into the theatre. The theatre will not accept liability for the loss of such items.
- Do not park your vehicle in the driveway leading to the Stage Door. This driveway is not owned by the Regent Theatre. All parking spaces are leased and are regularly in use. The owner of the driveway or the users of the car parks will have your vehicle towed away at your cost.



Basement level

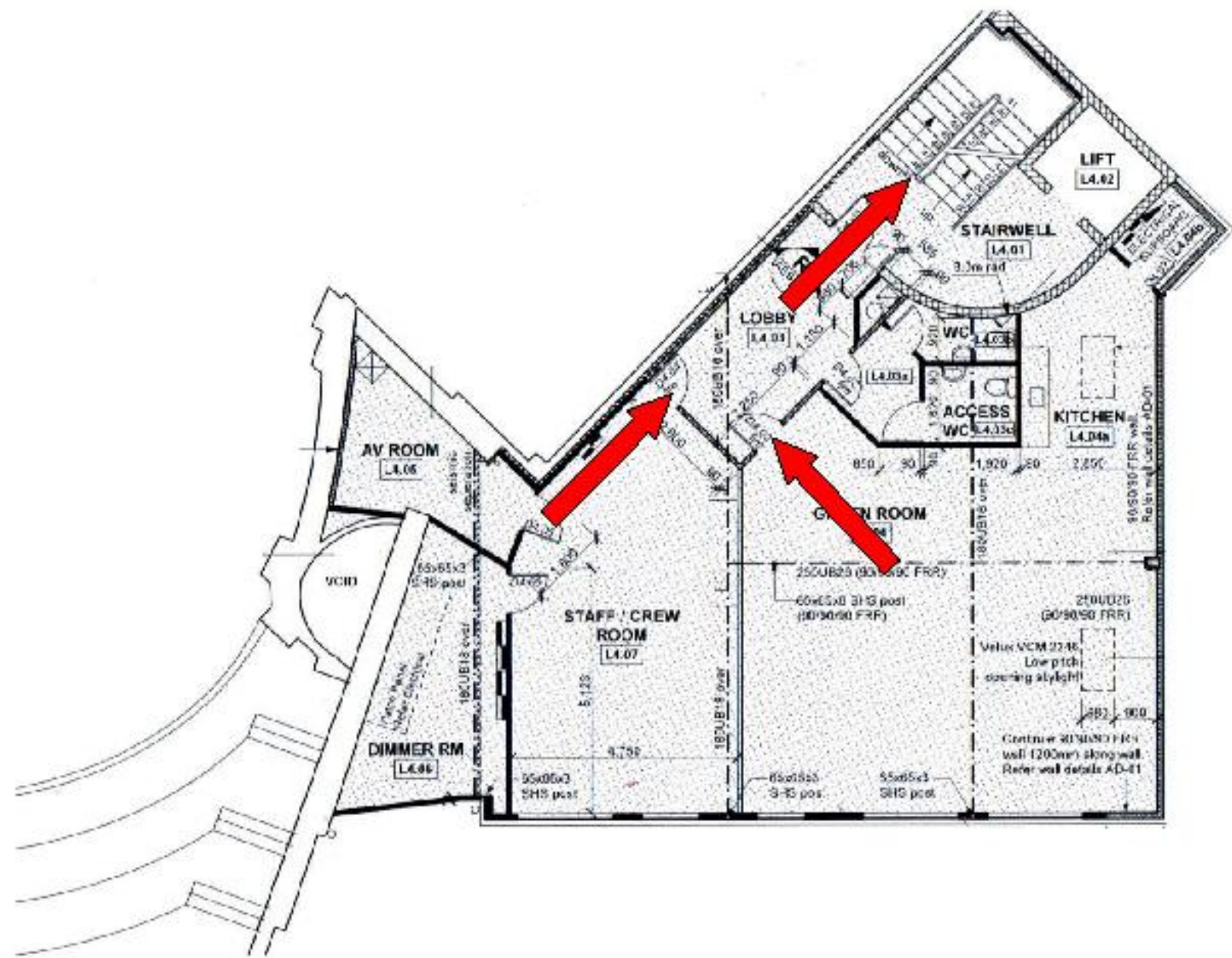


Ground Floor



First Floor

GREEN ROOM LEVEL 2



SECTION 4: **DUTIES TO “OTHERS IN THE WORKPLACE”**

We have a duty to ensure the following persons are NOT HARMED:

- People in the vicinity of the workplace (outside public e.g. patrons at nearby coffee shops)
- People who are lawfully at work e.g. outside contractors.
- People who are in the place with express or implied consent, and have paid to be here, or are buying or inspecting goods e.g. patrons.

We have a duty to ensure the following persons are *advised* of any significant hazards that we would not reasonably expect to find on our premises:

- Persons who are authorised to be here
- Persons who are on site under the authority of an Act, e.g. TrustPower, OSH, ACC

We do not have a duty to:

- Trespassers
- Persons on site solely for recreation or leisure (providing they were not authorised to be here)

SECTION 5:

CONTRACTORS AND PRODUCTIONS

The principal “means a person who or that engages any person / company (otherwise than as an employee) to do any work for gain or reward.”

As the principal, The Regent Theatre are required to take all practicable steps for a contractor’s / productions safety (and the safety of any employees of that contractor / production).

To achieve this, all contractors / productions will be advised of:

1. All specific hazards they may be exposed to, and the hazard controls, whilst the contractor /production is undertaking work on our premises.
2. Emergency and evacuation procedures.

Our policy is that:

- Contractors /productions shall be informed they are responsible for any hazards that they may create while on our premises; and;
- The contractors /productions must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety in Employment Act 1992;
- Ensure the following is given to all contractors / productions / sub-contractors:
 1. Letter to Contractor / productions / Sub-contractor;
 2. Safety Requirements for Contractors /productions
 3. Conditions of Contract;