

Work Health and Safety Statement

Introduction

Central Audio Visual is committed to the safety of workers and the general public. This document aims to establish and maintain a high standard of work health and safety practices and provide a general overview of the required standards of work for daily practices.

Scope

This statement applies to all workers engaged by Central Audio Visual, including permanent and casual staff, contractors including subcontractors and staff of contractors and volunteers including work experience students.

Workers have a duty of care to themselves and others while at work. Workers must take reasonable care of their own health and safety and must not adversely affect the health and safety of others through any action or inaction. Workers must also comply with reasonable instructions and follow any reasonable policy or procedure regarding health and safety in the workplace. Workers who witness any non-compliance with this statement must report the breach using the prescribed Incident Report method.

Management staff represent Central Audio Visual and are also considered workers. Management are required to provide workers with a safe working environment, which includes provision and maintenance of suitable plant and equipment, safe systems of work, instructions for the safe use and handling of plant, structures and substances as well as provision of adequate facilities for the welfare of workers.

This statement is subject to the following overarching legislation:

- Work Health and Safety Act 2012 (South Australia)
- Work Health and Safety Regulations 2012 (South Australia)
- Safework SA Codes of Practice
- Australian Standards

Definitions

Worker – A person who carries out work in any capacity for Central Audio Visual including employees, contractors, subcontractors, employees of contractors, employee of a labour hire company engaged by Central Audio Visual, outworkers, apprentices or trainees, students gaining work experience and volunteers.

Hazard - A source or a situation which has the potential to cause harm to people, property and/or the environment including, but not limited to injury, disease and death.

Risk - The likelihood that harm will occur as the result of exposure to a hazard.

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Hazard Identification and Risk Management

All workers are required to report hazards, risks and incidents at the workplace. Legislation requires that Central Audio Visual works in consultation with workers to identify any objects and situations which may cause harm. Most hazards will be found in the physical work environment, plant and materials used, work tasks and work processes and the design and management of work sites.

All incidents and near hits must be reported to allow for future examination to identify potential risks and prevent future re-occurrence. Workers must be consulted to identify issues in each work area and adequate representation from each work area and site is critical. Regular inspections of each work area and site will assist to identify hazards and potential risks.

Once a hazard has been identified as a risk to health and safety, an assessment process must take place. The severity, current control measures, likelihood, urgency and actions to be taken must be considered and actioned appropriately.

Hazard identification, risk assessment and risk control is a continuous process. Review of the effectiveness of hazard management and control measures is critical to ensure that processes and procedures are maintained. Regular hazard and risk assessment will assist in preventing workplace incidents, injuries and illnesses from occurring. When changes to works systems, new plant, tools, equipment or substances are introduced, hazards and risks must be re-assessed. Supervision and training of new and inexperienced workers is critical.

All hazard observations, risk assessments and control measures must be appropriately recorded using the risk management system and made accessible for future review.

Worksite Inductions

To ensure workers receive adequate training and induction, the following procedures must be followed:

- New workers must be inducted to the main site by an appropriately qualified person
- Workers whom will be operating at any other site must be inducted at those sites separately
- Induction records for all workers must be kept in the Training Register

Training

Central Audio Visual is committed to providing adequate training for workers. Any tasks which require a licence or competency under legislation must only ever be allocated to a worker who holds the appropriate qualification. This includes, but is not limited to, rigging and dogging work, operation of elevating work platforms including scissor lifts and boom lifts, operation of forklifts and other high-risk work. Testing and tagging of appliances must be carried out by a competent person and meet the appropriate Australian Standard.