

OHS Induction Booklet





Emergency Contacts

Life Threatening Emergency
Evacuation Assembly Point

0 000 (or 112 from a mobile)
Martin Place by statue (cenotaph)

Dial '0' for an external line from all venue handsets*

Chief Fire Warden

Front of House Manager

ext 210

0412 418 236

Communications (Stage Door)

Operations Manager

ext 211

0418 635 545

Other Important Numbers

Technician on Duty (TOD) mobile

0432 480 498

Prompt Side (Stage)

ext 235

Lighting and Sound Control Room

ext 253

Stage Door

ext 211

Front of House (FOH) Manager

ext 210 or 0412 418 236

Technical Manager

ext 230 or 0412 824 040

Internal numbers are dialled by lifting the headset of any venue phone and entering the three digit extension number.

External numbers (including mobiles) are dialled by first pressing '0'.

*Not all venue phones can dial external lines.

Purpose of this Booklet

City Recital Hall Angel Place is committed to promoting a safe working environment for its employees, hirers and patrons.

This booklet provides the information necessary to allow all persons entering the venue to be aware of the most common OHS and general housekeeping policies.

Before commencement of work, a designated representative of the hirer must acknowledge (by way signing the attached document) that they have read and understood this booklet. Copies of this booklet will be provided to all persons as they 'sign-in' at Stage Door.

If you have any questions or concerns relating to the OHS policies in this book, please speak to the Technician on Duty or Front of House Manager

Contents

Venue Personnel and Communications	2
Access Conditions	2
Car Parking	2
Designated Smoking Areas	3
Designated Eating Areas	3
Toilets & Lockers	3
Emergency Evacuation Guidelines	4
First Aid	6
Hazards & Incidents	6
Maps	7
Hirer Induction Form	9





Venue Staff and Communications

The following staff are onsite for each event;

- **Technician On Duty (TOD):** The TOD's role is to oversee the staging and technical elements of the event. They will coordinate between the hirer and the other technical staff (lighting and sound) and ensure that the bump-in, rehearsal and presentation/ performance occur to the agreed schedule. Any questions relating to the presentation of the event should be directed to the TOD.
- **Front of House Manager:** The FOH Manager's role is to oversee the attendance of guests at the event. They will coordinate between the hirer and the FOH staff (ushers, bar and wait staff) and ensure that the foyer arrangements, seating of the house and event functions run to the agreed schedule. Any questions relating to the foyers or guest attendance should be directed to the FOH Manager.
- **Stage Door Attendant:** The Stage Door Attendant's role is to greet all persons entering through Stage Door and will only allow those authorised to access backstage areas. The Stage Door Attendant can provide venue information and assistance with car parking vouchers, staff contacts and deliveries.

A list of important contact numbers for venue staff and locations are listed on the inside cover of this booklet.



Access Times and Conditions

- On arrival, the Hirer will be greeted by the Stage Door Attendant and directed to the auditorium to meet the Technician on Duty (TOD)
- Every person must 'sign-in' on the Stage Door List at their first entry to the venue on each day of work.
- Before commencing work a designated representative of the hirer must acknowledge and sign the OHS Induction Form with the TOD.
- The access times as agreed are listed on the Run Sheet page of the Event Sheets. (If you require a copy of the Event Sheets please ask the TOD)
- Any changes to access times should be discussed in advance with the Event Manager or with the TOD on the day.
- Any keys issued to hirers must be returned at the day's end. Keys cannot be taken home overnight.
- Any visitors to backstage must also be 'signed-in' through Stage Door.



Car Parking

- Parking vouchers for discounted parking rates in the Angel Place Car Park are available from Stage Door.
- Parking in the Loading Dock is only available when pre-arranged with the Event or Operations Manager. The number of parking spaces available is limited and at the discretion of management.
- Hirers are advised to pre-pay for their parking before 10pm for an unhindered exit.



Designated Smoking Areas

- City Recital Hall Angel Place is a smoke-free environment. The only designated smoking area is outside Stage Door.
- Persons are not permitted to exit the venue via stairwells and fire exit doors, other than in the event of an emergency, to access outside areas.



Designated Eating Areas

- The Green Room is the only designated eating area. The Green Room facilities include a sink, hot water unit, fridge and microwave to assist in food preparation and storage.
- No food or drinks, except water, are permitted on the stage.



Toilets – Backstage

- Male and Female toilets are located in the southern corridor between the stage and Green Room (Level 1)
- Toilets are located in each dressing room.
- A toilet with disability access is located next to Dressing Room 3.
- Toilets are also located on Level 4 – Male (southern corridor) and Female (northern corridor)

Toilets – Foyers

- Toilets (including disability access) are also located on each level in the foyers.



Lockers – Backstage

- Male and Female lockers are located in the southern corridor between the stage and Green Room (Level 1)
- Keys for lockers are available at Stage Door.

Emergency and Evacuation Guidelines

There are two audible emergency alarms that you will hear:

- The first alarm sounds like a 'beep beep'. On hearing this alarm, persons should stand by for instructions to evacuate.
- The second alarm sounds like a 'whoop whoop'. On hearing this alarm, persons should immediately begin to evacuate the building.

Evacuation Procedures

1. When you hear the emergency alarm, listen carefully to instructions from the Chief Warden.
2. On hearing the verbal evacuation command or evacuation alarm, make your way to the nearest exit and evacuate the building calmly to the designated assembly area: Martin Place by the statue (cenotaph).
3. Do not run or try to obtain any personal items. Remain calm.
4. If you have time, and are not in any danger, turn off any electrical equipment.
5. At the assembly area wait for further instructions and inform a warden if a person has not evacuated.
6. All persons shall obey the instructions of the emergency response team.

Bomb Threat

NOTE: If you find a suspicious object dial Stage Door (ext 211) immediately – do not touch or move an item that is suspicious.

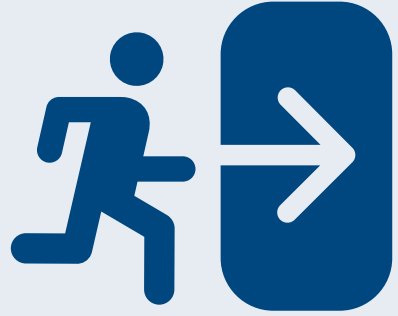
Threat by Phone

1. Attempt to gain as much information as possible: where the bomb is located; when it is set to go off; what it looks like.
2. If the caller should hang up keep the line open. Go to another line, dial 0 000 and inform the emergency response team.
3. Emergency response team will assess the situation and decide if evacuation is necessary.
4. When evacuating the venue please take all baggage with you.

Fire

1. Alert other occupants by calling 'fire' or raising the alarm.
2. Dial 0 000 or 0 9247 4341 and inform operator: where the fire is located; where it started; who is affected and may need medical assistance.
3. Attend to any human life in danger.
4. If appropriate and safe to do so, contain the fire by selecting the correct fire extinguisher and dispense the contents at the base of the fire. Do not put yourself and others at risk.
5. Close all doors and turn off any electrical systems if not in immediate danger.
6. Evacuate the building on command.

NOTE: Stage Door (ext 211) to notify car park and AMP tower.



Hazardous Material

1. Dial Poisons Information Centre 0 131 126 and inform operator: where the spill occurred; what substance has been spilt.
2. If safe, try to contain hazard, close all doors and turn off any electrical equipment in the vicinity.
3. Ensure persons contaminated by the hazardous material are not permitted to leave the area. If unsafe to remain, evacuate, isolating contaminated individuals.
4. Emergency response team will determine if evacuation is necessary.
5. Await emergency services and follow their directives.

Medical Emergency

1. Immediately dial 0 000. Operator will inform emergency services.
2. Give your name, location (2 Angel Place, between Pitt and George Sts near Martin Place), number of persons injured and any details that may assist.
3. Await further instructions.
OR
3. Follow Injury and First Aid procedures.
4. Inform a City Recital Hall staff member.

Natural Disaster

Earthquake

1. If you are outside move to an open area away from the buildings.
2. If you are inside a building take shelter under tables, desks or in doorways. Stay away from windows, shelving and large free standing furniture.
3. After the event seek injured persons and follow medical emergency procedures.

Flood and High Winds

1. If you are outside seek higher ground or safe shelter. Try to contact emergency services, who will give further instructions.
2. If you are inside during high winds follow earthquake procedure.

Fire Exits

1. Hirers should take the time to observe the fire exits and fire safety equipment closest to their place of work in the venue.
2. Fire exit doors are located on either side of the stage.
3. In the event of an emergency, do not use lifts.



First Aid Kits

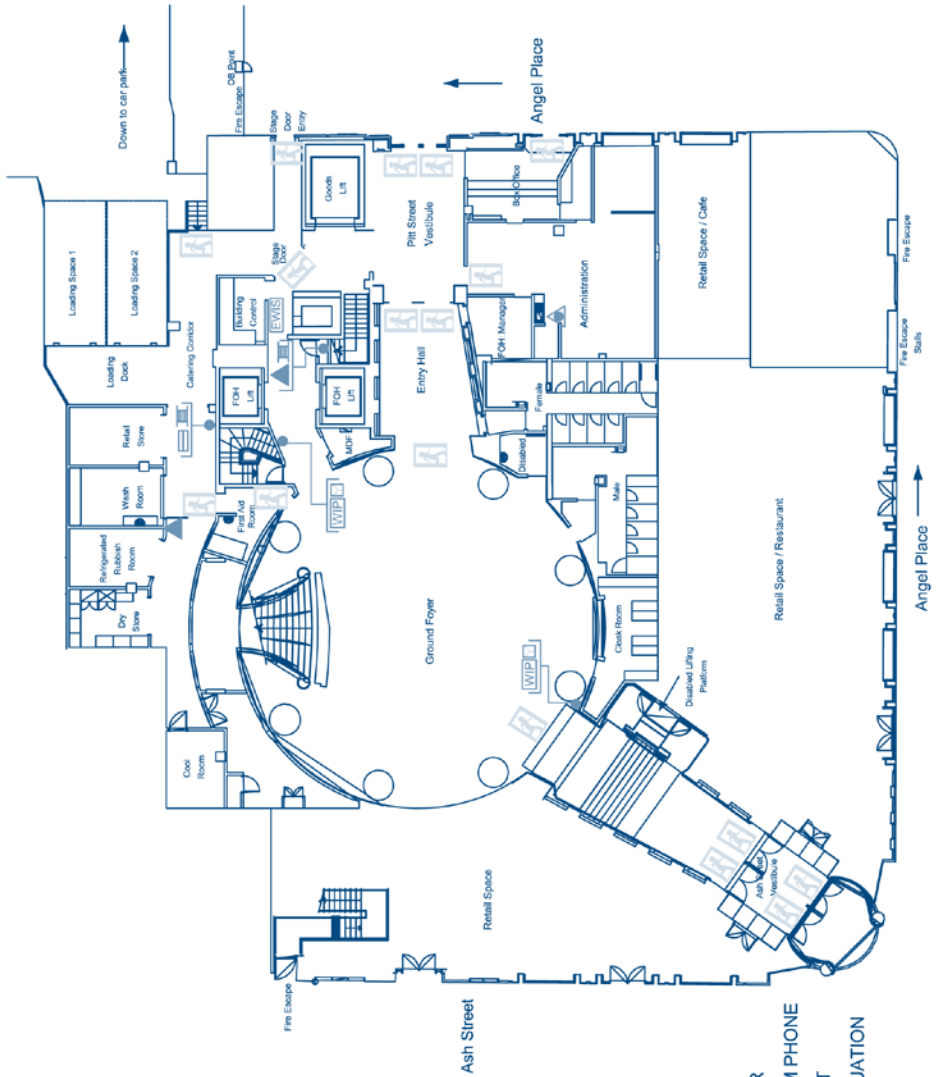
- These can be found at the following places:
 - Ground Level: First Aid Room and FOH Manager's office
 - Level 1: Prompt side of stage
 - Level 4: Western corridor next to the Technician's workshop.
- There is a list of trained First Aiders located in the First Aid Room (Ground Level)



Incident Reporting Procedure

- All accidents and hazards (however minor) should be brought to the attention of the TOD or FOH Manager immediately. The Hirer may be required to complete an Incident or Hazard Form with CRH staff. These forms are reviewed and investigated by the City Recital Hall OHS Committee as part of their procedures for monitoring and maintaining a safe workplace.

CRH – Ground level



LEGEND

-  FIRE BLANKET
-  FIRE HOSE REEL
-  CO₂ EXTINGUISHER
-  DCP EXTINGUISHER
-  WARDEN INTERCOM PHONE
-  MANUAL CALL POINT
-  EMERGENCY EVACUATION CONTROL PANEL
-  EXIT SIGN



Hirer Acknowledgement Form

After reading this booklet, a designated representative of the hirer will be asked to sign a copy of the below document. This Hirer Acknowledgement Form is available from the TOD or Stage Door.



OHS Induction - Hirer Acknowledgement Form

City Recital Hall Angel Place is committed to promoting a safe working environment for its employees, hirers and patrons.

This OHS Induction and OHS booklet provide the information necessary to allow all persons entering the venue to be aware of the most common OHS and general housekeeping policies.

Before commencement of work, a designated representative of the hirer must acknowledge (by way of signing this form) that they have received an OHS induction from the Technician on Duty and have also received a copy of the OHS booklet.

Copies of this booklet will be provided to all persons associated with the event as they 'sign-in' at Stage Door.

STEP 1. The following topics have been covered in the OHS Induction:

- Topic**
- Venue personnel and communications
- Access conditions and times
- Car parking
- Designated smoking areas
- Designated eating areas
- Toilets and Lockers
- Evacuation procedure and assembly point, fire exits
- First Aid kits
- Incident reporting procedure

STEP 2. OHS Induction completed by:

Hirer Representative:

Signature: _____

Date: _____

CRH Employee:

Signature: _____

Date: _____



City Recital Hall Emergency Evacuation Assembly Point



ALTERNATIVE
ASSEMBLY AREA
AUSTRALIA SQUARE

