Work, Health and Safety Induction for Music & Media Studios
This Induction

presents information regarding access to the Music building and the importance of Workplace Health and Safety, so that we maintain a safe and healthy environment for all.

After participating with this induction you will be required to complete an agreement and registration. You will then be eligible to access Music studios, attend equipment certification sessions and book for After Hours Access.
D-block floor plan.

Areas on this plan indicate general access. For all other areas, access is conditional on meeting specific WHS requirements.
The **Work Health and Safety (WHS) Act of 2011**, provides a “balanced and nationally consistent framework to secure the health and safety of workers and workplaces”.

This legislation clarifies responsibilities in the workplace for health and safety and more accurately specifies EVERY individuals participation in a ‘primary duty of care’.

Providing all staff and students with current ongoing information of WHS legislation and responsibilities under this act is a legal requirement for Southern Cross University.
How does this apply to us?

D-Block specific rules and procedures are a direct reflection of the principals embedded in the universities policies and our obligation to satisfy legislation.

The Act also recognises the individual conditions and specialisations of various workplaces and this has allowed us to address safety and policy issues that are unique to our school and programs.
Other concerns that are encompassed by the Act include:

- Bullying and other psychological issues
- Chemicals and carcinogens
- Manual Handling and Ergonomics
- Noise
- Machinery and equipment
- Workers compensation
- Willful or reckless behavior in workplace or deliberate disregard of WHS policy
Our Mutual Responsibilities

Current WHS legislation does recognise **STAFF and STUDENT equally** in the SCU teaching environment. This translates to a “Duty of Care”, a moral or legal obligation to ensure the safety or well-being of others.

“Workers have a duty to take reasonable care for their own health and safety while at work and also to take reasonable care so that their acts or omissions do not adversely affect the health and safety of other persons at the workplace, and must comply with reasonable directions from the **PCBU*** ***

*See Division 2, clause 28 of the Work Health and Safety Act 2011
**PCBU or Person conducting business or undertaking refers to the university

We Must

1. Adhere to all Workplace Health and Safety requirements set out in the ‘WHS induction’.
2. Follow all WHS policies.
3. Comply with all equipment and process procedures.
4. Conduct yourself to not put yourself and others at risk.
5. Report hazardous situations or incidents that occur.
6. Report damaged or broken equipment.
7. The responsibility of care applies to all people in the workplace including staff, students, trades people, volunteers and visitors.
Specific rules and policy within D-Block.

• TESTING & TAGGING ELECTRICAL APPLIANCES, All 240v electrical equipment must be tested and tagged prior to being allowed into the studio.

• OUT OF ORDER TAGS ON EQUIPMENT, Do not remove these labels or attempt to use this equipment.

• COVERED FOOTWEAR, Suitable covered footwear must be worn in the studios at all time. Footwear is part of your personal protection equipment. Please make yourself aware of the different requirements in regard to footwear depending on the studio area you are in.

• FOOD AND DRINK, You must not consume food or drink in any studio or teaching space.

• CHILDREN IN D-BLOCK, Children are not permitted in D-block studios or teaching spaces under any circumstance.
RISK EVALUATION OF SOME PROJECTS, Any project that may present a risk to an individual, other students, the general university population or the public must have a risk evaluation performed.

PLEASE REPORT BROKEN AND DAMAGED EQUIPMENT, Any broken or damaged equipment must be reported immediately to minimise the possibility of harm to other users of the equipment.

SMOKING, Smoking is not permitted within 10 meters of any building or paved area on campus.

EXITS, THOROUGHFARES, STAIRWELLS, These areas must not be blocked at any time. Doors must not be deliberately forced to stay open for security and safety reasons

SECURE PERSONAL ITEMS, Please make sure you keep your studio space tidy and do not leave about unsecured personal items of value. We have limited storage and artworks goods and materials left in studios are in danger of being stolen or removed.
SIGNAGE IN THE STUDIO

Appropriate Footwear Must Be Worn.

Appropriate approved footwear is required to gain access and work in this studio area.

No food or drink
Health and safety duty offences

WHS legislation outlines penalties for failing to comply with WHS directives.

<table>
<thead>
<tr>
<th>Type of offence</th>
<th>Maximum penalty for corporation</th>
<th>Maximum penalty for officers</th>
<th>Maximum penalty for workers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 1</strong> – Breach of a health and safety duty involving recklessness as to the risk of death or serious injury or illness without reasonable excuse</td>
<td>$3,000,000</td>
<td>$600,000 or 5 years’ imprisonment</td>
<td>$300,000 or 5 years’ imprisonment</td>
</tr>
<tr>
<td><strong>Category 2</strong> – Breach of a health and safety duty which expose an individual to death or serious injury or illness (without recklessness)</td>
<td>$1,500,000</td>
<td>$300,000</td>
<td>$150,000</td>
</tr>
<tr>
<td><strong>Category 3</strong> – Other breaches of health and safety duties</td>
<td>$500,000</td>
<td>$100,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Maximum penalty for workers applies to ‘others e.g. students’ also.
We all have access to and an obligation to recognise information about our WHS responsibilities. The SCU web site, inductions like this, signage in the studio, information from academic and technical staff are a few examples of where this information is made available. Claiming ignorance is no defence for ignoring your responsibilities.
Code of Conduct and Student Misconduct Rules

SCU has very clear rules regarding conduct relating to your behavior on campus and your obligations to the University and other students.

The University can impose penalties including suspension for failure to follow WHS directives and deliberately ignoring WHS policy.

The Universities policy on Student Misconduct Rules can be found here

The Universities policy on Code of Conduct can be found here
Some useful websites

- WorkCover
  www.workcover.nsw.gov.au

- SCU OH&S Rules
  http://scu.edu.au/admin/hr/index.php/6

- SCU HR Services
  www.scu.edu.au/admin/hr/index.php

- Safe Work Australia
After Hours Access

Access to the Music building and its studios is conditional upon you completing this WHS induction and agreeing to its principals. After Hours Access (AHA) requires your understanding of additional conditions and procedures to qualify for this privilege.

Normal Studio Hours: 8:00 am to 6:00 pm Monday to Friday
AHA hours:
   6:00 pm to 10:00 pm Monday to Friday
   9:00 am to 10:00 pm Saturday and Sunday

Out of semester hours (this is not After Hours Access):
During non teaching weeks access to studios is possible by prior approval only. Conditions of this category can be obtained from the appropriate Music or Media technical officer.
The ‘Buddy system’ is central to After Hours Access. You cannot be present in the studios after hours without a buddy. Security will ensure that this rule is observed.

- You will need to have at least one ‘buddy’ with you at all times in the building after hours.
- You and your buddy will only be allowed to book the studio that you are qualified or entitled to use.
- N.B. All students need to make a booking, even if you have been entered as a buddy.
Emergency Procedure

• Make yourself familiar with the map below and identify not only various options for a quick exit but also know the location of phones and understand the emergency assembly point.

• In case of an emergency make sure Security is alerted. If possible use one of the phones located within the building. These phones, when the hand piece is picked up, immediately connect thru to security, however if they are unavailable then the 000 number is your next best option.

• If a fire alarm or bomb threat alarm sounds within the building, make sure you and your buddy exit via the quickest and safest route. If possible alert any other people in the building. After exiting gather at the evacuation point and do not reenter the building until Security has given the approval to do so.
General Rules for After Hours

- You need to be currently enrolled to access studios after hours.
- You will need to have completed the online access questionnaire/registration.
- You and your buddy must have a booking to be in the studios.
- Do not leave doors open.
- Do not let other students or members of the public into the building.
- Lock the doors if you leave for any purpose - don’t leave your buddy alone.
- Do not move or remove equipment in studios.
- Follow all studio and equipment procedures.
- Smoking, drinking and eating in the studios is prohibited.
- Report all faults to Security.
- Breaches of After Hours Access Rules, disregard for studio and equipment procedures, intentional damaging the building or compromising operations of equipment will be reported to the Head of School. Suspension from AHA privileges will then be determined by the Head of School.
How to book studio time and gain admission to the building

Once you have done the online access questionnaire /registration and created a password you will be activated in the booking system to book go to:

• http://artsbooking.scu.edu.au/ and login (email and password) to make bookings.

• A booking calendar will appear - choose the studio you will be working in from the popup menu. Choose which hour you need (separate bookings are required for each hour), choose a reason for booking and click on ‘Confirm Reservation’ button.

• You will be required to confirm that you have read and understand emergency evacuation procedure

• You you will be asked to enter the name of your buddies.

Building and Security Access

The external doors of D-Block have an electronic swipe card system. You will need your student card to access the external doors. An alarm will sound if the door is left open for more than 90 seconds.

The digital labs V113 and V117 have swipe access system and are accessible to approved students by using their activated swipe card (back of your student card). The swipe card will record your entrance.
http://artsbooking.scu.edu.au/
Health and Safety Representative

• Health and safety representatives (HSRs) are new to NSW and play an important role in representing the health and safety interests of workers in a work group.

The role of an HSR is to facilitate the flow of information about health and safety between the person conducting a business or undertaking (PCBU) and the workers in the HSR's work group.

• The powers and functions of an HSR are to:
  • represent workers in a work group on work health and safety (WHS) matters
  • monitor WHS actions taken by the PCBU
  • investigate WHS complaints from workers of the work group
  • look into anything that might be a risk to the WHS of the workers they represent.
  • If an HSR has completed approved HSR training, they can exercise additional powers:
    • to direct unsafe work to stop when they have a reasonable concern that carrying out the work would expose a worker of their work group to a serious risk
    • to issue a 'Provisional Improvement Notice' (PIN) when they reasonably believe there is a contravention of the Work Health and Safety Act 2011 (WHS Act).

Our HSR is SASS Technical Services Manager Alan Hughes. Alan reports directly to our Head of School Professor Barbara Rugendyke. Any enquiries regarding WHS can be made directly to Alan (contact details are on the next slide of this presentation) or via any of the Visual Arts staff.
Contacts
Music/Media technical staff- musictech@scu.edu.au
School of Arts and Social Science,
Technical Manager- sasstech@scu.edu.au
University Safety and Security- safety@scu.edu.au
SCU Human Resources- hr@scu.edu.au
SCU Health and Safety Team- 0266203651