



## INNOVATIVE PRODUCTION SERVICES OCCUPATIONAL HEALTH and SAFETY POLICY

At **Innovative Production Services**, our objective is to provide the highest possible standards in Health and Safety to all Members of Staff, those working on our behalf, as well as, to all Members of the Public. The approach of **Innovative Production Services** to **Occupational Health and Safety** is one of continuous improvement in performance through enhancing the skills, knowledge and commitment of its workforce that embraces Staff Members, Subcontractors and Suppliers.

To attain this objective our aims are to:

- Comply with all Laws, Regulations and Standards;
- Apply standard procedures that reduce risks and hazards resulting from any operations;
- Provide each **Innovative Production Services** employee with appropriate training, equipment and support to consistently perform their duties in a safe manner; and
- Be acknowledged as a good corporate citizen concerned for the welfare and well-being of our staff, all contractors/ visitors and the general public;
- To consult with employees regarding health and safety issues.

As **Director** of **Innovative Production Services**, I am personally committed to the improvement of safety practices within the Company and it is essential that all employees, subcontractors and suppliers associated with our operations to recognise, contribute and abide with the Company commitment to the prevention of all accidents within the workplace.



## INNOVATIVE PRODUCTION SERVICES DRUG AND ALCOHOL POLICY

Within **Innovative Production Services** our objective is to provide the highest possible standard in Health and Safety as outlined in our **Occupational Health and Safety Policy**.

No person shall be allowed to be affected by any alcoholic beverage or non-prescribed drug during working hours. An employee who is dangerously affected by alcohol and / or any other drug will not be allowed to return to work until he / she is unaffected, i.e. deemed fit to safely do the job.

If an employee is affected by alcohol or any other drug and is sent home to recover, as soon as deemed appropriate, discussions with the employee will take place to determine the appropriate Counselling/Treatment and/or possible resultant grievance measures.

## INNOVATIVE PRODUCTION SERVICES HAZARDOUS SUBSTANCES POLICY

**Innovative Production Services** recognise that the Health and Safety of all employees using hazardous substances is the responsibility of Management. In accordance with the **New South Wales Occupational Health and Safety Regulation 2001**, the Company recognises that Management is responsible to ensure that the following requirements are satisfied:

- **Identification** and **Assessment** of all hazardous substances. This is to be conducted by appropriately trained staff.
- Ensuring that all hazardous substances used at work are provided with **Labels** that conform to WorkCover's standards.
- Ensuring that all hazardous substances used at work are provided with **Material Safety Data Sheets** that conform to WorkCover's standards.
- **Minimising** the risk of adverse Health and Safety effects due to exposure to hazardous substances in the workplace.
- Maintaining information in the form of a "**Hazardous Substances Register**".
- Ensuring that employees with potential for exposure to hazardous substances used at work are provided with appropriate **education and training** on the nature of hazards and means of assessing and controlling exposure to workplace hazardous substances.
- Ensuring that Emergency Services and other relevant public authorities have access to relevant information on workplace hazardous substances.

In fulfilling these objectives, management is committed to **regular consultation** with employees to ensure that Policy operates effectively and that Health and safety issues are regularly reviewed.



## INNOVATIVE PRODUCTION SERVICES REHABILITATION POLICY

Should the need arise Innovative Production Services is committed to preventing injury and illness through providing a safe and healthy working environment for all employees.

The Company is committed to ensuring that any employee who suffers an occupational injury or illness receives early medical diagnosis and treatment. Innovative Production Services is committed to ensuring that any injured employee enters the occupational rehabilitation process as soon as possible in a manner consistent with sound medical judgement.

**Innovative Production Services** is committed to ensuring that participation in a rehabilitation programme will not, of itself, prejudice an injured or ill employee and expects all employees to cooperate with the Company's rehabilitation efforts.

It is acknowledged that by creating a workplace climate that supports workplace-based rehabilitation assists a safe and speedy return to work by an injured or ill employee.



INNOVATIVE PRODUCTION SERVICES  
STANDARD WORK METHOD STATEMENT  
LIGHTING SYSTEM SET-UP & PACK-DOWN

JOB SEQUENCE	Potential Hazards	Protective Measures or Controls
Unload truss and equipment from truck	Objects may fall on persons unloading	Apply safe working standards
	Back injury due to incorrect lifting	Apply safe lifting techniques, use ramp to take equipment from truck
Assemble truss	Incorrect assembled truss may break under load	Assemble according to manufacturer specifications.
Riggers to attach lifting equipment	Incorrect connection may cause truss to fall	Apply industry standard rigging methods
Attach lighting equipment to truss at working height	Truss at incorrect height can cause back injury	Bring truss to correct working height ( approx. 1.6mtr above floor
Check equipment hooks and safety chains	Incorrect attached equipment may fall from truss	Check hooks for cracks or deformations, check safety chain connected properly
Connect equipment to cabling	Incorrect connection may lead to electrocution	Check cables for wear & tear, use correct cable and connector for required voltage & wattage
Check all auxiliary equipment (gel frames, gobo holders, barndoors) for attachment	Objects may fall from equipment	Ensure all auxiliary equipment is secured to equipment
Attach static-lines, fall-arresters and other safety equipment (only if truss is accessible for personnel)	Personnel carrying out work on truss at heights above 2 metre from floor	Ensure correct attachment of safety equipment.
Bring truss to trim height	Cables may get caught and could break	Ensure all cables are clear and long enough for the job
	Truss or motor may hit fixtures	Ensure clear line of sight at any time the truss moves
Connect dimmer racks to power	Incorrect connection could lead to electrocution	Use only approved connectors and cable, suitable for the requirement.
Connect dimmer racks to power	Incorrect connection could lead to electrocution	Where a 'tail-in' is required, this must be carried out by a licensed, in-house, electrician
Connect equipment to dimmer rack	Incorrect connection could lead to electrocution	Use only approved connectors and cable, suitable for the requirement. Do not overload dimmer circuits



JOB SEQUENCE	Potential Hazards	Protective Measures or Controls
Focus lighting equipment	Work must be carried out at height	Where practical, use boom lift to access equipment. Personnel must wear appropriate harness.
Focus lighting equipment	Personnel could fall from height above 2 metres	Where no other access is possible, use rope ladder to climb to truss, harness must be attached to fall-arrester, when at truss level, harness must be attached to static-line.
For concerts: work may be carried out during sound check	Hearing damage	Wear appropriate ear plugs
All personnel required to work during performance or concert with high level noise	Hearing damage	Wear appropriate ear plugs at all times
At the completion of the event, disassemble in reverse order	Same as assembly	Carry out safety requirements as per assembly
	Same as assembly	Carry out safety requirements as per assembly



## INNOVATIVE PRODUCTION SERVICES ELECTRICAL APPLIANCES & PLANT POLICY

### **ELECTRICAL EQUIPMENT**

Use of electrical wiring, distribution boards and plugs / sockets will be in accordance with the AS 3000 - 1991. All electrical equipment used in the Company will be listed in the Electrical Equipment Register EEQ 001. The register will be maintained as a record that regular inspections have been conducted.

All electrical leads and portable power tools, will be tested, inspected by a licensed Test & Tag person or electrician and labeled with a tag of current date before being used. Testing and tagging is conducted as per AS / NZS 3760: 2000 "In-service safety inspection and testing of electrical equipment".

Office Equipment	– 5 years
Lunch Room Equipment	– 12 months
Workshop Equipment / Leads	– 12 months
Production Equipment	– 12 months

### **PLANT**

All plant and equipment whether bought or hired will be subject to a safety inspection prior to use and on a regular basis thereafter. The Plant Maintenance Log is utilized to identify any items of plant / equipment that need to have regular safety inspections conducted.

INNOVATIVE PRODUCTION SERVICES  
STANDARD OPERATING PROCEDURE  
IPS001 – MANUAL HANDLING - GENERAL

### 1. Assessment of Risks.

Back injuries are one of the most common forms of workplace injury. One major source of back injuries is lifting incorrectly. As an employee you often have to lift heavy items.

Many injuries are caused by incorrect methods of lifting and moving awkward and heavy loads. These can be avoided by applying the lifting techniques outlined below.

### 2. Safe Lifting Techniques.

- Size up the load – if it is too heavy or awkward request help.
- Position your feet as close as possible to the boot of the car.
- Adopt a balanced position with your knees bent.
- Get a safe, secure grip, diagonally opposite the object, with the palms of your hands, not your finger tips.
- Beware of any sharp edges – wear safety gloves if appropriate.
- Keep the upper part of your body erect and as straight as possible.
- Tuck your chin in, draw your shoulders back and use your body weight to take up the load weight – ensure a proper grip.
- Take a deep breath and begin to raise the load by straightening your legs.
- Complete the lift with your back held straight and your head up.
- Hold the load and carry the load close to your body to reduce the strain on your arms, shoulder and back.
- Use the body weight to counter balance the load weight by leaning backwards as you move.
- Use your feet to change direction – **Do not twist your body, hips, or shoulders.**
- Any accident involving manual handling should be reported on the accident/Incident form.