

Sydney Opera House

Safety Guide

Information for Presenters, Hirers and other venue users



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Safety Guide
19 November 2019

sydneyoperahouse.com

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1 Introduction

Welcome to Sydney Opera House.

Sydney Opera House (SOH) is committed to working with all users of our venues (including our venue Hirers and visiting performing companies) to ensure that together we provide a safe place of work and safe events for workers, visitors and patrons.

1.1 How can this guide help you?

The Sydney Opera House is a leading performing arts location. Each year, SOH welcomes more than 10.9 million visitors, and hosts almost 1,800 performances attended by 1.5million people. To manage health and safety risks, we work closely with everyone using SOH's venues.

This guide will assist you to understand our risk management requirements and safety compliance requirements. It will also provide helpful information to assist you in writing and reviewing your Production Risk Assessment.

1.2 Legal obligations

In NSW, if you conduct a business or undertaking, you are legally obliged to manage certain risks. In particular, you must:

- Identify and eliminate risks to health and safety, or, if that is not practicable, then minimise those risks so far as is reasonably practicable; and
- Ensure the health and safety of your own workers, AS WELL AS ensure that other workers' or persons' safety is not put at risk by work carried out as part of your business or undertaking.

Work health and safety obligations in NSW are non-transferable and concurrent. This means that:

- Each business or person with safety obligations must comply with their WHS requirements; and
- If more than one business or person has a duty under the law, then they must comply to the extent that they can influence or control the safety matter.

This Guide contains general information only and does not contain a complete statement of all risk management issues or your legal obligations. You should seek independent professional advice on your risk management obligations.

1.3 More information

For more information, please contact your SOH Production Manager.

2 Information and Training

2.1 Induction

It is a requirement that all persons, including contractors and sub-contractors undertaking work onsite, complete a Sydney Opera House Site Induction prior to commencement of work or bump in. Inductions can be completed online. Instructions for online access can be obtained from your SOH Production Manager. Face to face inductions can also be arranged through your SOH Production Manager if online access is unavailable or a face to face induction is preferred.

Anyone undertaking work in theatres or back of house areas is required to complete additional inductions as appropriate to the nature and location of their work including for the Concert Hall Ceiling; Joan Sutherland Theatre Grid; and Shells Access. Inductions must be renewed every 12 months. Please check with your SOH Production Manager to identify the training you require.

2.2 Online site safety induction

Below are the instructions on how to access this induction.

2.2.1 Accessing the site safety induction

Access to the **online site safety induction** is through <http://learning.sydneyoperahouse.com/>

Creating an account is easy, simply click '**Create New Account**' or use Google+

2.2.2 Certificates after completing course

After you have completed the course, certificates can be retrieved by going to the '**Certificates**' tab and downloading your certificate. Please bring a printed copy or a photograph of this certificate with you.

2.3 Toolbox talks and shift briefings

Toolbox talks must be completed as part of the shift briefing to discuss the risks of the shift. Depending on who is running the production, this will either be completed by SOH staff or Hirer Production Management. Hirers must ensure that all their workers attend the shift briefing and keep records of attendance.

2.4 SOH Code of Conduct

Our Code explains the expected behaviour and conduct for us all. All workers onsite must abide by this Code and will be asked to leave the site if they fail to do so. It is based on the following six key principles and provides guidelines for our behaviour at SOH.

- We act with fairness, personal integrity and honesty;
- We maintain a safe and healthy working environment;
- We have respect for others and maintain a fair and harmonious workplace;
- We value our customers and are committed to service excellence at all times;
- We work with economy and efficiency; and
- We act in the best interests of the Opera House.

To obtain a copy of the Code of Conduct, please contact your SOH Production Manager.

3 Risk Management

3.1 Venue Risk Assessment

Information on the risks specific to each of our venues is available in a 'SOH Venue Risk Assessment'.

The Venue Risk Assessment will provide information about the inherent risks associated with the bare venue, and will outline the risk controls in place to manage these risks. It is important that you understand these risks, and take them into account when organising your production and writing the Production Risk Assessment.

The Venue Risk Assessment is based on "bare walls" so does not include production based risks that your event may bring into the venue. Our venue risks must be addressed along with your production risks.

3.2 Safe Work Procedures (SWP)

SOH has developed specific Safe Work Procedures that document and clearly explain the safe steps workers must take during a particular task in a designated area that has inherent risks to a workers' health and safety. The SWP will explain pre-safety checks, operating procedures, equipment and PPE to be used for that activity.

Please contact your SOH Production Manager or Account Manager to enquire about Safe Work Procedures applicable to your working activities in SOH.

3.3 Production Risk Assessments

Hirers or venue users must develop their own Production Risk Assessment that takes into account the risks identified in the SOH Venue Risk Assessment and any other foreseeable hazards and their controls associated with the bump in, set up, rehearsal, performance, stage management and bump out of the production or event.

The Production Risk Assessment identifies reasonably foreseeable hazards that arise from:

- Physical work environment;
- Equipment, materials and substances used;
- Work tasks, and how they are performed and managed; and
- Interaction of the above aspects.

The Production Risk Assessment must be submitted to your SOH Production Manager no less than fourteen (14) days prior to the set up or bump in date of all shows and events and where applicable must be in accordance with your agreement with the Sydney Opera House and relevant legislation, Australian Standards, Guidelines and Codes of Practice.

In addition to a Risk Assessment, Hirers may be required by WHS legislation to develop and implement Safe Work Method Statements (SWMS) for high risk work and / or task specific Job Safety Analysis or procedures.

3.4 Writing a Production Risk Assessment

When you are developing the Production Risk Assessment, keep in mind the following:

- Write the Production Risk Assessment specifically for the venue you are hiring;
- Document all high risks, such as working at heights, mobile plant, hazardous manual tasks and hazardous chemicals being used;
- Include an initial risk rating (e.g. Low, Medium, High, Extreme) based upon the potential consequence and severity of the hazard, and then a final risk rating based on the implementation of the controls; and
- Identify the person who will be responsible to ensure that the agreed risk controls are in place and being followed.

Timing	Action
8 Weeks before bump in	Provide draft Production Risk Assessment to SOH for SOH approval
14 days before bump in	Provide updated Production Risk Assessment to SOH (any variation is subject to SOH approval)
On approval of submitted Risk Assessment	Distribute the Production Risk Assessment to all your workers (including your sub-contractors and your sub-contractors' employees or agents) and ensure all your workers are familiar with the contents

SOH can help you to prepare the Production Risk Assessment by providing you with relevant information about the Venue. However, you are entirely responsible for its preparation and content. Our receipt of a Production Risk Assessment from you does not indicate our approval of the adequacy of its contents.

3.5 Technical specifications

Technical specifications for each venue are available on our website www.sydneyoperahouse.com or can be obtained from your SOH Production Manager.

4 Incidents and Hazards

Sydney Opera House requires all workers to immediately report all hazards and incidents including near misses.

Following the report of an incident or hazard you must:

1. Report any incident to the SOH Production Manager, Stage Manager or SOH Supervisor straight away and inform us of actions taken to eliminate or minimise it;
2. Comply with requests from SOH staff to implement control measures;
3. If the incident or hazard is severe, participate in and provide information for any subsequent investigation; and
4. Serious incidents, such as fatalities, amputations, serious burns, spinal injuries, electric shock, fire, explosion and fall from height must be reported to the regulator, SafeWork NSW. SOH Event Safety will work with all relevant parties in determining reporting responsibility.

5 Deliveries and Loading Dock Information

SOH is an extremely busy site for pedestrian traffic. The loading dock is the main location at SOH for deliveries and collections for events. Your vehicle must be booked into the loading dock through the mobile dock booking system prior to arrival. To do this, please contact your Event Production or Account Manager.

5.1 Driving into the Loading Dock

Vehicles must stop at the Gatehouse to verify their booking using their approval number prior to entering the Loading Dock and must follow all instructions from security and SOH staff. Maximum vehicle height is 4.3 m.

5.2 Unloading in the Loading Dock

The driver may supervise the unload from a safe position on the upper dock, or may wait in the designated Driver Waiting Area at the top of the Pedestrian Ramp. High visibility clothing and safety footwear must be worn at all times. Only authorised and licensed operators are allowed to operate the forklifts and pallet jacks. Vehicles cannot remain on site, they must be removed when unloaded.

5.3 Central Passage

There are special provisions that apply for vehicles accessing Central Passage. You will be provided with these provisions by your SOH Production Manager should they be required.

6 Compliance Requirements

6.1 National Construction Code (NCC)

Under the NCC classification, SOH is designated as a Class 9b building. Your event activities must comply with all provisions of the NCC for a Class 9b building. This also includes all temporary structures you may wish to erect on our site.

6.2 Noise

All workers, including musicians, performers and crew, must be protected from hearing damage that may potentially be caused by prolonged exposure to noise. Hirers are responsible for the provision of hearing protection for their workers and contractors.

6.3 Electrical safety

All electrical equipment and temporary installations must comply with the Work Health and Safety Regulation 2011 (NSW), Part 4.7 and Division 3, 4, 5, the Code of Practice "Managing electrical risks in the workplace".

All electrical wiring is to be installed in accordance with AS / NZS 3000, Electrical installations (known as the Australian / New Zealand Wiring Rules) and certified as safe by a qualified electrician.

Electrical equipment must be inspected and tagged and comply with the Australian standard for safety inspection and testing of electrical equipment AS/NZS 3760. We can arrange the inspection and tagging if you supply us the equipment more than 48 hours before you need to use it. This will incur additional cost.

All cables must be secured in a cable tray or similar, suitable for outdoor use and with a load capacity suitable for their location on the site (consider pedestrian or vehicle traffic). Cabling must not be attached to barriers or structures that could transmit electricity if in contact with a damaged cord.

Residual Current Devices (RCDs) must be used where required including all hand held electrical appliances and tools.

All SOH mains supply of 50amps and above are not protected by RCD, as per the compliance requirements of AS / NZS 3000, Electrical installations. Incoming Hirers and suppliers must ensure that their risk assessment addresses safe and appropriate controls for their plug in equipment and operational requirements.

Detailed power supply plans of each venue are available. Please see your Production Manager for further information.

6.4 Fatigue

SOH has a comprehensive Fatigue Management Policy that requires a risk based approach to managing the risks of fatigue. As a minimum, all contracting and partner companies adhere to SOH's fatigue risk management standards.

Your risk assessment must include the management controls for fatigue and your production schedule must allow for all workers to take their breaks or have more frequent breaks depending on the type of work or the environment they are working in, in order to manage fatigue. See your Production Manager for the Labour Charging Policy.

6.5 Hazardous chemicals

Hazardous chemicals include flammable liquids, acids, gases, solvents and dangerous goods. See your SOH Production Manager for the SOH requirements for Hazardous Chemicals.

The following either have strict approval processes and conditions of use, or are not permitted in SOH:

- Oil based paints and solvents. You need our written permission to use oil-based paints and solvents. You are responsible for taking all oil-based paints, residues and cleaning materials off site for disposal at appropriately licensed waste management facilities;
- Spray painting. Spray painting is only allowed on stage with prior approval from your Production Manager. No spray painting is allowed in Central Passage. Please arrange with your Production Manager and Building Operations a suitable location to spray paint as needed.
- Fibre glassing is not permitted; and
- Medium Density Fibreboard (MDF) may be used at SOH. However, MDF must not be cut on site as it contains formaldehyde which is released in the dust created from cutting or sanding.

6.6 Hot works

A Hot and Dusty Work Permit is required for any operation involving open flames, smoke or producing heat and / or sparks, whether internal or external to the Building. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, and welding.

Hot and Dusty Work Permits are issued by building operations. Please see your Production Manager if you require a Hot and Dusty Work Permit.

6.7 Mobile plant

6.7.1 Elevated Work Platforms (EWPs)

SOH has the following EWPs on site:

- Single man lifts;
- Scissor lift; and
- Tallescopes.

EWPs can only be operated by a qualified person with a demonstrated competency of operation. Competency can include evidence of a course from a Registered Training Organisation (RTO). Persons working underneath EWPs must wear a hard hat and all tools used in the EWP must be tethered.

6.7.2 Forklifts

The forklifts at Sydney Opera House are fitted with Fork Track technology and can only be started using a swipe card. Only authorised and licensed workers holding a current High Risk Work Licence – Forklift Operations are permitted to operate forklifts. Only electric forklifts are able to be used inside the building.

Please see your SOH Production Manager for forklift access.

Forklifts operating in shared zones with pedestrians must be accompanied at all times by a spotter wearing a high visibility vest.

6.8 Work at heights

Under the WHS Regulations NSW2011 Part 4.4 Falls, a Person Conducting a Business or Undertaking (PCBU) must manage the risk to health and safety associated with a fall of a person from one level to another that is reasonably likely to cause injury. You must ensure that your risk assessment includes controls to ensure work is carried out in such a way that eliminates or controls the risk of injury from a fall. Your risk assessment must include:

- Provision of training in relation to the risks associated with working at height;
- Provision of Safe Work Procedures, safe sequencing of work and use of ladders, appropriate signage and permits;
- Wherever possible, provision of temporary work platforms;
- All work at height should be conducted by an authorised user with fall protection training;
- Ensure that the stage is kept clear while work is performed overhead, if this is not practicable workers must wear hard hats (Petzl helmets are accepted); and
- All tools used at height must be tethered.

6.8.1 Fall arrest emergency and rescue procedures

If you use a fall arrest system as a control measure, you must establish emergency procedures, including rescue procedures, in relation to the use of the fall arrest system.

6.8.2 Exceptions to the working at height regulations

The above laws do not apply in relation to most theatrical performances, however the Production Risk Assessment must include full details of the activity and the risks associated with it, and the controls and supervision of these risks. SOH will review each activity on a case by case basis.

6.8.3 Ladders

Vertical Ladders

In some of our venues, access to certain levels can only be obtained by climbing a vertical ladder. All vertical ladders where there is a fall risk have a fall arrest system in place. Staff must be inducted and trained by relevant SOH staff prior to use.

Portable Ladders

Portable ladders should only be used as a work platform for light work of short duration if other alternatives, such as scaffolding or elevated work platforms are not reasonably practicable. Ladders and the use of them must comply with the SafeWork Code of Practice Managing the Risk of Falls at Workplaces. Ladders must be well maintained and suitable for the work being undertaken.

6.9 Rigging

6.9.1 Pre-production and technical information

Pre-production technical information must include a list of flown elements detailing weight and rigging requirements. SOH technical staff will inspect the elements to ensure they are safe to be rigged at SOH in conjunction with your Production Risk Assessment.

You must provide the correctly qualified riggers and we require that all the rigging work is compliant and must be signed off by your certified rigger before submission to SOH for review and inspection once on site.

Engineering certification requirements will be provided to you by the SOH Production Manager.

6.9.2 Rigging site, rigging plans, risk assessment

SOH has varying Working Load Limitations (WLL) on venue structures and stage machinery outlined in the venue technical specifications. The production's technical information and plans must include, but are not limited to, the following:

- Rigging plan in place with load data calculated;
- Hoists with capacity equal or superior to the load being lifted;
- All rigging equipment rated and compliant with Australian Standards;
- Details on the equipment used for the rigging;
- Safety factor of 5:1 in place for equipment loads and 10:1 for people loads;
- Engineering certifications as required.

The Production Risk Assessment must include, but is not limited to, the following:

- Hoists and rigging inspection regimes;
- No-Go Zones;
- Safety monitoring in place;
- Provision of the operational procedure;
- How exclusion zones will be established and maintained;
- The arrangements in place to ensure the rigging structure cannot be accessed by the general public/audience;
- PPE requirements;
- Certification and qualifications of riggers; and
- Communication protocols and shop stops.

6.9.3 Approval of rigging

All rigging plans along with a risk assessment are subject to review by SOH Production Managers through consultation with relevant Heads of Department and / or a competent supervisor holding the appropriate High Risk Work License for rigging.

Hirers that supply their own rigging crew must provide their crew rigging certifications and work in conjunction with the specific rigging requirements of each SOH venue.

6.9.4 Aerial and stunt performers

The following conditions must be complied with for performances involving aerial and / or stunt performers in addition to sections in 6.9.1, 6.9.2 and 6.9.3 above:

- A detailed risk assessment of the performance must be provided;
- Plan aerial performance sequences with appropriate rigging for the size of the performer(s) and the task to be completed;
- Include consideration of the need for crash mats, safety netting, appropriate emergency and contingency procedures;
- Provide detailed engineering calculations for potential shock and point loads on structures;
- Ensure performers are experienced and that the sequences are well rehearsed;
- Ensure establishment of “NO GO ZONES”; and
- An advanced rigger qualification is required to set up the aerial system, e.g. a winch. SOH can provide a rigger with these qualifications. Contact your SOH Production Manager if this is required. A competent rigger must regularly check the rigging during the show season.

6.10 High Risk Work

Any work meeting the WHS Regulation 2011 Part 4.5 definition of ‘High Risk Work’ must only be carried out by a person holding a High Risk Work Licence (unless that person is in training and under licensed and competent supervision). Workers must retain their licences for inspection. SOH needs to sight licences before work can commence.

Relevant High Risk Work Licences include:

- Dogging, rigging and scaffolding work;
- Crane and Elevating Work Platform (EWP) operation; and
- Forklift operation.

6.11 Scaffolding

All scaffolding must comply with Australian Standard AS/NZS 1576 Scaffolding and be erected and dismantled by competent persons. Scaffolding builds over 4 metres in height must be completed by a certified scaffolder.

Mobile scaffold wheel locks should be engaged before any person works on the scaffold. Before scaffolding is moved, all persons should exit the structure.

6.12 Hazardous manual tasks

SOH has mandatory control measures for the management of hazardous manual tasks, including but not limited to:

- Where possible, scenery and equipment to be designed so it can be manoeuvred with mechanical lifting aids or hoists;
- Identification of rigging attachment points on all scenic elements that are rated and may be rigged to a hoist during the build process;
- Set / scenery build procedures;
- Weight labelling of all scenic elements over 20 kg;
- Storage of equipment at appropriate heights; and
- Planning the manual task, taking into account the building restrictions of SOH such as the size of the Drama Theatre hoist. For details on the dimensions of access ways and lifts, please contact your SOH Production Manager for the venue technical specifications

6.13 Personal Protective Equipment

You must supply any PPE required for your workers. This can include:

- Safety boots / shoes to protect from foot hazards;
- Hard hats to protect from overhead hazards; and
- High visibility clothing when workers are in the vicinity of moving plant and machinery in Central Passage.

Your Production Risk Assessment should assess where workers are required to wear PPE.

SOH requires workers to wear steel toe or composite toe safety footwear with leather uppers and ankle protection (boots) during the bump in, set up, scenery changeovers (for example Opera and Ballet) and the bump out of a show. Footwear must be rated to the Australian Standard, AS/NZS 2210.1 Safety, Protective and Occupational Footwear Guide to Selection, Care and Use. Any deviation from this must be addressed individually in your Production Risk Assessment and adequate site specific controls put in place.

6.14 Design and manufacture of sets

Sets must be built with the venue limitations taken into consideration and a set build procedure provided. Venue technical specifications are available for each venue. Please discuss set requirements with your Production Manager.

Sets cannot impede on venue fire / smoke curtains, fire exits, exit signs or create an obstacle to the smooth free flow of movement in and around a venue. Changes to existing access and egress routes will need to be approved by SOH Fire Safety Manager.

6.14.1 Fire retardants

All sets must be built with materials that minimise the potential to cause a fire hazard and must be fire retarded. Drapes require manufacturers' certification, labelling or other documentation certifying use of a fire retardant material. You must provide us with copies of registered test certificates, proof of fire

retarding or compliance with the provisions of the Australian Standards 1530 part 1 and part 3 prior to bump in.

Combustible materials that cannot be properly treated with a fire retardant, such as foam rubber, polystyrene, dry flowers and leaves, or sets with a high fire load such as multiple cardboard boxes are required to be assessed and approved prior to bump in by our Fire Safety Manager.

7 Theatrical Elements and Special Effects

All special effects are subject to an approval process and review by Event Safety. All special effects with the exception of haze and flutter / streamer cannons require a demonstration prior to approval. A Fire Safety Officer may be required to be in attendance during the activation of the special effect, at your cost.

SOH must be notified if any of the following are involved in your production:

- Animals;
- Firearms and prohibited weapons (for example, swords and daggers), this includes replica weapons;
- Special effects:
 - Flames (for example, candles, fire gel, cigarettes);
 - Gas (for example, LPG and natural, CO₂);
 - Fumes from the combustion of fuel;
 - Liquid nitrogen;
 - Smoke, foggers, hazers, snow, dry ice;
 - Pyrotechnics;
 - CO₂ jets; and
 - Flutter / streamer cannons;
- Vehicles on stage; and
- Lighting effects:
 - Strobe;
 - UV; and
 - Laser.

7.1 Animals

Special by-laws for the use of animals have to be complied with for performances, and any proposal to use animals in a performance must be notified to the SOH Production Manager for consideration in the initial production meeting.

7.2 Firearms, replicas and prohibited weapons

SOH has strict guidelines on the use of firearms, replicas and prohibited weapons. All firearms and prohibited weapons must be demonstrated prior to use. Please request a copy of the SOH procedure from your SOH Production Manager. The following documentation must be completed prior to the arrival of the firearms and or weapons.

7.2.1 Risk assessment

A comprehensive risk assessment detailing the activities, training and purpose of any firearm or weapon used in the production must be submitted to SOH.

7.2.2 Permits and licenses

- For firearms, a Theatrical Armourer's Dealers Licence issued by the NSW Police Service or a Film / Television / Theatrical Production Permit issued by the NSW Police service;
- For prohibited weapons, a Theatrical Weapons Armourer Permit issued by the NSW Police service;
- Only approved blank fire ammunition supplied by a Theatrical Armourer Dealer must be used; and
- All firearms replicas and prohibited weapons must be stored in accordance with the permit.

7.2.3 General safety

- SOH does not provide storage for Firearms and Prohibited weapons. Hirer's must provide their own and notify their Production Manager so they can arrange for installation;
- Firearms, replica firearms, imitation firearms and other prohibited weapons must only be used in accordance with NSW legislation and regulations;
- All firearms and prohibited weapons must be concealed upon delivery;
- All swords, knives, blades and needles must be blunted and made safe for use;
- The use of blank fire ammunition must not exceed sound levels of 85 dB(A) over an 8 hour period or peak at more than 140 dB(C) as stated in the NSW WHS Regulation 2011; and
- The Licenced Armourer and or permit holder must provide, to cast and crew, appropriate warnings and safety briefings, instruction on safe handling of the item, and ensure the action sequences are safe and ensure all persons maintain safe distances.

It is an offence to bring any firearm, replica or weapon into the SOH precinct unless it is under the above conditions. Live ammunition must never be used. Please discuss your requirements with your SOH Production Manager.

7.3 Special effects

7.3.1 Flutter or streamer cannons

Flutter or streamer cannons must be approved by SOH prior to use and be operated by a competent person. Flutter or streamer cannons must be of a suitable size for the venue and the use of these must be addressed in the Production Risk Assessment.

7.3.2 Naked flames

Your Production Risk Assessment should cover how you will eliminate or control the risk of fire to costumes, props, set and venue infrastructure.

Naked flame poses a specific hazard to a venue and requires approval from the SOH Fire Safety Manager.

7.3.3 Fire performers

Fire performers must be trained, well-rehearsed in the venue and experienced in the use of fire in their act. Safety Data Sheets must be provided for the type of fuel they are using. The performer must use the minimum volume of fuel required to perform the act. You must also ensure a spotter with the correct fire extinguisher type is on standby during the performance. A demonstration prior to the performance for SOH approval is required.

7.3.4 Gas

The following conditions must be complied with in relation to gas use on site:

- All gas cylinders must be stored upright and restrained to prevent them from falling;
- Cylinders are to be stored in a cool well ventilated place; and
- Suitable trolleys are to be used to move cylinders and cylinders are not to be dragged or rolled into position.

Your Production Risk Assessment must address the specific safety hazards associated with the gas you are using in context of the application.

Carbon Dioxide (CO₂)

The following conditions must be complied with in relation to CO₂ use on site:

- CO₂ cylinders must be stored in an open, well ventilated area and away from heat sources;
- Cylinders must be clearly labelled;
- The use of CO₂ jets must be approved prior to use and must be operated by a competent person; and
- The jets must be of a suitable size for the venue and not aimed at the audience.

CO₂ is an asphyxiation risk and extremely cold when released. CO₂ jets must be included in your risk assessment.

Liquefied Petroleum Gas (LPG)

The following conditions must be complied with in relation to LPG use on site:

- LPG must be hard plumbed by a licensed gas fitter approved by SOH;
- LPG cylinders must be stored in a cage in a well ventilated area and away from ignition; sources and direct sunlight; and
- Cages must have correct labelling and placarding.

7.3.5 Pyrotechnics

Your Production Risk Assessment must include:

- The proximity of pyrotechnics to costumes, props and sets;
- Outline controls such as the use of flame retardant construction to prevent fire; and
- Provide SOH with a valid copy of the NSW SafeWork Fireworks and Pyrotechnics Licence and Notification relating to the performance.

External pyrotechnics have specific requirements that must be complied with. Please discuss these requirements with your SOH Production Manager.

7.3.6 Smoke, foggers, hazers, snow, dry ice

Hazers, snow machines, and foggers

No smoke or haze is allowed in the Utzon Room or any foyers.

You must:

- Provide a current Safety Data Sheet (SDS) for the fluid used in these devices. Ensure a copy of the SDS is kept with the machine;
- Nominate a trained responsible person to operate the machine. This person is responsible for ensuring the machine is positioned correctly and accidental contact is minimised; and
- Ensure residue is contained and provide adequate storage and handling solutions for the fluids used in the machine.

Note: Older style oil-based haze machines are not permitted at SOH.

Note: Only water based haze machines are permitted in the Concert Hall.

Dry ice

Dry ice is to be stored in a well-ventilated location and placed in a Styrofoam chest, insulated cooler, or a special cooler designed for the storage of dry ice. Suitable eye and hand protection must be worn when handling dry ice.

7.3.7 Vehicles on stage

Your Production Risk Assessment must cover the vehicle's use, spillage containment and emissions. Any combustion driven engine on stage requires a separate risk assessment and approval from the SOH Fire Safety Manager.

7.3.8 Lighting effects

Strobe

You must ensure:

- Only competent and trained persons are allowed to set up and operate stroboscopic lights;
- The flash rate is maintained at / or below 4 flashes per second;
- All staff, crew and freelancers are warned prior to the use of stroboscopic lights that they are to be included in the programme / event; and
- Warnings are posted at the entrance doors "WARNING: Strobe lights are used during this performance".

UV

Use of UV or black lights must be documented in the Production Risk Assessment. Lights must be located so they can't be looked at directly by the naked eye.

Laser

Lasers used in performances must be detailed in a Special Effect Form and in the Production Risk Assessment. There are five classes of lasers. Class 1 products only are considered safe for performances without a laser safety officer. Class 2-4 lasers should not be considered for display purposes without a detailed risk assessment. Laser installation must be completed by a qualified operator. Operation of the laser must be supervised by a qualified operator and a trained laser safety officer nominated for the production.

The following documentation should also be provided in addition to the Production Risk Assessment:

- Intended scope of use;
- Plan showing the laser display in both plane and elevation, positions of laser sources, mirrors and target areas with relevant trajectories, distances and dimensions;
- Qualifications of the laser operator;
- Control measures in the event of power failure or knocking of the laser device that might result in freezing or displacement of the laser beam;
- Specification sheet of the lasers;
- Compliance to the Australian Standard AS/NZS IEC 60825.3:2016; and
- Notification to patrons.

Theatrical Blackout or Dead Blackout (DBO)

There are very specific procedures for a Theatrical Blackout and they must be addressed in your Production Risk Assessment. Please talk to your SOH Production Manager for more information on these procedures. Theatrical Blackouts are only permitted in the Playhouse and Drama Theatre.

As a general rule, the maximum blackout period where the exit signs and aisle lights can be extinguished is not more than 120 seconds for a maximum of three occasions in an entire performance.

Smoking

Smoking is only permitted on stage where it is essential for the Performance and a Special Effects Application must be made. Appropriate notification of this activity such as signs in the foyers will also be provided for the benefit of staff and patrons. Smoking of illegal substances is not permitted.

8 Legal disclaimer

This booklet has been produced as a guide only, for persons using, visiting or working in SOH venues (including Hirers, resident companies, performing companies and their staff and subcontractors). This booklet contains general information only and should not be considered a comprehensive statement on the matters covered by it.

In preparing the information in this booklet, SOH has not taken into account your individual circumstances or needs, or those of your production, and you should obtain your own advice on your risk management and legal and contractual obligations when using, hiring, visiting or working in SOH venues.

For further details, you should refer to the Venue Hire Agreement, Presentation Agreement, Resident Company Agreement or any other agreement concerning your use of, or visit to, SOH venues. If there is any inconsistency with the provisions of this booklet and that agreement, then the provisions of that agreement prevail to the extent of the inconsistency.

Information in this booklet about legislation, Australian and International Standards, the Building Code of Australia, and any other legal requirements, is provided in summary form only, so you should refer to the source documents for a complete understanding of the requirements and to check whether there have been any changes.