**Occupational Health & Safety**

**Policy**

The West Australian Symphony Orchestra is committed to providing a safe and healthy working environment for all its employees.

This policy is intended to provide workplaces with a framework to manage workplace hazards and any activities that may impact on the safety and health of employees, contractors, and visitor. This policy seeks to:

- Assist in the prevention of unplanned events that may result in illness or injury to personnel or damage to property.
- Involve the workforce in the development of strategies to improve safety and health in their workplaces.
- Provide a system to identify and control hazards.
- Incorporate a continuous improvement philosophy that encourages employee involvement in identifying the causes of unplanned events to prevent recurrence.
- Identify the responsible parties and provide training to manage and achieve the Company’s aims and objectives.

As a minimum WASO will comply with all State, Territory and Federal Occupational Health and Safety Legislation and associated Statutory Acts, Regulations and Limits.

WASO recognises the importance of leadership in the management of Occupational Safety and Health and is committed to providing a safe and healthy working environment. Our goal is an accident free, healthy working environment. This objective will be achieved through the cooperative involvement of management and employees in jointly identifying and resolving occupational health and safety (OHS) issues.

This will include commitment to mutual objectives, procedures and programs to be specified in a *West Australian Symphony Occupational Health and Safety Agreement*.

Managers will lead by example and be actively involved in regular site inspections, audits, safety meetings, and accident/incident investigations.

To facilitate the involvement of all employees, WASO will support the establishment of a Health and Safety Committee and recognises its responsibility to assist employees to gain an awareness of workplace safety and, where appropriate, the formal training to fully participate in OH&S management at the workplace.

Consistent with the Act, this involvement will also continue to recognise that both management and employees have responsibility for OH&S.

Managers have a responsibility for ensuring the safety of employees and others in workplaces under their control by maintaining safe operating procedures and by regularly communicating with staff and their health and safety representatives on OH&S issues.
Every employee is accountable for ensuring that his/her behaviour and work practices are conducive to creating a safe and healthy workplace at all times. As a minimum employees are required to comply with all Occupational Health and Safety and associated statutory Acts, Regulations, and Limits that apply to their workplace.

Employees have a responsibility to avoid risks to themselves and others by working in a safe manner and adhering to safe working procedures. Employees also have a responsibility to report accidents or potential accidents, which could lead to injury, loss or damage, to enable these risks to be eliminated or minimised.

As a minimum WASO will:

- Provide a workplace and safe system of work so that, as far as practicable, staff are not exposed to hazards
- Provide staff with information, instruction, training and supervision to allow them to work in a safe manner
- Consult and cooperate with staff in matters related to safety and health at work
- Regularly inspect equipment and working areas to ensure they are maintained in a safe condition
- Respond promptly to work injuries and occupational ill health
- Record and investigate accidents, incidents and carry out appropriate remedial action
- Observe statutory standards.

As a minimum employees are expected to:

- Understand the Occupational Health and Safety Plans and the relevant legislation covering their workplace.
- Apply their skills to carrying out allocated tasks in a safe manner and participate in the development, and continuous improvement of work procedures.
- Be accountable for their own safety and that of their colleagues at all times.
- Assist in the resolution of Safety and Health matters in a responsive and participative manner.
- Use and care for all personal protective equipment provided.
- Maintain high standards of housekeeping.
- Immediately report any accident, incident, near miss or safety or health hazard within their work area.
- Participate in the investigation of unplanned events.
- Participate in safety awareness training programmes.
- Assist management to achieve Safety and Health goals.

Typically visitors and suppliers only spend a limited amount of time in company workplaces and as such a WASO employee should accompany them at all times.

Contractors who are expected to spend long periods of time working unaccompanied in WASO workplaces must have received an appropriate induction.

**ACCIDENT / INCIDENT INVESTIGATION AND REPORTING**

**Unplanned Events**
All unplanned events (accidents/incidents) causing, or having the potential to cause, injuries to personnel, damage to property, or harm to the environment will be the subject of an investigation.

The most senior manager in the location will determine the level of investigation required. All accidents/incidents, whether or not they resulted in a medical treatment or lost time injury, are to be thoroughly investigated and corrective measures identified and actioned.

**WORKERS COMPENSATION**

Employees who sustain an occupational injury or illness will be compensated in accordance with the relevant State or Territory Workers’ Compensation legislation.

Absences that result from a work related injury shall not be processed as sick leave.

**REHABILITATION**

The purpose of this policy is to:

- Support employees injured in a work-related accident to maintain a high level of morale and productivity;
- Reduce workers’ compensation costs and associated insurance premiums; and
- Reduce overtime, training costs and lost productivity that result from a lost time accidents.

In the event of an accident causing injury or illness to an employee the company will, in the first instance, ensure that the employee has access to immediate first aid treatment and any ongoing medical care. Following an accurate medical assessment early intervention from a rehabilitation service provider will be organised if necessary.

Every effort will be made to assist an injured employee to make an early, safe return to meaningful and productive work in consultation with their treating physicians. Alternative/restricted duties may be provided in the event that the employee is not able to immediately undertake their normal duties. In this instance a graduated return to work programme consistent with medical advice will be followed. The Personnel Administrator will assist in this process by providing the necessary link between treating doctors, rehabilitation providers and managers.

All employees have an important role to play to ensure the best possible outcome for an injured colleague and successful occupational rehabilitation requires everyone’s involvement and commitment.

I. Incident Reporting

A. All incidents of work related injury are to be reported to the Personnel Administrator or the Orchestra Personnel Co-ordinator where they result in:
• time off from work;
• medical treatment by a doctor/hospital; or
• had the potential to result in the above.

B. Department managers are responsible for ensuring that such incidents which come to their knowledge are reported.

C. Details should be recorded on an Incident Report form. A Claim for Rehabilitation and Compensation form will also need to be completed if the employee requires recovery of salary loss and/or medical expenses. The forms and further advice are available from Personnel Administrator.

D. The form is to be forwarded to the Personnel Administrator for:

• referral to WASO’s Insurer where the incident is of appropriate seriousness;
• referral to the relevant Health & Safety Representative for their information, subject to confidentiality of personal details;
• notation and follow-up on appropriate action, if any, to prevent recurrence of incident.

E. The Personnel Administrator will be responsible for providing:

• WASO management and the OH&S Committee with a summary of incidents on a regular basis for review and risk assessment.
• the Chief Executive Officer with a regular update of incidents.

II. First Aid

A. Appropriate first-aid equipment will be provided and is maintained at each workplace.

B. At least two (2) employees will be nominated and duly qualified to administer first-aid at each workplace. WASO will pay for the cost incurred by Employees nominated by WASO to acquire and maintain a first aid certificate.

C. First-aid attendants are required to report incidents requiring their attention in accordance with section 2 above, including details of treatment provided.

Musicians:
This policy must be read in conjunction with the West Australian Symphony Orchestra Musicians Agreement 2006.
NOISE & HEARING PROTECTION

These guidelines are aimed at minimising the risk of damage to musicians’ hearing in a manner that least compromises the artistic standards of the Orchestra. The guidelines apply to all venues where members of the orchestra are required to rehearse or perform.

The West Australian Symphony Orchestra recognises that the need to control the high sound levels associated with music poses difficult problems. It is intended that these problems are approached jointly by management and musicians, and that we try to solve them in a way that will protect musicians’ hearing without adversely affecting their performance.

WASO must reduce the risk of hearing damage to the lowest level that is ‘reasonably practicable’. Assessment and controls need to ensure that all appropriate and possible measures, short of not playing, are explored. A number of measures can be used to restrict exposure including:

- choice of repertoire
- the set-up of the orchestra
- seating within the string sections
- the use of screens
- hearing protection

1. Choice of repertoire

The repertoire that is chosen will be brought to the attention of the OH&S Committee once it has been confirmed. The OH&S Committee will determine any obvious programs that require extra vigilance in regard to potential hearing hazards, and endeavour to put things in place to minimise the risk.

2. Set-up of Orchestra

The Production & Technical Manager will ensure that at any rehearsal or performance, the orchestra set-up is designed to minimise the risk of musicians being exposed to excessive sound levels. This includes:

- appropriate spacing between percussion and brass
- at least a 500mm spacing between brass and woodwind risers
- at least a 1 metre spacing between brass instrument and any string player’s ear
- appropriate space between strings and piccolo

Conductor requirements for individual programs and repertoire need to be taken into account with regard to noise issues. For example, a work may call for a specific layout by the composer.

3. Seating Within the String Sections

The seating of string players, particularly for strings in the upstage position, will be continually monitored to ensure that individual players are not exposed to undue risk by being in the same position at all times.

4. Screens

- Acoustic screens will be provided for the rear row of woodwind and brass players on request
• In situations where, due to the orchestra layout, inner string sections placed in close proximity to the Brass or Woodwind, an acoustic screen will be provided upon request.

5. Hearing protection

• Hearing protection in the form of ear plugs adequate for temporary use will be available at all times and will be supplied to musicians on request.
• The Company will continue to investigate suitable hearing protection and make available to players for trial.
• The cost of custom made hearing protection will be reimbursed to musicians at the recommendation of a test performed by Western Hearing and at the approval of the Executive Manager Orchestral Management.

6. Sound Levels

Sound levels will be controlled in conformance with the provisions of the Occupational Health and Safety (Noise) Regulation 1996. The regulation states that a place of work is unsafe and a risk to health if any person is exposed there to noise levels:

• that exceed an eight hour noise level equivalent of 85dB(A) (with every increase in 3dB, the time halves)
• that peak at more than 140 dB(lin)

Sound levels will be measured at the request of the Health & Safety Representative and with the agreement of the Orchestral Operations Manager.

7. Hearing Tests

Hearing tests are required upon commencement of employment for all permanent musicians and must be done through Western Hearing Services. Hearing tests are also available to all orchestral musicians every year, reimbursable by WASO. Tests will be arranged through Western Hearing Services at their premises. Test records will remain confidential between Western Hearing Services and the Musician.

8. His Majesty’s Theatre Orchestra Pit

It should be noted that the pit of His Majesty’s Theatre is a particularly difficult venue to control. At least one member of the OH&S Committee will attend the first rehearsal for each season and alert the committee to any perceived risk to specific musicians. The committee will put in place whatever measures necessary to reduce the risk.

9. Duty of Care

Notwithstanding the obligation to fulfil artistic requirements, the directions of the conductor and the needs of the performance, all musicians will be informed of the duty of care under the Occupation Health and Safety Act, and must remain mindful of the safety of themselves and their colleagues at all times.