



WAREHOUSE CIRCUS INC

Health and Safety Procedures

Warehouse Circus believes that the safety and wellbeing of all Members, employees and program participants is a vital part of the successful performance of our operation, and that no job is considered so important or urgent that time cannot be afforded to perform each function safely.

All employees are required to take an active and personal interest in their own safety and that of fellow workers and must follow all Warehouse Circus safe working rules and practices.

SAFETY AIMS

- To establish and maintain safe working conditions
- To actively support and participate in promoting safe working practices
- To observe statutory safety regulations
- To promote individual responsibility toward safety in all areas and at all times
- To encourage each employee and participant to recognise and accept their responsibility for the safety of themselves, their fellow participants and staff; and
- To work in line with the Warehouse Circus Risk Management Framework

INJURIES AND FIRST AID

All trainers must have a current first aid certificate.

Should an injury occur first aid procedures are to be followed:

- An incident report is to be completed and the Executive Director is to be notified as soon as possible of any serious injury requiring immediate medical attention (i.e. if an ambulance is called, if there is a recommendation from a trainer to a parent to seek medical advice, if a parent advises that they will be seeking medical advice etc.)
- Parents/Guardians/Carers are to be informed of all injuries at the end of a training session or show/performance, unless the injury is serious, when they must be informed immediately
- No further training or performance is to be undertaken on the injured part (depending on seriousness of injury) until seen by a medical practitioner (if warranted); and
- An incident report must be filled out and passed to the Training Coordinator as soon as possible. If a trainer, employee, or volunteer is injured it is a statutory requirement that the injury be recorded, no matter how small.

SAFETY PROCEDURES

The following safety procedures apply:

During Training Sessions

- All participants are to participate in a warm up before training
- Participants are to report any use of prescription drugs to their trainer
- No jewellery is to be worn during training
- No eating during training or in training spaces including chewing gum
- All pieces of non-manipulation equipment to be set up by trainers
- No aerals or use of other non-manipulation equipment without a trainer, until competency has been reached
- No new tricks without a trainer supervising
- All equipment to be visually inspected by a trainer before use
- All aerial equipment and other pieces of non-manipulation equipment to be taken down and checked in line with the Warehouse Circus Risk Management Framework
- No equipment is to be used if deemed unsafe; and
- Any equipment borrowed from Warehouse Circus is borrowed and used at the borrower's own risk – Warehouse Circus will not be responsible for any consequences of the use of borrowed equipment.

SAFETY PROCEDURES

The following safety procedures apply:

During Shows and Community Performances

- A signed permission form or equivalent online form must be collected from every performer under 18 years of age, signed by the parent or guardian of the performer, before they are allowed to participate in a show
- Vehicles are only to be driven by appropriately licensed drivers
- A Warehouse Circus supervisor is to be present at all shows/performances at all times
- Performers are to report any use of prescription drugs to the Warehouse Circus supervisor before performing
- All performers are to participate in a warm up before the show
- All safety harnesses and equipment are to be visually inspected before use
- No equipment is to be used if deemed unsafe; and
- All performers are to advise the Warehouse Circus supervisor before leaving the show.

FIRE RISKS

Please help prevent fires by:

- Complying with our smoking policy
- Ensuring that any faulty electrical equipment is reported promptly to supervising staff
- Maintaining good housekeeping practices
- Knowing where the nearest fire extinguisher is
- Knowing the evacuation policy for the area in which you are working
- Taking part in fire drills as appropriate.

REPORTING OF INCIDENTS PROCEDURE

Employees may be required to complete an incident report in the course of their duties or activities with Warehouse Circus.

An incident report is an official document describing an undesirable event or an unusual incident that occurred and which may have affected safety, security or operations of Warehouse Circus.

This report informs the Executive Director and the Board of any incident which occurred involving a breach of policy or regulation by employees or Member of the public in the course of circus programs or activities.

Any accident must be reported by each employee to their supervisor and details entered in an incident report. This is a statutory requirement.

A notifiable incident is one which:

- Significantly affects the operations or routine of the circus
- Harms (requiring first aid) or threatens to harm the personal safety of any individual
- Has the potential to harm the reputation of Warehouse Circus or to attract negative media attention or;
- Involves drugs or violence

REPORTING OF INCIDENTS PROCEDURE

Incidents may include any of the following:

- Allegations of Child Abuse
- Fire
- Assault – including sexual assault
- Use of force against any Warehouse Circus participant, Member, staff or board Member
- Serious misconduct by a staff Member, Board Member, volunteer or participant
- Discovery of drugs on premises
- Threat of suicide, attempted suicide, or self-harm
- Serious chemical spills
- Theft or damage to Warehouse Circus property
- Loss of Warehouse Circus material or equipment
- Needle stick injury
- Motor vehicle accident while on Warehouse Circus business
- Accidents due to equipment malfunction; or
- Injury requiring first aid sustained during Warehouse Circus Activities

Incident Report forms are available from the office. They must be completed in a timely manner and directed to the Executive Director or President of the Board for further action as necessary.