



B S SOUND
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Safe Work Procedures

This document is a common-sense guide to safe work practices with regard to live entertainment production.

Vehicle Transport

Load equipment securely to minimise risk of equipment moving.

Avoid having items pressing against windows.

Heavy items such as metal stands should not be on top of other items.

Items should only be stacked if supported on all sides.

Where possible maintain all window sight lines.

To maximise vision all windows & mirrors should be as unobscured as possible.

When entering or exiting any area where there might be pedestrian traffic: drive at walking pace (10 km/h), have hazard lights on and radio off. This is of utmost importance in places such as school grounds where the pedestrians may not be expecting a vehicle.

Manual Handling

Lifting guidelines:

Bend with your knees, avoid bending your back.

Avoid twisting when lifting.

When lifting tuck in your chin and look straight ahead to help maintain a straight back.

Personal protection:

Wear leather gloves.

Wear steel capped boots if handling heavy equipment (Truck PA system).

Clothing should not be loose.

Long hair should be tied back.

Equipment and aids:

Where possible use a trolley instead of carrying.

If ground is not flat use sandbags to brace trolley wheels.

Do not stack trolley higher than your chest.

Where possible look for ramps (wheelchair access) or lifts rather than carrying up stairs.

Setting up

Load equipment as close as practicable to where it will be used to avoid double handling.

Avoid placing items near walkways, doors or any other access areas.

If placing equipment on a stage or other raised platform ensure that it cannot roll or slide off. Be aware that many theatre and town hall stages have a raked slope.

Leads should be securely taped down with gaffer as soon as possible.

Where possible avoid running leads across walkways, if this is not possible the leads should be secured with a continuous run of gaffer and marked with white tape.

Empty cases, lids, crates and any other spare equipment should be stored in a safe place as soon as practical.

Tripod speaker and lighting stands should have legs as wide as possible for maximum stability.

Speaker and lighting stands should be further secured with sandbags if positioned near pedestrian access.

Any suspended equipment (e.g. Par-can lights) must also be secured with a safety cable, regardless of whether they are above people or not.

Any suspended leads should be secured by 2 methods; e.g. hooks and tape; or tape and cable ties.

Leads suspended across an open space must have a clearance height of at least 3 metres.

Lights must be positioned so that they are not in contact with any fabric or other object (due to their generated heat).

Any equipment that is adjacent to pedestrian or performer access should be marked out with tape. For maximum visibility use a continuous line of white tape on top of black gaffer.

Depending on the lighting conditions during performance, it is also advisable to mark the stage edge and any steps with white tape.

Interacting with other people

Be aware of, and comply with, any venue rules so that you fit in with their methods of work.
Where possible also comply with any performer directions, after all it is their show.
Be agreeable to any requests within reason and be as polite and diplomatic as possible.
Avoid the use of sarcasm or jokes as these can cause misunderstandings which may escalate to aggression.

Electrical hazards

All 240 volt equipment should have a current Test Tag.
Inspect all leads before using, check for any damage; nicks, cuts, abrasions or evidence of heat damage, that may compromise insulation.
Where possible use the appropriate length extension lead to minimise excess lead.
Do not coil live extension leads as this will generate heat, spread excess lead in an open figure 8 pattern.
When outdoors extension lead connections should be taped together to protect from moisture.

Working at heights

Use a fibreglass ladder, not metal, as most work involves electrical equipment.
Under no circumstance should you stand on, or use as a step, a plastic crate (or milk crate).
Always use a ladder. A road case is only an acceptable alternative if the wheels are securely chocked.

Noise exposure

Soundchecking in order to equalise foldback speakers should be done when there are no people on stage.
Soundchecking should be kept to a minimum in both duration and volume levels.
During soundchecks; appropriate doors, windows and/or curtains should be shut to minimise unnecessary noise in other areas.
Be aware of what times noise can be made according to the venue rules.
Volume levels during the performance should be kept to a reasonable level and appropriate to the audience size and demographic.

Packing up

There should be ample lighting for the audience to leave safely, so if house lights are not brought up at the performance end then leave stage lights on to maintain adequate ambient lighting.
Start pack-up on the stage; first remove any drinks that might get spilt to avoid hazards such as slipping or electrocution.
Remove microphones and stands next so that they are out of the way of the musicians' equipment.
Do not start removing equipment in the audience area until the audience has left.

Working outdoors

Work areas (mix position, stage) should be in the shade; ideally a purpose built structure (marquee roof or market umbrella).
Have drinking water available, drink at least 2 glasses of water every hour.
Clothing should be comfortable and a breathable fabric.
Wide brimmed hats should be worn at all times unless working under shade.
Eyes should be protected by sunglasses complying with Australian Standards.
Protect skin (face, neck and arms) with SPF30+ broad spectrum Sunscreen applied every 2-3 hours.

If an Accident or Incident occurs!

You need to inform Mark Barry as soon as possible, you should also inform whoever is in charge of the venue or event.
If it is an accident involving personal injury then you should seek appropriate help such as first aid or ambulance.
All venues should have a Register of Injuries, in the event of an injury you need to enter the relevant information in this Register of Injuries and also in the B S Sound Injury Report Form.

The following information needs to be recorded in the register:

- **worker's name**
- **worker's occupation or job title**
- **time and date of injury**
- **workers exact location at the time of the injury**
- **exact description of how injury was sustained**
- **nature of injury and the body part(s) affected**
- **witnesses to the injury, if any**
- **date of entry in register**
- **name of person making the entry**

If there is no Register of Injuries or Injury Report Form available, the same information (above) should still be written down.