



Safety Management System

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1. Introduction

Critical Path was established to: facilitate a supportive critical environment for choreographers; create a sustainable program to enhance research and development opportunities for choreographers in New South Wales; develop the Drill Hall as a key space for new ideas and approaches to dance making; and position itself as a centre for choreographic development in an international context. Critical Path devises programs to reflect the above mentioned objectives as set out in its Constitution.

Critical Path is located at The Drill Hall, New Beach Road, and Rushcutters Bay NSW 2011. The Drill Hall comprises a venue to house its registered office as well as deliver its programs. The Drill Hall is currently owned and operated by Woollahra Municipal Council, is a former Navy Drill Hall approximately 18x11 meters and is fitted with a semi sprung dance floor with tarket covering. The Drill Hall includes adjoining change rooms, toilet facilities; a common room with kitchen and a green room. The space also includes an upstairs section housing Critical Path Offices, Meeting rooms and toilet facilities. Critical Path and Woolhara Council entered into a Lease arrangement so Critical Path may undertake its business at the Drill Hall.

For the purposes of workplace health and safety laws, Critical Path is both an office based business and is responsible for a facility for choreographic and dance pursuits.

The Critical Path Safety Management System (SMS) is designed to ensure Critical Path Officers; staff; program participants; volunteers as well as visitors to the Drill Hall meet their respective "duties of care" pursuant to the Work Safety Act 2011 and Regulations (WHS Act).

To effectively manage the work environment and facilities at the Drill Hall, Critical Path relies on the following:

- NSW and Federal Legislation "WHS Act and Regulations"
- Safe work Australia Code of Practice "Managing the Work Environment and Facilities"
- Safe work Australia Code of Practice "How to Manage Work Health and Safety Risks" and
- Safe work Australia Code of Practice "Work Health and Safety Consultation, Cooperation and Coordination".

2. Workplace Health and Safety Policy

Critical Path recognizes that it has a primary duty under the WHS Act to ensure, as far as reasonably practicable, that its staff, contractors, volunteers, program participants and visitors are not exposed to health and safety risks arising from our office business or programs.

Critical Path Board Members and Senior Executive Staff (Officers) recognize they each have a duty to exercise due diligence to ensure that Critical Path complies with the WHS Act and Regulations. Critical Path has created a Safety Management System to ensure it utilizes adequate resources to provide and maintain a safe work environment and adequate facilities for its staff and those involved in its programs.

Critical Path staff recognize they each have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Critical Path staff also acknowledges that they must comply with Critical Path's Safety Management System and with any reasonable instructions or reasonable policy to ensure health and safety at the Drill Hall.

Critical Path Program and Residency Participants, Workshop Facilitators; and Workshop Participants recognize they each have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. These persons also acknowledge that they must comply with Critical Path's Safety Management System and with any reasonable instructions or reasonable policy to ensure health and safety at the Drill Hall.

From time to time Critical Path may hire sections of the Drill Hall to persons or organizations to undertake choreographic, dance based endeavors. Those persons recognize they each have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. These persons also acknowledge that they must comply with Critical Path's Safety Management System and with any reasonable instructions or reasonable policy to ensure health and safety at the Drill Hall.

Critical Path recognizes it has a duty to consult and work together with Woollahra Council so that any work safety risks associated with Critical Path undertakings are minimized or eliminated, as is reasonably practicable. Critical Path acknowledges that Woollahra Council may seek confirmation that its business and programs comply with requirements under the WHS Act.

3. Managing the work environment and facilities

Critical Path recognizes its primary duty to ensure, as far as practicable, that its Officers, Staff, Contractors, Volunteers, Program Participants and other visitors are not exposed to health and safety risks arising from its business.

In managing Critical Path's work environment and facilities at the Drill Hall it shall from time to time review:

- a. The work facilities & environment;
- b. Welfare facilities;
- c. Emergency Evacuation plans and procedures;
- d. Medical Emergency plans;
- e. Fire Safety Plans;
- f. Security Plans;
- g. Specific Risk Plans;
- h. Drill House Rules;
- i. Guidance for staff working at Home.

Critical Path devised an *"Office Work Environment and Facilities Checklist"* to assist Officers and Staff in reviewing its work environment and facilities, on an annual basis, to ensure the Drill Hall is safe for Officers, Staff, Contractors, Volunteers, Program Participants and other visitors. The *Checklist* adopts the compliance standards established in the Safe Work Australia Code of Practice *"How to Manage Work Health and Safety Risks"*.

Critical Path recognizes that some of its business is undertaken by its Officers, Staff and Contractors at a person's home. Critical Path devised a *"Health & Safety Risk Assessment: Working from home"* document for persons seeking authorization to work from home.

Critical Path has devised *"The Drill Hall House Rules"* to assist users of the Drill Hall to ensure the Drill Hall is safe for those participating in activities at our venue.

Critical Path has prepared a drawing of the layout of the Drill Hall setting out various locations in the Hall and identifying evacuation assembly points and locations of fire equipment for those using the Drill Hall. That drawing is attached to this SMS.

4. Managing work health and safety risks

Critical Path recognizes it must exercise due diligence to ensure its Board Members and Executive Staff gain an understanding of the hazards and risks associated with its business and to ensure that it has and uses appropriate resources to minimize or eliminate risks to health and safety.

Critical Path adopts a risk management process which:

- Identifies hazards;
- Assesses risks;
- Controls risks; and
- Reviews control measures.

The nature of the business of Critical Path means that its business is undertaken primarily at the Drill Hall, Rushcutters Bay, Sydney. Therefore Critical Path's risk management is focused on its office, research room and dance space considering:

- The physical work environment;
- The equipment, materials and substances used;
- The work tasks and how they are performed; and
- Work design and management.

Work health and safety risks are assessed and rated in relation to the likelihood of harm occurring:

1. Certain to occur;
2. Very likely;
3. Possible;
4. Unlikely; or
5. Rare.

Critical Path has designed a "*Critical Path Incident & Accident Report Form*" to be completed by users of the Drill Hall in the event an incident or accident occurs. Persons are required to provide a copy of the form to Critical Path as soon as possible after the accident or injury. Critical Path Senior Executive Staff shall report to its Board Members any reported incidents.

The level of risk will be managed as the likelihood of norm and its severity increases. Critical Path has devised a "*Workplace Health & Safety Risk Register*" to assist Officers and Staff to assess and manage workplace risks. Critical Path Senior Executive Staff shall report to its Board Members any identifiable risk as necessary.

Critical Path has designed an induction program for those persons undertaking activities at the Drill Hall. Users of the Drill Hall are required to undertake an induction and to record their participation in the Work Health & Safety Induction Program. Critical Path has created the following documents to assist the user undertaking activities in a safe manner at the Drill Hall: "*Work Health & Safety Induction for the Drill Hall*" and "*the Participant Induction Form*".

Critical Path requires all program participants and users of the Drill Hall to undertake a risk assessment on their proposed activity. Critical Path has designed the following form to assist those persons: *"Work Health & Safety Program Assessment- The Drill Hall"*.

5. Work health and Safety Consultation, Cooperation, Coordination

Critical Path recognizes it must consult, as far as is reasonably practicable, with staff who carry out work for its business and who are likely to be directly affected by a health and safety matter.

Critical Path acknowledges it shall consult with staff on workplace health and safety issues in the following circumstances:

- Identifying hazards and assessing risks arising from the work carried out or to be carried out;
- Making decisions about the adequacy of facilities for the welfare of staff;
- Proposing changes that may affect the health or safety of staff; and
- Making decisions about procedures for consulting with staff; resolving health or safety issues; monitoring conditions at the office and providing training in workplace safety for staff.

To encourage work health and safety consultation with its staff Critical Path devised a *"Record of Work Health Safety Consultation"* document to utilize when Critical Path consults staff about work health and safety issues. Critical Path shall also use this document to record consultation with Woollahra Council as necessary.

6. Specific Work place Health and Safety Responsibilities

Work place health and safety responsibilities are set out in the Work place health and Policy at 2 above.

In addition to these responsibilities, Critical Path contracts with successful program participants to nominate a “Responsible Person” to the program who is responsible for the ongoing work place health and safety matters at the Drill Hall for the duration of each and every program. As part of these contractual relations the Responsible Person is responsible for the following:

- Day to day work health and safety matters;
- Attend a Critical Path Work place Health and Safety Induction at the commencement of the Program Period;
- Undertake a Critical Path Induction Program for all Program Participants on the first day of the Program;
- Ensure all Program Participants complete their Participant Induction Form to Critical Path Staff;
- Ensure Material Safety Data Sheets on site where necessary.
- Ensure relevant persons hold current licenses and permits for operating equipment and vehicles;
- Report any or all incidents or hazards to Critical Path staff as required; and
- Coordinate any response to an emergency and/or evacuation situation.

7. Work health and safety related Insurance

Critical Path recognizes its obligations to purchase insurance policies relating to certain possible health and safety related issues.

Critical Path has purchased the following classes of insurance:

- 1. Workers Compensation Insurance:** for current Critical Path employees: **QBE Insurance**
- 2. Public, Product and Professional Liability Insurance:** Ausdance Liability: Legal liability to third parties as a dance studio included associated activities of the business: **AON Risk Services Australia.**
- 3. Voluntary Workers Personal Accident Insurance Policy:** for maximum 20 voluntary workers: **AON Facility: Ace Insurance Limited**

Critical Path maintains Certificates of Currency in the above insurance premiums at their office at the Drill Hall which are available to view on request from interested parties.

All persons or organizations undertaking activities at the Drill Hall are required to make arrangements for their own insurance needs. In certain circumstances and under certain programs Critical Path insurances may cover program facilitators and/or participants. The access to Critical Path insurance shall be set out in the contractual arrangements between Critical Path and third parties.

8. Work Safety Forms and documentation

Critical Path is committed to best efforts to work with its Officers, Staff, Volunteers, Contractors and Program Participants to ensure it operates its business in a safe and healthy manner. Critical Path devised a series of documents to assist all persons involved in its business to uphold their duties under the WHS Act.

Critical Path commits to regular reporting to Board Meetings on all work health and Safety matters and proper record keeping of all work health and safety issues.

Critical Path devised the following documents to assist Officers, Staff, Contractors, Volunteers, Program Participants and other visitors to maintain an effective and robust Safety Management System:

- Office Work Environment and Facilities Checklist
- Work Health & Safety Program Assessment- The Drill Hall
- Critical Path Incident and Accident Report
- Participant Induction Form
- The Drill Hall House Rules
- Drawing of the Drill Hall
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Critical Path relies on other work place health and safety documentation, including industry specific safety measures. Where Critical Path adopts such industry standards it shall include relevant documentation in this Safety Management System.