# STANDARD OPERATING PROCEDURE

## LOCATION: TV STUDIO

**SOP No:** PA5  
**Version:** 1  
**Date:** 1 September 2006

**Dept/Div/School:** SVPA  
**Supervisor/Manager:** COURSE COORDINATOR  
**Other Contacts:** LECTURING/TECHNICAL STAFF

### HAZARDS:
- Scissorlift, Lighting, Electrical, Manual Handling

### PROTECTIVE EQUIPMENT AND EMERGENCY EQUIPMENT
- As per SOPs PA1, PA2, PA3, PA6, PA7, PA12

### BEFORE YOU START

**ALWAYS....................**
- Use CSU Incident/Accident Report forms for every accident or incident; this includes near misses.
- Use correct “Manual Handling” procedures.

### THINGS TO NOTE
- The studio is to be clear of non-essential personnel when any set changes or lighting rig etc. is taking place.
- At all times safe access must not be impeded by equipment or set pieces etc.
- **Floor Managers** are responsible for maintaining safe access and exits, and for detailing emergency evacuation procedures to an audience prior to recording.
- For productions with audiences of more than 20, the access corridor to Fire Exits must not be less than 1.5 metres in width.
- Safe access to and from studios must always be maintained.
- Unused or redundant equipment that may cause safety to be compromised should be removed from the studio.
- Inspect all ladders before using.
- Access around each set is to be provided, in consultation with the Set Designer and the Lighting Director.
- Fire Extinguishers are to be accessible at all times.
- Ensure all sets are secure, including all bracing and cleating.
- Ensure studio personnel are not contravening safe work practices.
- Any contravention of safe work practice is to be reported to supervisor.
- Emergency access must always be kept clear.
- Assess any risk involved in setting up and striking any extra large, awkward or heavy set pieces.
- Supervisor will take the appropriate action to minimise the risk.
- No electrical items used in the studio are to be electrically modified or repaired by students.
- All electrical items used must be tested and tagged.

### WHEN YOU FINISH
- Ensure studio floor is cleaned at the start and the end of each shift.
- Ensure receptacles for rubbish are emptied and placed outside.
OHS Consultation and Approval

(Ensure this section is completed and copied onto rear of SOP)

OHS Consultation

(Completion Instructions)
Print names and enter signatures and dates to certify that the persons named in this section have been consulted in relation to the development of this Standard Operating Procedure. Note that the OHS Representative (OHS Committee) certifies that consultation has taken place, and may not be involved in the original consultation.

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<tr>
<th>Position</th>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Manager/Supervisor</td>
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<td>First employee using SOP</td>
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<td>Second employee using SOP (if applicable)</td>
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<td>OHS Representative (OHS Committee)</td>
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SOP Approval

Name Authorising (Printed): .................................................................

Signature: .......................................................... Date: ..........................