



Induction Session
Building 77
Performing Arts
Warehouse



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Building 77 Performing Arts Warehouse

Getting Access to the Warehouse

1. Download a Access Request sheet from SVPA Website.
http://www.csu.edu.au/faculty/arts/vpa/documents/warehouse_access_request.pdf
2. Complete the form and return to Andrew Harris at the AV Store during normal store hours. It may take a little while for card access to be enabled.
3. When you have gained access write the details of the items you are going to use on the form and return this list to the AV Store.
4. You should also write the items on the whiteboard so that others know what you have booked.



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Appropriate Clothing

Any entry into the warehouse requires that you have a minimum standard of dress. That minimum standard mainly relates to footwear.

Dress and safety requirements beyond this are dependant on the task that you are going to undertake.

This will be specified in the appropriate SOP.



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Appropriate Footwear

CORRECT





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Appropriate Footwear

INCORRECT



Tops of feet and heels must be fully covered. The footwear need to provide a degree of protection and provide good grip.



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Standard Operating Procedures

An SOP provides:

1. Information necessary to assist all staff and students to perform tasks safely
2. Assist in the training and orientation of new staff and students in the hazards of the tasks to be performed.
3. Provide the rules and procedures necessary to ensure all personnel perform their work in a safe manner.
4. Will outline requirements specified in an MSDS.

An SOP should be developed for all techniques, processes, equipment and locations where there exists a risk to harm. Harm can be either immediate or as a result of long term exposure.



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Standard Operating Procedures

http://www.csu.edu.au/faculty/arts/vpa/students/sops_performing_arts.html

- PA1 Scissorlift
- [PA2](#) Appropriate Clothing-Set Construction
- [PA3](#) Appropriate Clothing-Staging
- [PA4](#) Warehouse Bld 77
- [PA5](#) TV Studio
- [PA6](#) Scaffolding
- [PA7](#) Staging Trolley
- [PA8](#) Painting - brush & roller
- [PA9](#) Painting - Spray
- PA10 Air Compressor
- PA11 Outside Broadcast Van
- [PA12](#) Storing & Moving Sets
- [PA13](#) Test & Tag non-CSU Equipment



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MSDS

Material Safety Data Sheet

'Material Safety Data Sheet (MSDS)' means a document that describes the properties and uses of a substance, that is, identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

Chemwatch

<http://full.chemwatch.net/chemgold/>



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PPE

Personal Protection Equipment

- Riggers gloves
- Painting gloves
- Eye protection
- Hearing protection
 - Footwear
 - Clothing
 - Headwear



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PAINTING

Read the SOP!!!

Only Acrylic Paint to be used. **No Enamels**. No two part epoxy paints.

Use Gloves !!!

Washing brushes – Only in the Paint washing Facilities inside the building.
To do otherwise means you are breaching EPA guidelines.

Storage – Seal the cans properly!!!

If you want or need to paint outside then use drop sheets
or paint on the grassed area. Never paint against the building
Don't paint things on the concrete without a drop sheet.

CLEAN UP.



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What is in the Warehouse?

Over 200 Flats
Over 100 Rostra pieces
Over 70 Specialist pieces
Over 25 Curtains/Cycs
Lots of props and furniture items.

<http://www.csu.edu.au/faculty/arts/vpa/documents/SetsRostraMar08.pdf>



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What does the colour coding mean?

BLACK Can be painted

GREEN Can be painted or cut

RED Can't be painted or cut



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SET CONSTRUCTION

Read the SOPs!!!

Only minimal construction should be undertaken in this building.
Construction should be undertaken in the workshops at the school

The area is mainly to be used for set assembly and painting.

All SOPs apply regardless of who owns the tools.

CLEAN UP

This may include picking up all screws and sweeping the area.



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SOME GENERAL POINTS.

- Read the SOPs!!!
 - Items are to be stored behind yellow lines
- Items are to be stored in a manner that is not hazardous
 - Put things back correctly.
- Always remove screws and hinges from the A Frames and flats.
- Use the set trolley when moving flatage whenever possible.
 - Report all accidents or near accidents.
 - Know where the First Aid Kit is.

CLEAN UP
And empty the bins.



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SOME GENERAL POINTS

Use the Whiteboard to indicate:

- What you have booked
- When you have it booked for
- Your name and contact number

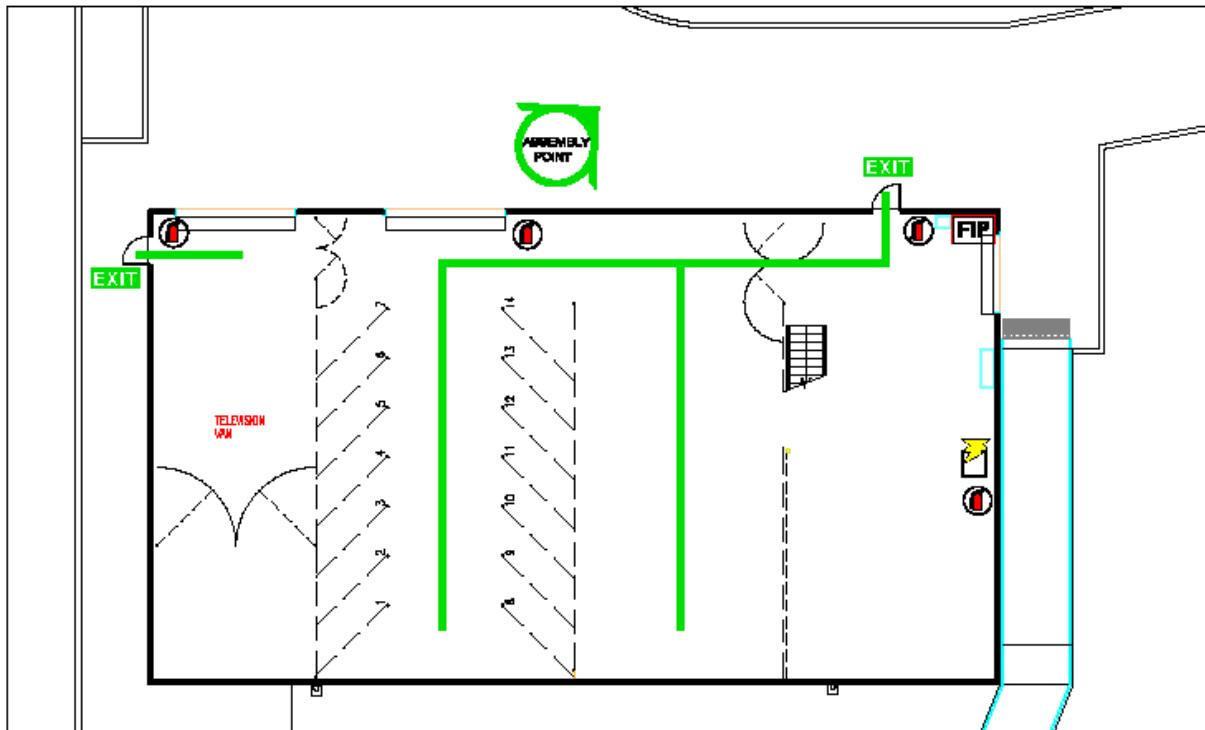
Check the whiteboard before removing anything from the warehouse.
Remove details from the board when the booking is completed



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FIRE AND EMERGENCY PLAN



077

vwd77-avg0101.dwg



EXIT SIGN

FIRE EXTINGUISHER



FIRE HYDRANT

FIRE HOSE REEL



FIRE INDICATOR PANEL

BREAK GLASS ALARM



ELECTRICAL SWITCHBOARD

FIRE BLANKET



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Any issues contact:

Andrew Harris 32462

anharris@csu.edu.au

or

John Jones 32313

jjones@csu.edu.au



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SAFETY GUIDELINES FOR THE ENTERTAINMENT INDUSTRY

Developed by the Australian Entertainment Industry Association and the
Media Entertainment and Arts Alliance

<http://svc035.wic011v.server-web.com/training/dl/safetycode.pdf>