

Occupational/Workplace Health and Safety Policy

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Our Occupational / Workplace Health and Safety Policy help us preserve the best possible conditions for our members. Every member has a right to feel safe while working with Lightbox Productions. Our company is committed to follow legal standards and create a hazard-free space.

The Occupational / Workplace Health and Safety Policy helps us preserve the best possible conditions for our members.

Scope

This Occupational / Workplace Health and Safety Policy applies to all prospective and current members of the company as well as volunteers, contractors and consultants.

Policy Elements

There are two aspects to consider when establishing an Occupational / Workplace Health and Safety Program: Preventative Action and Emergency Management.

Preventative action

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

We'll conduct periodical risk assessments and hazard analysis to discover what is likely to harm members . We'll establish preventative measures accordingly.

Potential threats and dangerous situations include but are not limited to:

- Performing tasks on heights, scaffolds, ladders and other unsteady structures
- Chemical substances (toxic, flammable etc.)
- Operating dangerous equipment
- Slippery or uneven surfaces
- Electrical infrastructure
- Noise/temperature
- Quality of air

We'll take the following preventative measures:

- When members work in dangerous contexts or locations, we'll make sure there are safety precautions like safety nets and ropes.
- We'll provide protective gear like gloves, protective uniforms, goggles etc. Using safety equipment is obligatory.
- Inspectors and quality control members will inspect equipment and infrastructure regularly
- We'll induct all members of a production's team to the venue/s in which they are working.
- All highly dangerous job tasks require at least two members to be present
- Exposure to chemicals and radiation will not exceed a certain time limit
- Members who do repairs or cleaning need to put up caution signs
- We'll prohibit smoking indoors

This document was developed utilising and adapting content from:

<https://resources.workable.com/workplace-health-and-safety-company-policy>

- We'll enforce a substance abuse policy to protect members from colleagues' misconduct.

Emergency management

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Our emergency management involves the following provisions:

- Induction to all staff and volunteers into each space as required
- Fire escapes and safety exits that are clearly indicated and safe
- Fully-stocked first-aid kits at convenient locations
- Scheduled fire drills and emergency evacuations if and when deemed necessary. We will monitor performance of health and safety procedures and will revise them to ensure a higher level of protection.

Committee requirements

At Lightbox Productions, we require our committee members to hold the following:

- First Aid certificate
- CPR certificate
- Working with Childrens Check

Additional measures

Our company will also keep abreast of changes and try to promote health & safety actively. We will:

- Update our policy according to changes in occupational health and safety legislation.
- Analyse past incidents to discover what went wrong.
- Establish clear procedures for accident reporting.
- Revise work procedures to make them safer.
- Consult experts or insurance representatives to ensure it complies with local and international standards.

Disciplinary Consequences

Every team leader is responsible for implementing this health and safety policy. Members should follow health and safety instructions and will be held accountable when they don't. We'll take disciplinary action that may extend to termination when members consistently disregard health and safety rules.

It's everyone's responsibility to contribute to a healthy and safe workplace.