

Canberra Dance Theatre

Work Health and Safety Policy



Overview

1. The purpose of this policy is to detail the work health and safety (WHS) obligations of Canberra Dance Theatre (CDT) and its officers and workers. This policy also details CDT's policies and procedures on specific WHS areas.
2. Everyone at CDT has a general duty of care to make sure CDT is safe as a workplace. This policy provides practical guidance on the application of the WHS Act and other relevant regulation to CDT.
 - (a) The safety of dance class participants is paramount at CDT. Participants are regarded as visitors for WHS Act purposes. While they are not required to know the specific details of this Policy, they must follow any reasonable direction from CDT management or a CDT worker for the purposes of their safety.
 - (b) Hirers of the CDT studio and external contractors providing distinct services to CDT (such as cleaners and tradespeople) retain their own WHS obligations for themselves, their workers and their visitors.
3. The WHS Policy comprises these parts:
 - (a) Part 1: *WHS Environment and Frameworks* outlines the WHS regulatory environment applicable to CDT and the duties and obligations of CDT's board, management, staff and volunteers.
 - (b) Part 2: *Incident, Hazard and Issue Management* details CDT's management and reporting procedures in the event of an emergency resulting in a notifiable incident, or when an issue or hazard is reported in the workplace.
 - (c) Part 3: *Safe Dance* details WHS practices specific to dance at CDT, particularly classes and performance.
 - (d) Part 4: *CDT Workplace* details WHS practices applicable to CDT's physical workplace.
4. All persons at CDT are to comply with the provisions of this policy.
 - (a) Breaching this policy in failing to comply with health and safety duties or reckless conduct may represent an offence under the WHS Act, punishable by criminal penalties.
 - (b) It may also represent a breach of a worker's employment agreement, contractor's conditions of engagement or the CDT Member's Code of Conduct. Administrative action under Fair Work provisions or the CDT Constitution may be taken against a person who has breached this policy.
5. An ongoing and strong commitment to safety, through a proactive culture from all levels, including CDT's leadership, will ensure CDT continues to implement best WHS practices guided by this policy. Every worker, visitor or dancer has the right to enjoy dance and to return home safely.

Part 1: WHS Environment and Frameworks

Context

1. The *Work Health and Safety Act 2011* [ACT] (the WHS Act) is the primary WHS legislation in the ACT. Canberra Dance Theatre Incorporated, as an incorporated association, is a **person conducting a business or undertaking** (PCBU) for the purposes of the Act.
2. As a PCBU, CDT has a primary duty of care (under section 19 of the Act) to ensure, so far as is reasonably practicable:
 - (a) the health and safety of its workers
 - (b) that the health and safety of other persons are not put at risk from the conduct of CDT’s activities.
3. External contractors and hirers (described further in roles and responsibilities), who attend CDT to carry out work, retain their own WHS obligations as distinct and separate PCBUs from CDT. While such entities must ensure the safety of their workspace at CDT before commencing work, CDT endeavours to work with external contractors in promoting WHS, particularly in alerting to existing hazards as far as reasonably practicable.

Roles and responsibilities

4. The scope of the WHS Act is broad to protect all people in workplaces from workplace injury, illness and disease. Noting the general duty of all persons to ensure their own and others’ safety at CDT, the following table outlines specific WHS roles at CDT, in relation to the WHS Act.

<p>Board Members of Canberra Dance Theatre</p>	<p>Volunteer officers under the WHS Act. While board members as volunteers cannot be held liable for a breach of officers’ duties, the CDT Board has primary responsibility for exercising due diligence to ensure CDT meets its WHS obligations. Due diligence includes taking reasonable steps to:</p> <ul style="list-style-type: none"> • acquire and keep up-to-date knowledge on WHS matters • gain an understanding of the nature of the CDT’s operations and its general hazards and risks • ensure that CDT has available for use, appropriate resources and processes to eliminate or minimise WHS risks • ensure that CDT has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way • ensure that CDT has, and implements, processes for complying with any duty or obligation under the WHS Act
<p>Artistic Director</p>	<p>An officer under WHS Act. In contrast to the Board’s primary role, under the Board’s overall direction, the Artistic Director is responsible for:</p> <ul style="list-style-type: none"> • the day-to-day implementation and monitoring of WHS practices in the CDT workplace • advising the Board on WHS practices and consultations with workers • managing initial response to the reporting of WHS issues or incidents and informing the Board as necessary.

Employees, contractors and volunteers	<p>Those who carry out work in any capacity on CDT’s behalf are workers under the WHS Act. In general, workers must:</p> <ul style="list-style-type: none"> • take reasonable care for their own safety • take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons • comply, so far as reasonably able, with any reasonable instruction that is given by their supervisor, to comply with the WHS Act • co-operate with any reasonable WHS policy or procedure that has been notified to workers. <p>In general, CDT’s policies will apply directly to sole traders who perform work in CDT’s capacity – for example, contractor dance teachers and administration staff.</p>
External contractor	<p>In contrast to contractors acting in CDT’s direct capacity as described above, contractors who are part of an external business providing a distinct good or service apart from primary labour are described as external contractors for the purpose of this policy.</p> <p>For example, common external contractors at CDT are cleaners and maintenance tradespeople. External contractors are bound by their own business’ policies in the first instance and have obligations to ensure their own safety while at CDT.</p>
Visitors	<p>Persons who are not workers while at CDT are visitors to the workplace for the purposes of the WHS Act. At CDT, this generally means dance class participants.</p>
Hirers	<p>Persons or businesses who have hired the CDT Studio. While hirers are not necessarily bound or covered by this WHS Policy, hirers retain their own duty of care, WHS responsibility and obligations with respect to their own workers and visitors.</p>
WorkSafe ACT	<p>The Regulator under the WHS Act, having responsibility for monitoring and enforcing compliance with the WHS Act.</p>

- For the purposes of WHS Act, the primary **workplace** of CDT are the premises located on the corner of Kingsley Street and Barry Drive, Canberra City. The workplace also extends to locations outside the main premises where CDT may operate (such as performances in public spaces).
- CDT’s unique structure means that a natural person may occupy different roles concurrently or at different times. This still means that all people at CDT retain a general duty of care to ensure a safe workplace and to carry out their obligations under the WHS Act and this policy as far as reasonably practicable at that time.

Worker representation and consultation

- In developing and implementing WHS policy, CDT undertakes to meaningfully consult workers. The duty to consult applies when:
 - identifying hazards and assessing risks arising from work
 - making decisions about ways to eliminate or minimise those risks
 - making decisions about the adequacy of facilities for the welfare of workers
 - proposing changes that may affect the health or safety of workers
 - making decisions about WHS procedures.

8. In practice, this generally means that workers will contact their direct supervisor or the Artistic Director in the first instance when raising a WHS issue. Procedures to address WHS issues and hazards are provided in Part 2 of this policy.
 - (a) Workers retain the right to request the establishment of a Health and Safety Committee and the election of a Health and Safety Representative in line with the WHS Act.
 - (b) At the time of this policy's approval, no Committee or Representative has been stood up and no request has been made to this effect during consultations.

Right to refuse to do unsafe work

9. All workers have the right to refuse to do work that they reasonably believe is dangerous and/or puts them or others in immediate risk of serious injury or harm.
10. Workers must inform their supervisor of their concerns. If the matter cannot be resolved using the agreed issue resolution procedure, any party to the matter may request an Access Canberra work health and safety inspector to attend the workplace.
11. Workers who refuse to do work on reasonable grounds are entitled to the same pay and benefits as usual.
 - (a) Workers who refuse to do reasonable alternate work or leave the workplace without authorisation of their supervisor are not entitled to regular pay.

Risk management and keeping records

12. Risk management is the primary means that CDT has for the prevention of injury in the workplace. Along with documenting reported WHS hazards, issues and incidents; CDT documents identified risks and their treatment. A risk register may be used for this purpose (an example is shown on the next page).
13. CDT keeps records in line with timeframes mandated in relevant regulation, which is a usually a minimum five-year retention period.

Risk Register simple example

Hazard	Potential harm	Likelihood	Current controls	Further controls needed?

Date of update	Action due by	Next review date
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Likelihood scale

- Certain to occur—expected to occur in most circumstances
- Very likely—will probably occur in most circumstances
- Possible—might occur occasionally
- Unlikely—could happen at some time
- Rare—may happen only in exceptional circumstance

Part 2: Incident, Hazard and Issue Management

Introduction

This part details the procedures and immediate action in the event of an emergency resulting in a notifiable incident and non-emergency procedures to address a WHS hazard or issue in the CDT workplace.

An WHS Incident Form and investigation guide is also provided at the end of this Part to assist any CDT representatives tasked with investigating a WHS incident or hazard and documenting it appropriately.

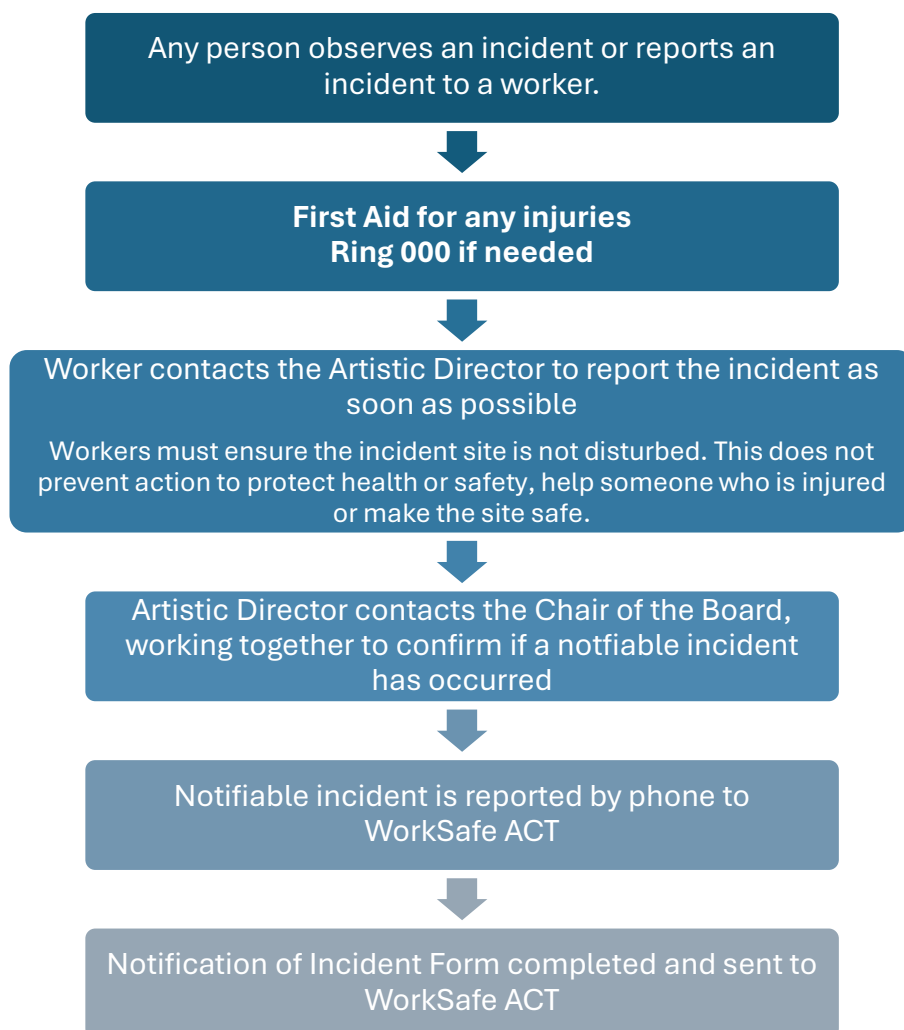
Notifiable incident reporting obligations

1. CDT is to notify WorkSafe ACT as soon as it becomes aware of a death, serious injury or illness, dangerous incident or workplace sexual assault incident, including suspected incidents.
 - (a) The fastest possible means of notification is generally by telephone to WorkSafe ACT.
 - (b) A [poster](#) with WorkSafe ACT's notification telephone numbers should be prominently displayed in the CDT Office.
2. A serious injury or illness means a work-related injury that results in:
 - (c) immediate hospital treatment as an in-patient; or
 - (d) immediate treatment for serious injuries (for example amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head injury or eye injury), or medical treatment within 48 hours of exposure to a substance.
3. CDT is to also immediately notify WorkSafe ACT of any dangerous incident that exposes a person to a serious health or safety risk from immediate or imminent exposure to:
 - (e) the uncontrolled escape, spillage or leakage of a substance;
 - (f) an uncontrolled implosion, explosion or fire;
 - (g) an uncontrolled escape of gas, steam or a pressurised substance;
 - (h) an electric shock;
 - (i) the fall or release from height of any plant, substance or thing;
 - (j) the collapse, overturning, failure or malfunction of, or damage to, plant that is required to be licensed or registered;
 - (k) other incidents as stated in the Work Health and Safety Regulation 2011.
4. CDT is to keep a record of each notifiable incident for at least five years.

Procedure: immediate action upon a reportable incident

In the event of an emergency, the immediate priority of any person or worker is to firstly ensure their own safety and then the safety of others.

- Once any first aid and emergency assistance has been sought, workers may then follow this procedure to report an emergency and potential notifiable incident



After completing this immediate action:

- The Chair and the Artistic Director will work to inform the Board appropriately and determine next steps, such as contacting insurers.
- If the Chair and Artistic Director determine that a notifiable incident has not occurred, they will still continue to ensure that any appropriate further WHS action is taken and the event is appropriately documented.

Procedure: reporting of a WHS hazard or issue

Reporting hazards

- If a worker identifies a non-emergency workplace hazard or event, they should first report it to their immediate supervisor, or the Artistic Director. This can be verbally (in-person or phone call) or by email. Workers should still prioritise any immediate first aid or action to prevent further injury.
- The supervisor or Artistic Director will then provide further direction to address the issue and notify workers of the progress and outcome. They may also take steps necessary to document the event and hazard.
- The Incident Form may be used by the supervisor to document the incident, its causes and corrective actions. All workers have an obligation to cooperate with their supervisor or any other delegate of the Board or Artistic Director assigned to document an incident or hazard.

Unresolved issues

- A WHS issue is any concern about health and safety that remains unresolved after consultation with the affected workers.
- The WHS Act encourages agreement on issue resolution with their workers. CDT will make all reasonable efforts with workers to achieve a timely, final and effective resolution of WHS issues.
- If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask the WorkSafe ACT to appoint an inspector to assist at the workplace.

Managing WHS Risks

CDT uses a standardised approach to managing WHS risks and hazards:

1. Identify *hazards*
2. Assess risks
3. Control risks
4. Review control measures

CDT will consult with workers in managing WHS risks, as they have knowledge, experience and ideas to help manage WHS risks. CDT will also document risks in the workplace and the controls taken to manage them.

Step 1 - Identify hazards: Hazards are things and situations that could harm a person. While CDT conducts periodic safety inspections, all workers can, and have the duty to, raise any risks they identify to their supervisor.

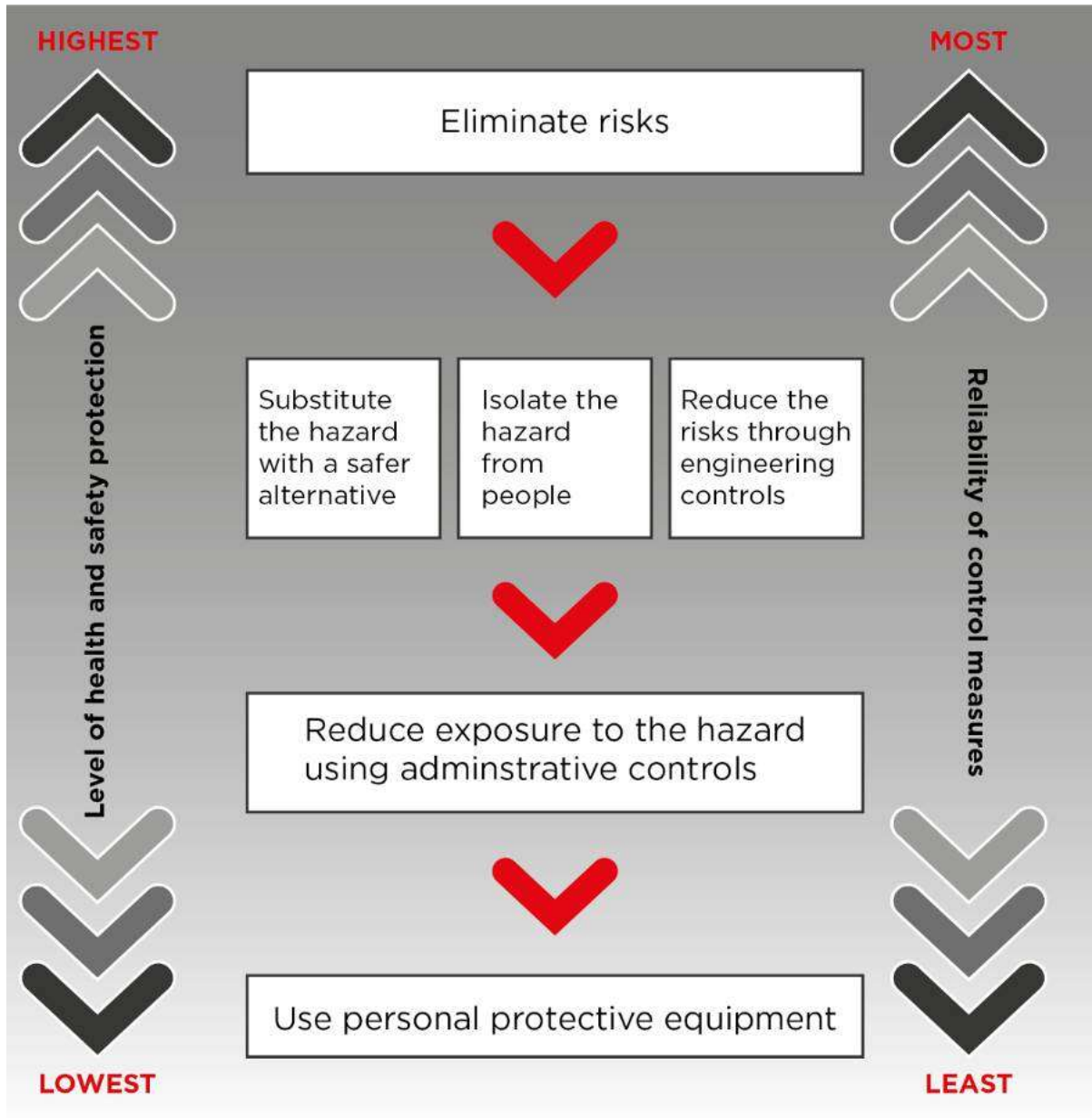
Step 2 - Assess risks: Primarily as part of safety inspections, a risk assessment will be made to identify workplace risks. A risk assessment involves looking at what could happen if someone is exposed to a hazard and the likelihood of it happening. This step can draw on existing information, to work out:

- how severe a risk is
- if control measures are effective
- what action needs to be taken to control a risk
- how urgently action is needed.

Step 3 - Control risks: Eliminating risks is the best way to manage risks. Where this is not possible, risks must be minimised so far as is reasonably practicable. The hierarchy of control measures, which are ranked from the highest level of protection and reliability to the lowest, is used to design and implement controls.

Step 4 - Review control measures: After implementing a control measure, CDT will review them within a set period to make sure they work as planned.

The Hierarchy of Controls



Source: safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/identify-assess-and-control-hazards/managing-risks

CDT WHS Incident Form

Details

Name of person(s) involved	
Location	
Date	
Investigator	

What was the task being performed at the time?	What happened?

What factors contributed to the incident?

Environment	Equipment/materials	Work systems	People
<input type="checkbox"/> Noise	<input type="checkbox"/> Wrong equipment for the job	<input type="checkbox"/> Hazard not identified	<input type="checkbox"/> Procedure not followed / no procedure exists
<input type="checkbox"/> Lighting	<input type="checkbox"/> Inadequate maintenance	<input type="checkbox"/> No / inadequate safe work procedure	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Vibration	<input type="checkbox"/> Inadequate guarding	<input type="checkbox"/> Hazard not reported	<input type="checkbox"/> Change of routine
<input type="checkbox"/> Layout / design	<input type="checkbox"/> Material / equipment too heavy / awkward	<input type="checkbox"/> No / inadequate controls implemented	<input type="checkbox"/> Drugs / alcohol
<input type="checkbox"/> Dust / fume	<input type="checkbox"/> Inadequate training provided	<input type="checkbox"/> Inadequate training / supervision	<input type="checkbox"/> Time / production pressures
<input type="checkbox"/> Slip / trip hazard	<input type="checkbox"/> Equipment failure	<input type="checkbox"/> No / inadequate risk assessment conducted	<input type="checkbox"/> Distraction / personal issues / stress
<input type="checkbox"/> Damaged / unstable floor	<input type="checkbox"/> Other (detail):		<input type="checkbox"/> Lack of communication

Corrective action

Contributing factor (from above)	Actions to fix the issue	Person responsible	Timeframe	Completion date

Issue Resolution and Closure

Notes:

Reviewed by (Artistic Director or Board representative)	Date

Incident investigation process guide

1. Establish the facts of the incident, including:
 - What happened?
 - When and where did it happen?
 - What task was being done?
 - Who was involved?
 - Were there any witnesses?
2. Gather all necessary background information. For example: training records, manuals, safe work procedures.
3. Consider all the potential contributing factors:
 - Environment: Did environmental conditions (e.g. light, noise, floor surfaces) contribute to the incident?
 - Equipment /materials: Did anything about the equipment, materials, tools etc (e.g. equipment failures, missing guards) contribute to the incident?
 - Work systems: Was there something about the system that contributed (e.g. hazard not identified, known hazard not addressed)?
 - People: Was there something the workers, supervisors or contractors did that contributed to the incident (e.g. poor communication, being tired or rushing to finish on time)?
4. Determine the primary cause/s of the incident, that is, those which if they hadn't occurred then the incident wouldn't have occurred. Ask yourself "*Would the incident have happened if...?*"
5. Identify the root cause / system failures that underlie the primary cause/s and contributing factors.
 - *One simple technique for identifying the root cause is the 'Five Whys'. This technique involves asking yourself 'Why did this happen?' and continuing to ask 'Why' for each response until you reach a conclusion that does not generate another 'why' and the underlying cause becomes apparent.*
6. The final and most important step in any investigation is to take action to fix all the factors that contributed to the incident, starting with the primary cause/s and working through each of the contributing and underlying causes.

(Adapted from [Worksafe Queensland](#))

Part 3: Safe Dance

Introduction

1. This Part adapts [AusDance’s Safe Dance](#) practice guidelines for CDT’s specific context and will generally apply to CDT’s regular dance classes, special workshops and dance performance activities.
2. The Artistic Director has primary responsibility for monitoring the application of this Part. Practically, this means ensuring as far as reasonably practicable that employee dance teachers and contractor dance teachers, as WHS Act workers, are capable of conducting safe dance classes for members of the general public in accordance with the following guidelines.

Safe Dance Guidelines

3. Adapting the guidelines to CDT’s context involves considering that CDT’s classes are open to the general public, and the wide level of ability among CDT’s dancers. Level 1 guidelines are those most applicable to CDT’s dancers, as Level 2 guidelines largely relate to full-time/pre-professional dance schools.

<p>Encourage and promote physical health</p> <p>Encourage and promote emotional wellbeing</p>	<p>Dance teachers are responsible for delivering classes and activities that:</p> <ul style="list-style-type: none"> • promote a responsible attitude toward general health issues • provide access to water and explain the importance of being hydrated before, during and after exercise • promote a responsible attitude towards dancer health and provide healthy body image role models • develop an open and trusting environment with students • appreciate individuality and help build on strengths • promote self-esteem, independence and confidence.
<p>Provide a safe physical environment</p>	<p>CDT’s Board and the Artistic Director have a duty to ensure the Studio or any activity venue outside the studio is suitably safe and appropriate for the activity. This generally means ensuring:</p> <ul style="list-style-type: none"> • the Studio or venue is reasonably free of obstacles such as furniture, building support structures, shoes and clothing on the floor • the dance surface is in good condition and free of slip hazards, or appropriately marked, if unable to be removed • manage space use between dancers to reduce accidents • adequate lighting for dance activity • enough ventilation and heating for weather/climate conditions and number of participants. <p>Dance teachers may need to adapt their classes, if a hazard is unable to be eliminated. For example, if a concrete floor is the only surface available, it will not be safe for repetitive physical activity, even with wood or carpeted covering.</p>

Adapting classes for variables	<p>In CDT's environment, dance teachers will likely need to adapt their classes to a level appropriate for their participants. This includes considering factors such as overall level of fitness, level of technical dance expertise, familiarity with style of dance, age. Dance teachers should:</p> <ul style="list-style-type: none"> • match exercises, activities and choreography to participant ability, fitness, development and level of control; being suitable in type, intensity and duration • recognise limitations and understand the dangers of pushing participants beyond safe limits • consider offering alternatives such as simpler movements or slower tempo.
Safe movement and injury prevention	<p>Dance teachers should:</p> <ul style="list-style-type: none"> • include suitable warm-up and cool-down stages in sessions • demonstrate and use safe movement, mechanics and anatomical alignment for the dance genre/style • identify and resolve incorrect or potentially dangerous movement patterns • structure classes so that exercises progress • adapt exercises and choreography where students show obvious signs of fatigue • make sure students dress safely for the dance style/genre • encourage participants to rest when they need to • be aware of common injuries, their causes and prevention • structure sessions to avoid excessive repetition and overuse of body parts—vary the intensity, volume and activity.
First aid and emergencies	<p>Dance teachers must:</p> <ul style="list-style-type: none"> • understand evacuation and emergency procedures • know where the first aid kit and emergency contacts are.

Part 4: CDT Workplace

Introduction

This Part describes the management of specific workplace hazards or topics and CDT's strategies and procedures to manage them. Topics are set out alphabetically for ease of reference.

A-Z Workplace Topics

Alcohol and other drugs

- No worker is to commence work at CDT while intoxicated under the influence of alcohol or drugs.
- Persons working under the influence of alcohol or other drugs present a serious risk to themselves and others. Drugs that may affect a worker's ability may include illicit or prescription drugs.
- All workers have a duty of care to stop a person from work, who may be intoxicated and to report this as soon as possible to their supervisor. Visitors at CDT also have the right to report a worker who may be intoxicated or to stop an activity in such an event.

Electrical equipment

- CDT is responsible for maintaining its own equipment through periodic electrical integrity testing. Testing may be performed by an appropriately qualified employee, contractor or volunteer, who is to test CDT's electrical equipment in accordance with AS/NZS 3760 (Electrical Safety Standard).
- Workers are responsible for ensuring that electrical equipment has an in-date electrical testing tag prior to using that equipment. Out-of-date equipment is to be promptly brought to the attention of CDT management.
- In general, office equipment that is not moved during normal usage (not in a hostile environment) is to be tested every five years as a minimum. Electrical equipment accessible to any person in CDT (e.g. in the studio with teachers, hirers, dancers) is to be tested every year as a minimum.
- Contractors, hirers or visitors who use their own electrical equipment on CDT's premises do so at their own risk.

Evacuation procedure

- Maintenance of evacuation procedures at Lena Karmel Lodge are the primary responsibility of the Australian National University (ANU). The ANU provides documentation on evacuation procedures to CDT.
- CDT is responsible for ensuring:
 - The evacuation plan and evacuation map provided by ANU remain prominently displayed and easily accessible to workers and visitors
 - Workers have been briefed and remain familiar with the evacuation procedure, and are able to guide visitors in the event of an evacuation.

Fire equipment

- The ANU has primary responsibility for the maintenance of fire extinguishers on CDT's premises and ensuring they are clearly marked or signed.
- Workers are to know the locations of workplace fire extinguishers. Fire extinguishers are located at the rear of the studio next to the emergency exit.

First aid

- CDT is to maintain at least one first aid kit. The primary first aid kit on the CDT premises is in the Kitchen.
- CDT is to also ensure that a first aid kit is available at any off-site event. This may be a portable first-aid kit or a first aid kit accessible at the site. All workers at the site are to be briefed on first aid arrangements prior to the commencement of an external event.

Heights

- Workers must use an appropriate and serviceable ladder or stepladder, if they are to perform any work at height. Using furniture not designed for that purpose is dangerous and is prohibited.

Inductions

- New workers to CDT's workplace are to be familiarised with the provisions of this WHS Policy relevant to their work. A copy of this policy is to be made readily available to all workers for easy reference.
- When this policy is updated, all workers are to be informed of the relevant changes. This is in addition to CDT's duty to consult workers before making any changes.

Infectious disease

- Persons who are ill should not attend CDT to minimise the likelihood of infecting others. As with most other indoor spaces in the ACT, the most likely spread of infection is from respiratory viruses during the winter months ([ACT Health](#)).
- In line with ACT Health guidelines, to encourage good personal hygiene practices and reduce the likelihood of spreading illness, CDT provides several handwashing facilities, hand sanitiser and disinfectant wipes throughout the workplace.
- CDT commits to maintaining a mask-friendly environment. Workers and visitors have their own responsibility to bring their own mask that suits their needs, though CDT may maintain a small and limited supply of masks.
- If a Communicable Disease of National Significance emerges, CDT will develop and provide specific guidance in line with directions from the ACT Health and the Australian Government.

Psychosocial hazards

- Hazards at work that can harm mental health are known as psychosocial hazards. These hazards can also cause physical harm.
- In CDT's context, the most relevant psychosocial hazards are:
 - demands of a worker's role and their workload, and whether sufficient support is provided to workers

- organisational change management, from any major or unforeseen impacts to CDT's operations
- CDT will seek to manage, treat and document psychosocial risks with the same care and diligence as direct physical risks.
- With regard to unacceptable behaviour including bullying, harassment and workplace relationships or conflict, CDT will maintain a specific policy to prevent and address any such incidents.
- All CDT workers have access to Support Act Wellbeing Helpline through AusDance and Creative Australia. The [Wellbeing Helpline](#) is the first point of contact for this service (1800 959 500). The Wellbeing Helpline offers 12 free counselling sessions per person and is staffed by experienced counsellors that can help with a range of issues, from mental health and wellbeing to career concerns, financial management and conflict resolution.

Safety Inspections

- CDT's management is to conduct safety inspections on an annual basis at a minimum. Workers are to be notified with reasonable notice as to when these inspections will occur and are to be invited to join, if they wish to do so.
- The WorkSafe ACT Inspection Template may be used for these purposes and to document the results of the inspection for CDT's records, with reference to this policy. Actions from previous inspections are to be reviewed as part of the latest inspection.

Signage and safety information

- Safety signage is to be displayed in prominent positions, with reasonable lighting and its immediate area free from clutter.
- A copy of this WHS Policy and relevant information is to be made readily available to workers in an electronic and physical format at the CDT premises, such as the teacher's area within the studio.

Smoking and vaping

- All workers have the right to enjoy a smoke-free workplace. In line with the ANU's smoke-free policy and the *Smoke-Free Public Places Act 2003*, **smoking and vaping is strictly prohibited** on CDT's premises and the general Lena Karmel Lodge and ANU precinct, including outdoor areas. People who wish to smoke or vape are required to fully exit the ANU premises before doing so.
- Where CDT is operating on external premises (away from the Studio), all workers and representatives of CDT are prohibited from smoking at the event site while acting for CDT, regardless of any venue policies.

Storage

- CDT retains many pieces of equipment, props and costumes that are stored throughout the studio premises. These storage areas are to be managed so that they are not overloaded. Items should be easy to access, using ladders where needed, to reduce the risk of tripping over items and items falling from heights – potentially causing injury.
- Items are to be stored on purpose-built shelving where possible. Storing items on the floor should not be done as far as reasonably practicable, particularly in throughfares.