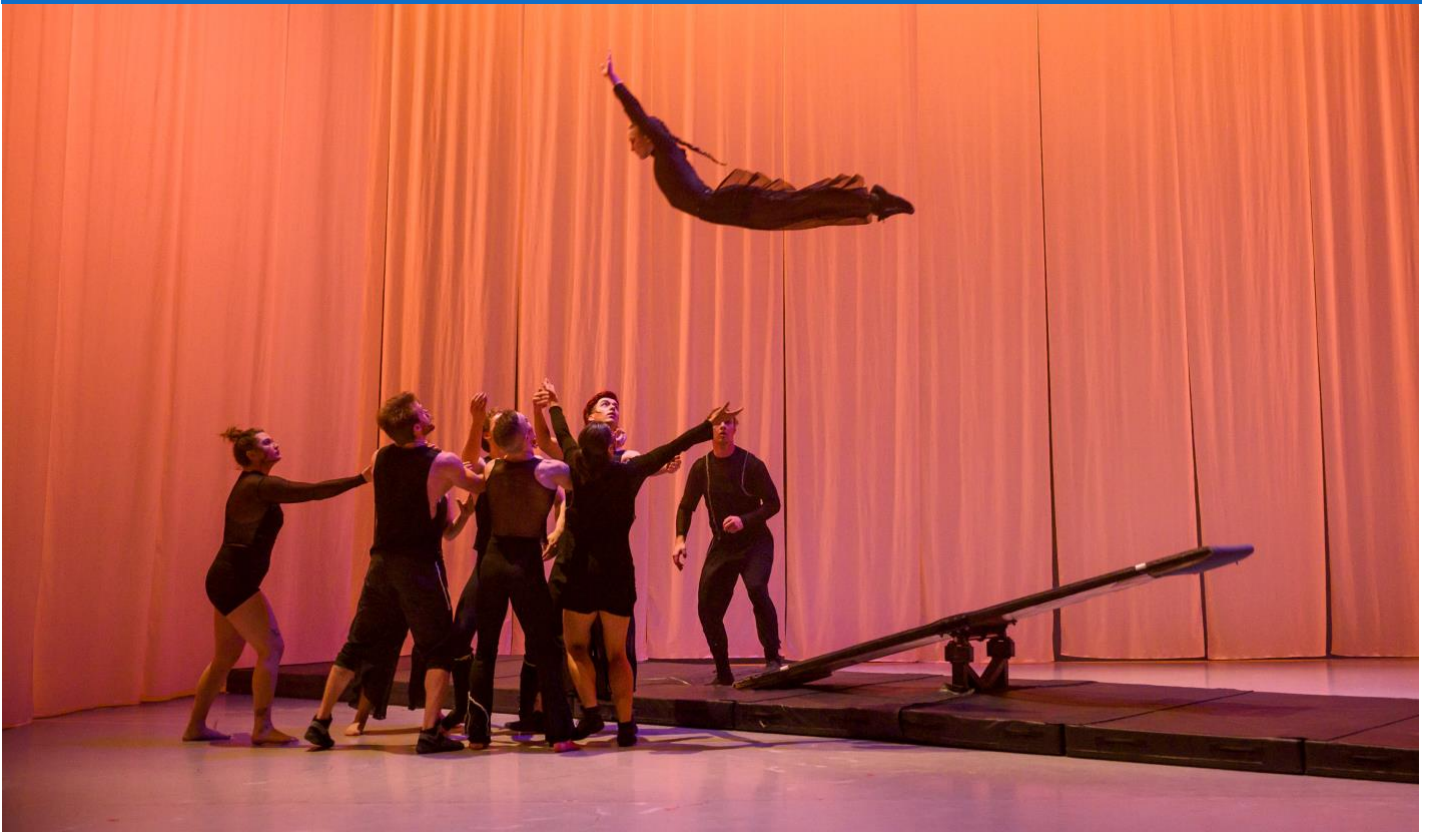


National
Institute of
Circus Arts

SITE SAFETY INFORMATION

“THE ESSENCE OF CIRCUS IS TO PUSH THE BOUNDARIES OF HUMAN POTENTIAL”



“In the circus arts, the idea is not to eliminate risk, as risk will always be present when pushing the limits of what is humanly possible. The idea is to acknowledge the risk that is present and reduce it to a reasonable level.”



INTRODUCTION

The National Institute of Circus Arts (NICA) is committed to providing a safe and healthy environment for all staff, students, contractors, and visitors.

Circus arts and training are a unique risk environment therefore...

It is the responsibility of all students, staff, and contractors to ensure a safe environment.

This booklet has been designed to assist in creating a safe and healthy environment. Not all hazards are identified. It is up to **each individual** to identify and minimise the hazards within their control.

Safety is everybody's responsibility.

Please ensure your training space and equipment is safe and hazard free before each use.

All new hazards or potential hazards need to be addressed by a Supervisor, Trainer or member of the Production staff.

It is essential to familiarise yourself with NICA's safety procedures and the features of the training spaces.



National Institute of Circus Arts

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GENERAL SAFETY



GENERAL SAFETY RULES

- Make yourself aware of **emergency procedures** and **emergency exits** in your training space
- Keep exits, door entrances, walkways, and training **spaces clear of hazards and rubbish**
- Follow instructions, don't take chances. **If you don't know, ask!**
- **Assess your training** for all potential hazards/risks
- Correct and/or report unsafe acts and conditions
- Observe and obey all warning signs
- Do not open external doors for anyone. **All visitors must sign in at reception**
- Unauthorised persons are not allowed in any of the training areas.
- Report all injuries no matter how minor to the coach or line manager; get **First Aid** promptly and within 24 hours complete an [Incident Report Form](#)
- NICA's buildings and courtyards are **non-smoking** areas
- Do not be on site when affected by alcohol or illicit drugs
- Report all fires, no matter how small
- Use the correct tools and equipment for your training and use them safely
- Wear and use relevant protective equipment properly
- **High risk work** can only be carried out by members of the production team.
- Mobile phone use is restricted to filming, stopwatch and playing of music.
- **Coronavirus and other infectious diseases** which are identified as health risks; you may be requested to follow certain safety protocols that will shift with government regulations.

OPERATING HOURS

NICA Main Offices

0900 – 1700 Monday to Friday

Access to NICAs training spaces and venues depend on which offering you are participating in.

Please be aware of the specific times allotted to you as a participant

There is no parking permitted on site. 2 - hour street parking is available on Green Street and 3 - hour parking on John Street.

SECURITY

Melbourne Polytechnic are the providers of security for NICA. Security personnel are onsite whenever NICA is open.

- SECURITY 0473 236 171
- NICA RECEPTION 9214 6975
- OPERATIONS MANAGER 9214 6019

BUILDIND ACCESS

SWIPE CARDS are required to gain entry through the main foyer door.



STUDENTS are issued with swipe cards which allow entry to NICA buildings from 8am to 6pm Monday to Friday. **If your swipe card is not working, please speak to Reception.**

STAFF Will be issued a swipe card according to their requirements

CONTRACTORS must check in with campus security and NICA reception

SAFETY INFORMATION - WHAT TO DO IN A FIRE EMERGENCY

At the sound of an evacuation alarm, all staff are responsible for ensuring their colleagues, students and visitors leave the building. Close the door as you leave the room.

- If you see smoke or fire, activate the nearest break glass alarm in either PN foyer or PC corridor
- Report the fire to security immediately on **0473 236 171**
- Evacuate the building via the nearest safe exit.
- The primary assembly area is NICAs forecourt
- **DO NOT** use lifts unless approved and assisted by NICA staff member
- **Only allocated trained Staff** may attempt to extinguish the fire and only if it is safe to do so.
- During a performance the fire alarm system may be isolated, report any fire or suspicious activity to the Stage Manager

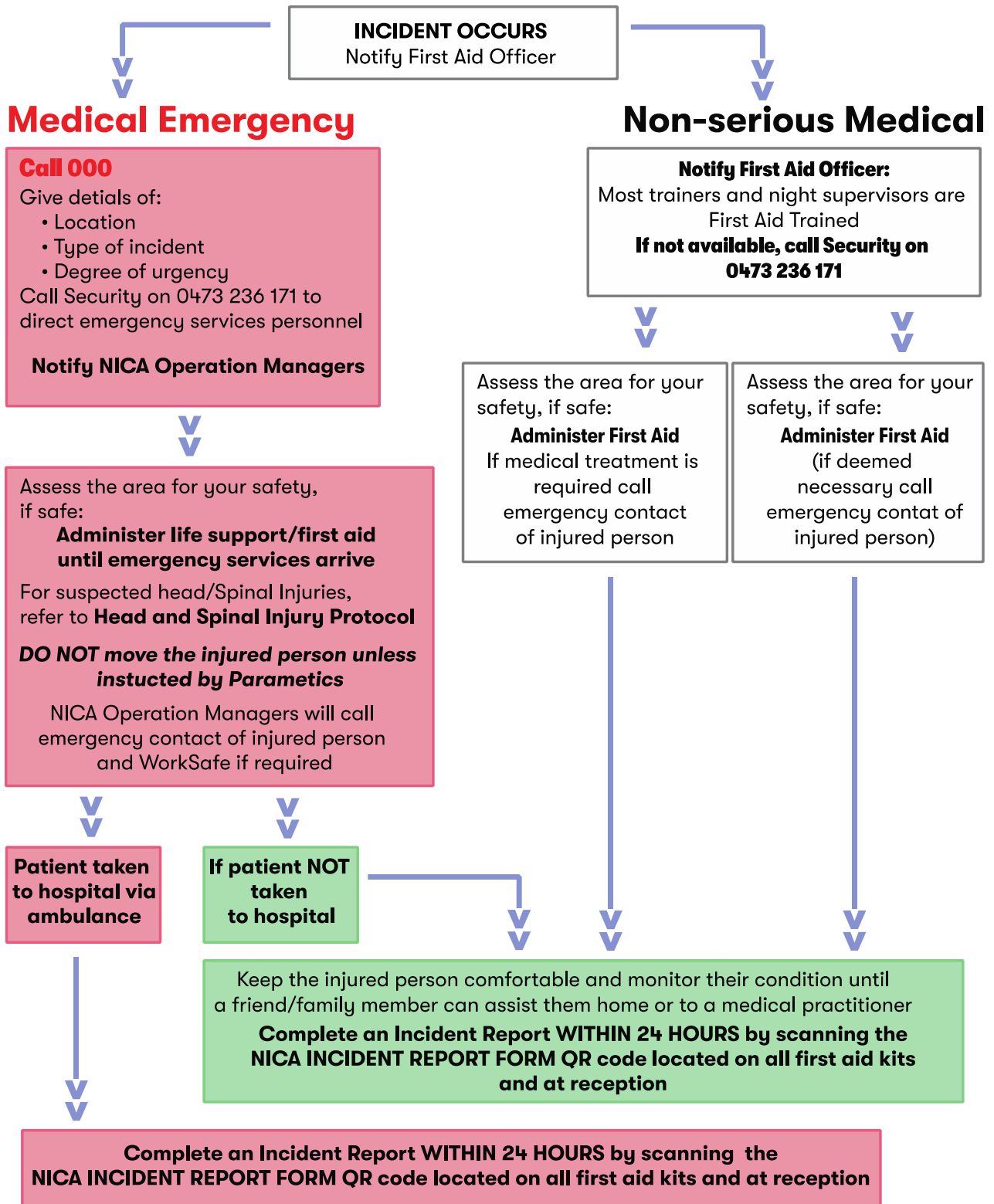
WHEN YOU HEAR THE EVACUATE ALARM

- On hearing the **ALERT TONE (Beep! beep! beep! Sound)**
- Standby to evacuate and follow the instructions of Fire Wardens.
- Put on shoes and collect a jumper if safe to do so
- On hearing the **EVACUATION TONE (Woop, woop, woop...Evacuate now... Sound)**
- Evacuate the building via the nearest exit and head to the primary designated assembly point - NCC forecourt.
- **DO NOT** use lift.
- Keep clear of the building to permit emergency access.
- **DO NOT** re-enter until authorized by Fire Officer (Fire Brigade).
- **The secondary emergency assembly area** is located at the corner of Thomas Street and Green Street



See Appendices for Evacuation Maps

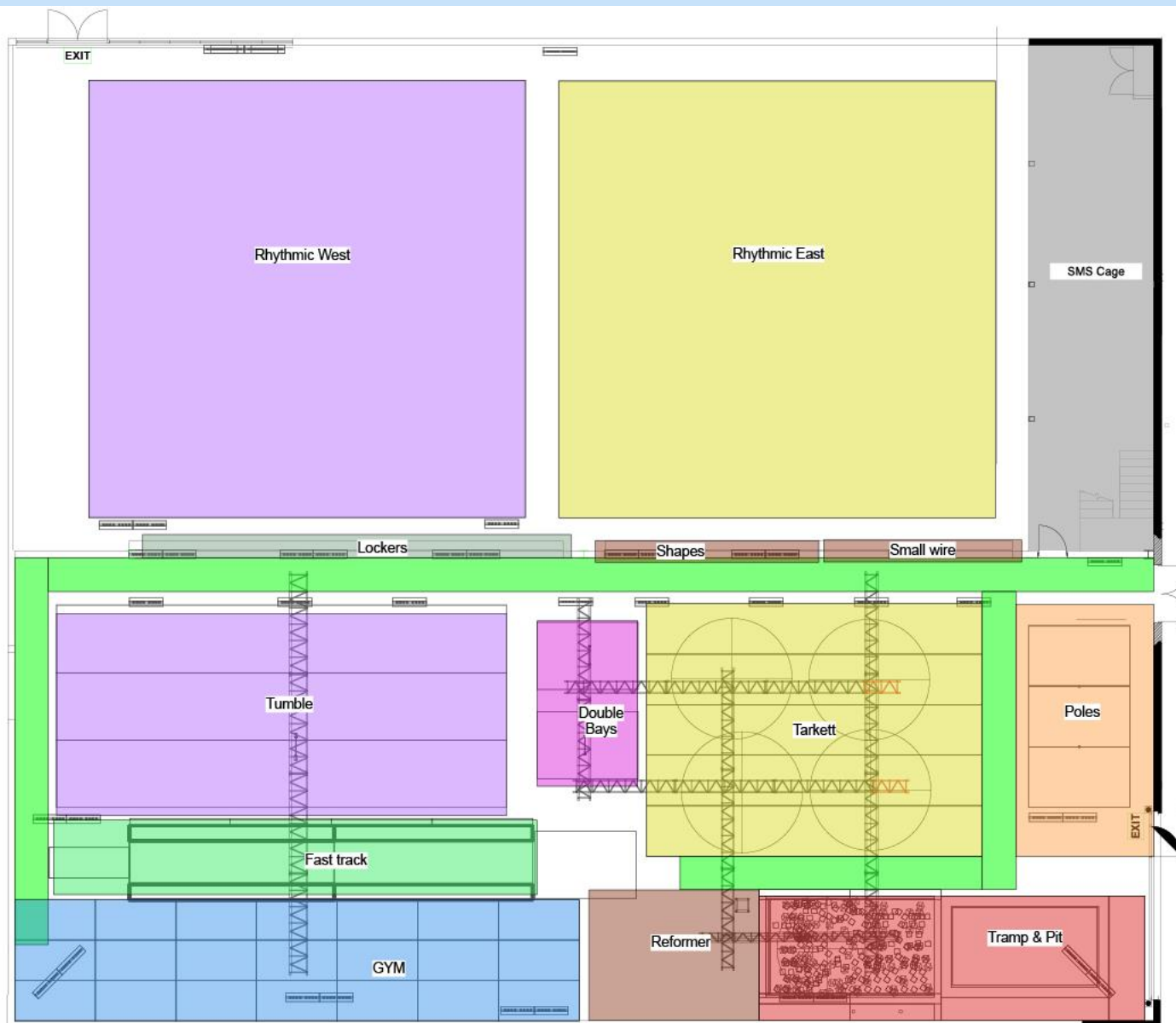
INCIDENT / INJURY RESPONSE FLOWCHART



**UNDER NO CIRCUMSTANCES ARE STAFF PERMITTED TO TRANSPORT INJURED PERSONS
FOR SERIOUS INCIDENTS, THE SITE MUST BE PRESERVED**

The Operations Manager in consultation with WorkSafe will determine when site can be disturbed

SIDNEY MYER STUDIO



Sidney Myer studio is a circus training room with dedicated training zones, tumbling, aerials, strength and conditioning, fast track, trampoline, wall tramp, and Poles. There are designated handstand areas which are visually indicated by blue wall as well as student lockers. All personal belonging, including water bottles MUST be stored in the lockers whilst training in this space.

This room is where our defibrillator is located with first aid next to head of circus office.

All training aids and equipment must be returned to their storage positions at the end of each class.

RHYTHMIC GYM

The sprung floor with carpet on top is extremely valuable. Do not walk on this floor in shoes and do not place heavy props on it. This includes Mini Tramp, Risley Chairs and Handstand Props.

The Rhythmic Gym is a shared training space. NICA has access to this training space between the hours of 10am and 3.50 pm each day.

Be sure to take all mats, props, clothing and water bottles with you when you finish training in this space. Don't wait for the trainers to ask you to leave. Pack up and be out of the space so it is empty when the Gymnastics students are scheduled to start.

If you roll back the mats to use the wooden floor at the West end of the Rhythmic Gym, do not block the emergency exit and make sure you put mats back down when you're finished. Finish your class with ample time to reinstate the mats. **I rolled up tumble runs are not a seat**

MEN'S ARTISTIC GYM

The Men's Artistic Gym may be accessed by NICA students **only under the direct supervision of a NICA trainer.** NICA students never work in this space without a NICA trainer.

DRAMA STUDIO

Drama studio is a multipurpose room used for many different activities therefore it should be kept clear and tidy for the next user. If you use chairs and tables in this room, the tables must be folded and returned to the cupboard next to the stereo and the chairs stacked in the corner near the piano. Upon leaving the room all mirrors and whiteboards must be against the walls not blocking the doorway. If you take any props or mats into the Drama Studio you must always take them out with you when you finish your class. This studio has a sprung wooden floor covered with lino and is a low-risk circus training space.

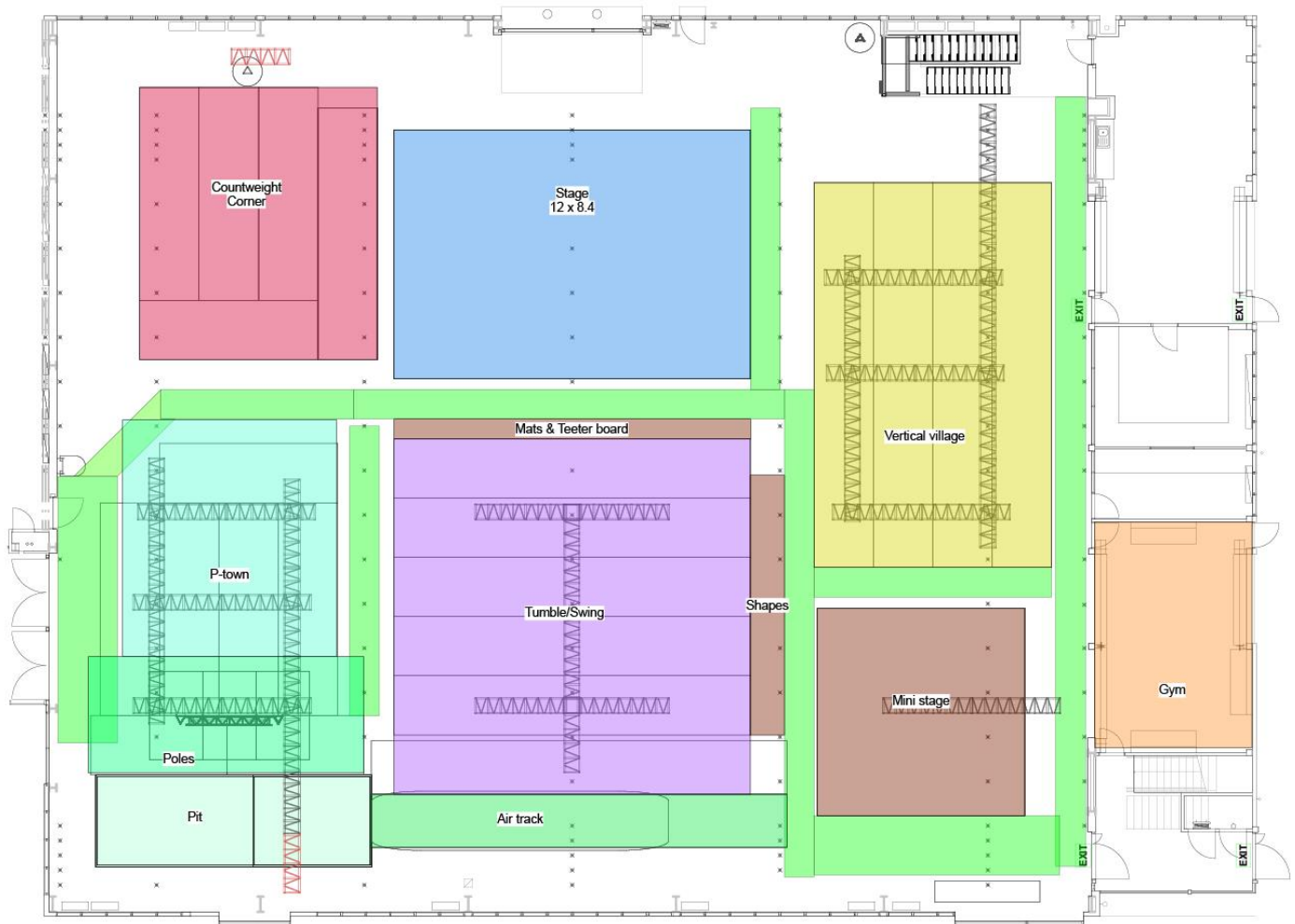
The sprung wooden floor covered with lino is extremely valuable, when moving equipment, LIFT into place, DO NOT drag, (unless on wheels)



The Movement Studio has a sprung wooden floor covered in a Tarkett which can damage and mark easily so when possible, remove your shoes or wear shoes with non-marking soles. Please always check with production staff before using any large props in this studio.

- **Do not wear high heels**
- **Do not wear black soled shoes for dance classes.**
- **No props are to be stored in the Movement Studio,**
- **Clean up when you finish training.**

Crash mats stack in the far-left corner when entering the room. Ballet bars are stored in pairs across the large window. Tumbling runs stay rolled up in front of mirrors. Carpet squares are stacked neatly in the right corner. Resin will damage the Tarkett, so if you need to use it in there, make sure you apply it in the corner.



The NCC is a circus training room with dedicated training zones that can also transform into a performance venue. This room will change several times throughout the year.

Always empty pockets before entering the foam pit.

The foam pit is not large enough for people to land in it from both directions at the same time.

If using mats on the foam cubes, make sure to remove them as soon as you finish training.

Before and after each class the foam pit requires fluffing to avoid the foam cubes becoming compacted which can cause injury. The light blue padding on the walls of the foam pit should not be visible

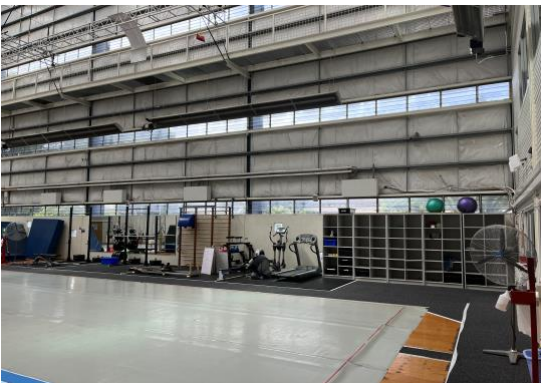
SAFETY IN THE TRAINING SPACES



LOOK UP, LOOK AROUND, AND LISTEN!

Look up, Look around and Listen, each time you enter a training space. They change constantly throughout the day.
You must be aware of the activity that is going on around you

MOVE THROUGH SPACES SAFELY & BETWEEN CLASSES



Stay on the path.

Do not walk on tumble runs with shoes on and during class

Do not walk between a trainer and their students.

FOOD AND DRINK

No glass – in any of the NICA training spaces

Only water in a sealed **unbreakable** bottle may be brought into the training spaces –

no other drink or food of any kind is permitted in any NICA training spaces

NO COFFEE CUPS IN TRAINING SPACES

You are expected to **KEEP THESE SPACES TIDY.**



RIGGERS WORKING AT HEIGHT

Bollards and hazard tape are set up to identify areas where it may be dangerous to enter. Always walk around safety barriers. **Never walk or stand underneath anyone working at height**

Always follow warning signs in the training spaces.

CALLS YOU NEED TO UNDERSTAND AND REMEMBER

“HEADS!” – Something is falling, and the rigger does not have control of it. Cover your head as it may be falling towards you.

“HEADS UP” – Something is being lowered, and the rigger has control of it. This will also be used if you walk under or near a rigger working aloft to make you aware that they are working overhead.

“ROPE COMING” - A rope is being lowered, and the rigger has control of it.

“INCOMING” – Something is being lowered in a controlled way.



PERSONAL BELONGINGS IN THE SPACE

Shelving and Storage tubs are provided for student personal belongings in Sidney Myer Studio, Guang Rong Lu OAM National Circus Centre and Movement Studio. Do not leave clothes, water bottles or other gear lying around.

If you need to bring items that relate to your training into the spaces, they should be placed in the storage tubs provided. **Tubs are to be cleared out at the end of each day.**

The entrance to the Sidney Myer studio is a shared entrance to the Rhythmic Gym. Do not block their path. **No bags are to be left on the floor.**

Attention to personal hygiene is required, but if you wish to use a **spray deodorant**, please only ever spray it outside of the buildings as it lingers in the air and can adversely affect staff and students with asthma or allergies. This is a serious health issue. Please consider an alternative if you wish to re-apply deodorant during the day.

RESIN AND MAG*

Resin is a sticky substance made from tree sap. It is used on hands to increase grip on aerial apparatus. Be careful when applying resin not to create billowing clouds of it.

Mag/chalk (magnesium powder) is not sticky but is used to increase gripping by reducing sweat. Do not to create big clouds of it when applying it.

Resin and mag must always stay in their containers. Don't ever leave resin or mag socks loose on the floor.



BLOOD ON EQUIPMENT

If you have open wounds, please make sure they are well covered when you are training. If you bleed on equipment, that equipment must be washed with cold soapy water, dried and quarantined for 24 hours before being used again. Take the gear to Production staff who will instruct you on the cleaning and quarantine protocol.

If you bleed on another person, you should wash and cover your wound, and the other person should wash the blood off with cold soapy water.



MAT SELECTION, CARE, SHIFTING AND STORAGE

TUMBLING RUNS

These mats provide padding for some ground-based activities. Consider what type of floor is under the tumbling run – you may need 2 layers.

Acromat mats need to be flipped and rolled to protect top surface.

Flexi Roll Tumbling runs- should be rolled tight and carpet side up. Rolled mats must be stood up so that they take up less floor space, do not sit on rolled up tumble runs.

Don't place props with sharp edges, or chairs, on mats.



CRASH MATS

These provide thick padding for many high-risk activities. Be aware that crash mats may have a firm or squishy surface. With your Trainer's advice choose the appropriate mat for your activity.

Crash mats should be stacked on top of or beside each other when not in use. It takes two to four people to move a crash mat properly. If you need to move a crash mat, ask other students to help you and do it properly. Crash mats must always be returned to the stack when you are finished with them.

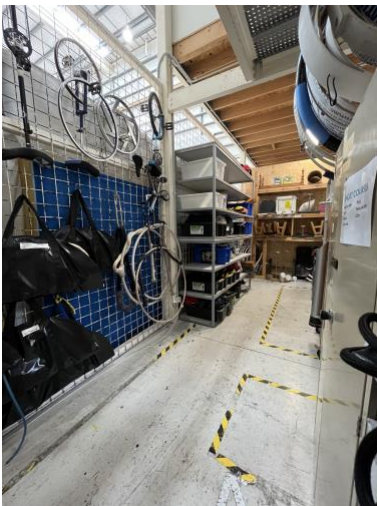


SCATTER MATS

Scatter mats should also be stacked on top of each other and returned to the stack when you finish your training session. Please avoid dragging these. Two people can move them easily without needing to drag them. This will protect the covers from unnecessary damage.

Do not drag crashmats or scatter mats

PROPS STORAGE



Personal props that do not fit into your locker should be stored in their designated area which will be assigned upon completion of your safety data sheet.

All NICA props are stored in the cage in the Myer studio and need to be returned to the cage after each training session.

The Cage under the stairs in the NCC is for personal apparatus and is by permission only.

Safety data doc must be completed for all apparatus that are weight-bearing.

If you are planning to have your own specialty prop made while you're at NICA, please consult with your **trainer** and **production staff** before having it made. The prop must be correctly engineered to safely support you. A Data Information Sheet must be submitted for all personal props and gear students want to use at NICA. This and the gear will be checked and approved by the NICA Production team before it may be used in the NICA spaces. It may not be possible to bring large props into the space to train with. Because of space limitations at NICA some props may be impractical or impossible to use and store in the training spaces.

For safety and insurance reasons, NICA does not loan out or hire any props or equipment for external use. **No Circus apparatus may leave the building.**

SAFETY LOCK OUT TAGS



When equipment is faulty, broken or out of service for any reason, production staff will place a safety lock out tag on it to indicate that it must not be used.

The tag will include the date, name of person who placed it, and outline what the fault is. The tag is a legal document which indicates that it would be dangerous to use the equipment.

It is against the law for anyone other than the person who places the tag to remove it and allow the equipment to go back into use.

MUSIC

If you are playing music in any of the training spaces, please keep it at a low volume. If the music you are playing is too loud or is interfering with other people's training in any way, be prepared to turn it down or off as requested by trainers or other students. The key here is that you should be able to hear and communicate with your trainer and NICA staff at all times.

When using Bluetooth speakers please consider the placement of the device as it can become a significant trip hazard

Wearing headphones while training may be dangerous. Please read and familiarise yourself with the "Guidelines for use of Headphones".



FLOOR POINTS & FIGURE 8 LOCK OFF SYSTEM



You cannot set aerial equipment on the rigging systems until you have been formally inducted in how to do so.

Always check that equipment is securely locked off.

DO NOT leave rope tails on the ground they will get dirty and create a trip hazard for people walking past.

Until you are inducted, training staff will set the gear.

Once you have been inducted and can set your own equipment, **always have your trainer or another inducted student check your work.**

Always refer to the 'Aerial floor point systems check list' check title and relevant job safety analysis (JSA).

TRAINING ATTIRE

Jewellery and certain loose-fitting clothing can be hazardous when training. These items may catch on equipment. Jewellery, watches, belt loops and belts can cause damage to you or the equipment. Particular apparatus such as tissu, straps, rope and pole may require suitable protection. Please discuss this with your trainers.

RESTRICTED ACCESS AREAS

Throughout NICA's Campus there are areas that are not accessible to staff members and students, these areas are designated as restricted areas. They house specialty equipment or could pose a significant risk.

These areas will be indicated during your site safety induction. If access is required, please speak to a production staff member.



COVID 19 & OTHER INFECTIOUS DISEASES

Although COVID-19 restrictions and protocols are no longer mandatory, it's important to remember that both COVID-19 and other infectious diseases remain a concern. To help prevent the spread of illness, please stay home if you are showing symptoms or have tested positive. Be aware that, depending on government guidelines, certain protocols may be reinstated or updated from time to time.



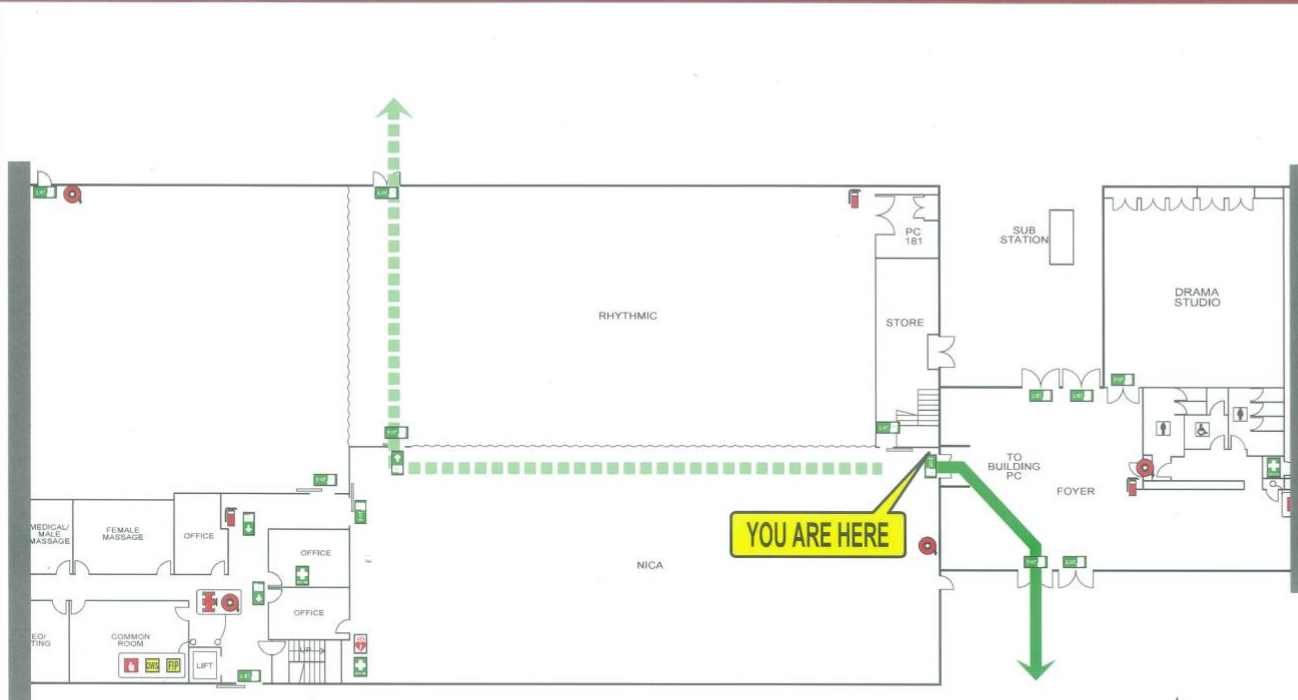
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NICA TRAINING SPACE RULES



- Students must behave in a manner that is respectful toward staff and other students at all times.
- **Students training in spaces MUST have an approved and current self-directed training program to train without a trainer.**
- **Students training without a trainer can only happen when a NICA supervisor is present.**
- Students must complete an adequate warm-up before participating in any physical activity.
- If you are involved in an incident, no matter how small, report it immediately to your trainer / supervisor and complete an Incident Report form.
- Any person under the influence of alcohol, illicit drugs or is impaired by excessive pharmaceuticals will not be allowed entry to the NICA spaces or may be asked to leave.
- Only NICA riggers may touch any rigging above ground level.
- No food or drink to be consumed in any of the training spaces except for water in a sealed non-glass container.
- Appropriate training clothes must be worn during training. Coaches will advise.
- All students and staff must know the location of the first aid kits.
- Students must respect the training space of others e.g. Space requirements, noise levels.
- Students must follow all instructions from all NICA staff.
- At all times in the space, students must maintain safety awareness.
- Students must keep the training space clear of all personal items.
- No student is to use ANY equipment or tumbling runs in the Men's Artistic Gymnastics gym without a NICA trainer present.
- Any equipment removed from Gymnastics Victoria spaces must be returned immediately after use.
- When using resin keep the resin socks in the containers.
- When using mag keep your hands over the white buckets and **DO NOT CLAP**. Use brush and pan to clean up any spillages **IMMEDIATELY**.

EVACUATION DIAGRAM



SITE PLAN

PRIMARY ASSEMBLY AREA:
Building PN Main Entrance (Green Street)

SECONDARY ASSEMBLY AREA:
Corner Thomas Street & Green Street

STANDARD FIRE ORDERS

- R - Rescue** Assist any persons in immediate danger, only if safe to do so.
- A - Alert** Alert others to the emergency and Dial 000. Where possible, activate Break Glass Alarm.
- C - Contain** Closing doors behind you and restricting the danger area.
- E - Evacuate** To the nominated Assembly Area and ensure everyone is accounted for.

IN ANY EMERGENCY DIAL

000

DATE ISSUED: December 2022 VALID UNTIL: December 2027

LEGEND

- | | | | | | | | | | |
|------------------------------------|------------------------------|-------------------------------|-------------------|-------------------------|---------------|-------------------------|---------------|------------------|--------------------------|
| Dry Chemical Powder Extinguisher | CO ² Extinguisher | Fire Sprinkler Control Valves | Hose Reel | Electrical Switch Board | Female Toilet | Occupant Warning System | First Aid | Exit | Primary Path of Travel |
| Water Extinguisher | Fire Blanket | Fire Hydrant | Manual Call Point | Fire Indicator Panel | Male Toilet | Accessible Toilet | Defibrillator | Directional Exit | Secondary Path of Travel |
| Emergency Evacuation Assembly Area | | | | | | | | | |

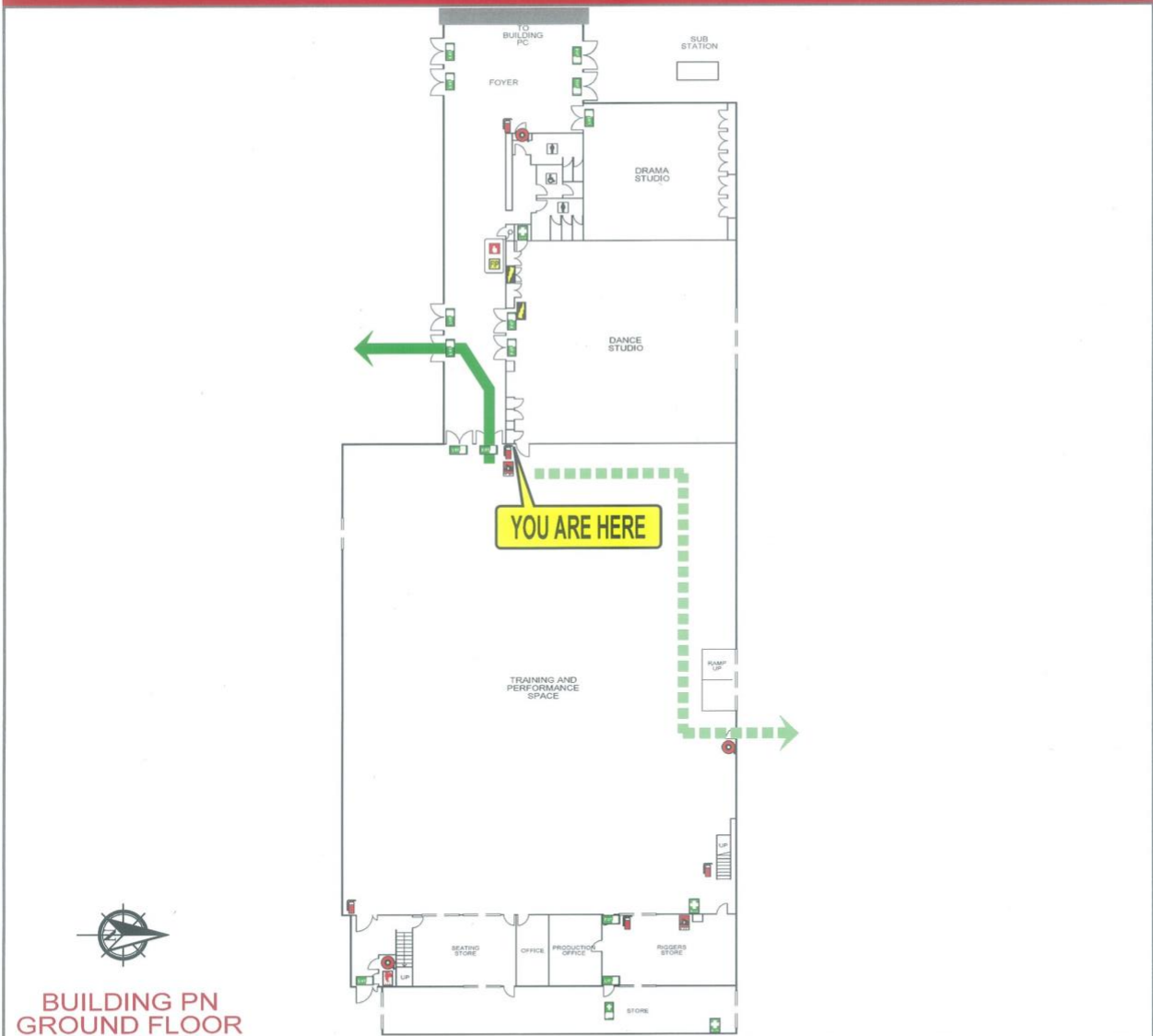
MELBOURNE POLYTECHNIC

Prahran Campus - Building PC & PN - 39-59 Green Street, Prahran, VIC, 3181
 Nearest Cross St: Green Street & Thomas Street
 Access St: Green Street

Prepared by:

Statcom
statcomsystems.com.au

EVACUATION DIAGRAM



**BUILDING PN
GROUND FLOOR**

DATE ISSUED: December 2022 VALID UNTIL: December 2027

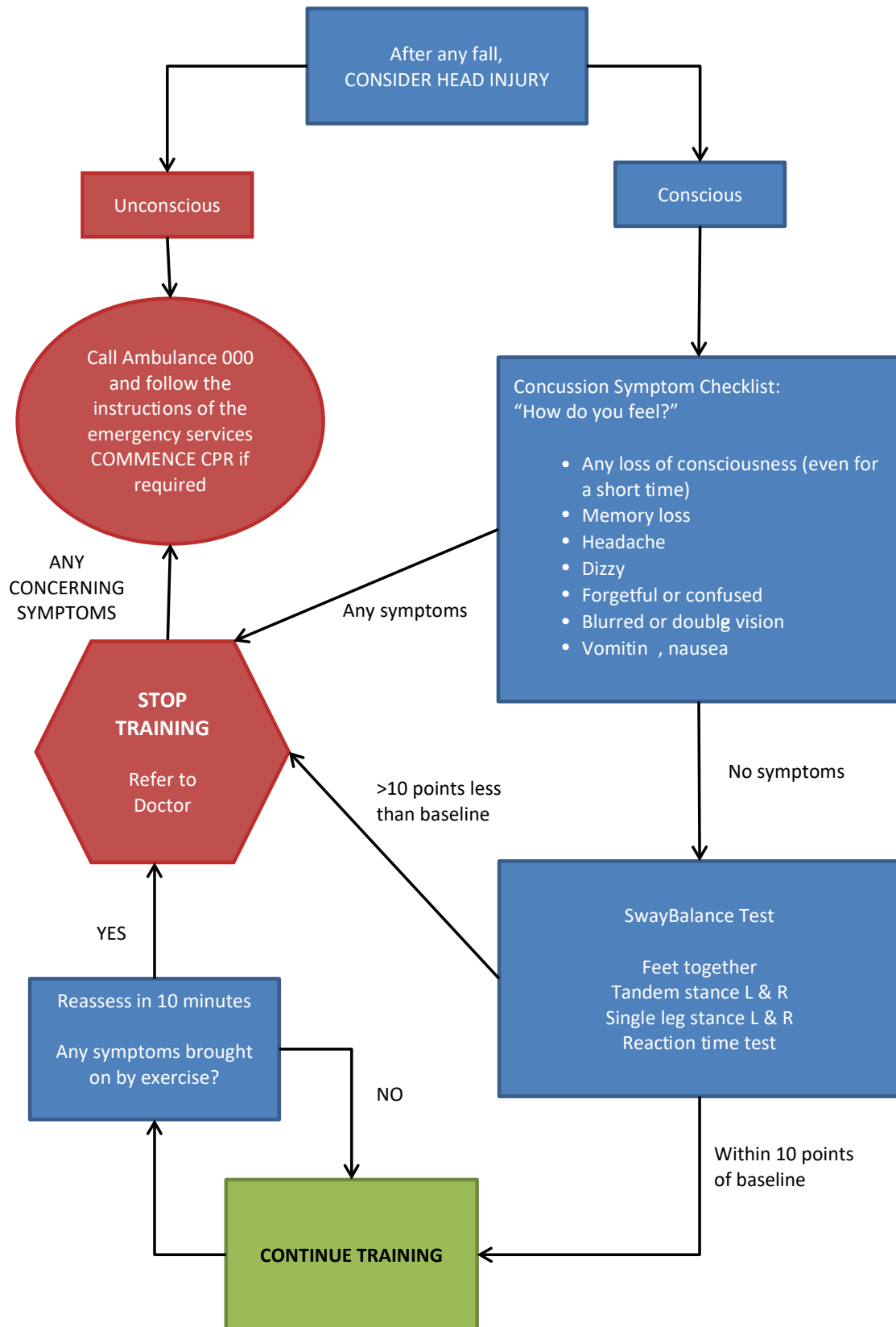
LEGEND				

STANDARD FIRE ORDERS	
R - Rescue Assist any persons in immediate danger, only if safe to do so.	C - Contain Closing doors behind you and restricting the danger area.
A - Alert Alert others to the emergency and Dial 000. Where possible, activate Break Glass Alarm.	E - Evacuate To the nominated Assembly Area and ensure everyone is accounted for.

PRIMARY ASSEMBLY AREA	SECONDARY ASSEMBLY AREA	IN ANY EMERGENCY
Building PN Main Entrance (Green St)	Corner Thomas Street & Green Street	000

SITE PLAN

NICA Immediate Management of Head Injury





NICA Return to Training Protocol After Concussion

Stage	Aims	Examples	
<p>Stage 1</p> <p>Do not progress past this stage until symptoms >3</p>	<p>Light stretching only</p> <p>Quiet environment, limit excessive stimulation (noise, visual, emotional)</p>	<p>Flexibility</p> <p>Splits</p> <p>Shoulder conditioning</p>	
<p>Stage 2</p>	<p>Cardio activities</p> <p>Aim to increase heart rate and blood pressure</p> <p>LOW IMPACT</p>	<p>Jogging</p> <p>Skipping</p> <p>Stepping</p> <p>Hanging</p> <p>Exercise bike</p> <p>Light weights and resistance training</p> <p>Rope climbing</p>	
<p>Stage 3</p>	<p>Inversion positions – static before dynamic</p> <p>Increase impact</p> <p>In some cases even looking down may provoke symptoms</p>	<p>*Front support, hang head down</p> <p>Handstands against wall</p> <p>Hanging by knees</p> <p>*Kick to handstand</p> <p>Handstand walking</p> <p>*Trampoline straight jumps</p>	
<p>Stage 4</p>	<p>Rotation in one plane only</p> <p>Single skills only</p> <p>Start on floor level before moving to height</p>	<p>Forward roll</p> <p>Backward rolls</p> <p>Cartwheel</p> <p>Pirouettes</p> <p>Jump turns</p> <p>Aerial apparatus</p>	
<p>Stage 5</p>	<p>Rotation in mixed planes</p> <p>Combinations of skills</p>	<p>Dance</p> <p>Tumbling runs with mixed skills</p> <p>Twisting somersaults</p> <p>Trampoline</p>	
<p>Stage 6</p>	<p>Full training</p>		

CONCUSSION SYMPTOM CHECKLIST

How do you feel?

Score yourself on the following symptoms, based on how you feel now.

	none	mild		moderate		severe	
Headache	0	1	2	3	4	5	6
Pressure in head	0	1	2	3	4	5	6
Neck pain	0	1	2	3	4	5	6
Nausea or vomiting	0	1	2	3	4	5	6
Dizziness	0	1	2	3	4	5	6
Blurred vision	0	1	2	3	4	5	6
Balance problems	0	1	2	3	4	5	6
Sensitivity to light	0	1	2	3	4	5	6
Sensitivity to noise	0	1	2	3	4	5	6
Feeling slowed down	0	1	2	3	4	5	6
Feeling like 'in a fog'	0	1	2	3	4	5	6
Don't feel right	0	1	2	3	4	5	6
Difficulty concentrating	0	1	2	3	4	5	6
Difficulty remembering	0	1	2	3	4	5	6
Fatigue or low energy	0	1	2	3	4	5	6
Confusion	0	1	2	3	4	5	6
Drowsiness	0	1	2	3	4	5	6
Trouble falling asleep	0	1	2	3	4	5	6
More emotional	0	1	2	3	4	5	6
Irritability	0	1	2	3	4	5	6
Sadness	0	1	2	3	4	5	6
Nervous or anxious	0	1	2	3	4	5	6

Total number of symptoms (Max possible 22)

Symptom severity score (Max possible 132)

N.B. If the score is 6 or above physical activity / training must cease immediately

Do the symptoms get worse with physical activity? Y N

Do the symptoms get worse with mental activity? Y N

Overall rating: If you know the athlete well prior to the injury, how different is the athlete acting compared to their usual self?

No different	Very different	Unsure	N/A
--------------	----------------	--------	-----

PLEASE RETURN THIS SHEET TO EMILY OR A MEMBER OF THE MEDICAL TEAM TO ENABLE THE RESULTS TO BE RECORDED ON THE STUDENT'S PROFILE

NICA has a duty of care for the health and safety of staff, students, contractors and visitors. It recognises that many staff and students use audio equipment and other devices (smartphone etc.) with headphones/earphones/earbuds and that this may be directly associated with their work and studies.

This information sheet aims to provide guidelines to ensure that the use of these devices does not impact on the health and safety of users and others at NICA.

The following guidelines should be adhered to by all NICA staff and students to minimise the potential health and safety impacts associated with the use of audio headphones/earphones/earbuds.

- If the wearer's situational awareness is reduced to the extent that their health and safety is compromised by the use of these devices e.g. they cannot hear emergency alarms, instructions from staff, calls of 'Heads!' etc, **then these devices must not be used.**
- Students working with staff on act development which requires the use of music may be permitted to use headphones, as in this situation a trainer could alert the student to any alarms, instructions etc.
- Staff and students should use a single earpiece whenever possible, to assist in maintaining awareness of what is happening around them.
- Use of headphones while using aerial apparatus considered hazardous due to the risk of equipment becoming tangled and should be avoided. In situations where staff supervision is in place, control measures such as use of medical tape to secure audio equipment are recommended.
- The use of high volumes can cause permanent noise-induced hearing loss. If someone standing nearby can hear what the wearer is listening to, the volume is too loud.

PLEASE NOTE: NICA STAFF ARE AUTHORISED TO MAKE DECISIONS ABOUT THE SAFE USE OF AUDIO EQUIPMENT DURING TRAINING. STUDENTS MUST FOLLOW STAFF INSTRUCTIONS ON THESE MATTERS AT ALL TIMES.



Job Safety Analysis (JSA) Worksheet

Name of the JSA activity/ task/project:	Manual Handling 2025 -1		
Faculty:	National Institute Of Circus Arts	Date JSA is valid from:	Jan-25
Workplace:	41 Green St, Prahran Vic 3181	Date JSA is valid to:	Jan-26
JSA prepared by: Reviewed by:	Kaleb Hawkins, M. Storm, K. Raftery	Approved by:	K. Raftery

To be undertaken by all persons involved in the task. If a JSA has been completed previously for this activity, the JSA must be reviewed to ensure any additional hazards are identified, dated for the current activity and signed off by those persons undertaking the activity.

1. Task: list all of the tasks, required to carry out the works for the whole operation (step by step in the order that they occur)

2. Hazards: for each task, determine what hazards could cause injury to person/s carrying out the activity, other person or damage to property

3. Risk controls: list all controls (current and/or to be implemented) to eliminate or minimise the risk of injury arising from the identified hazard

4. Who is responsible: identify person/s responsible to implement and or work to the control measures identified

5. Sign off by all persons involved in carrying out the activity confirming their understanding and agreement to abide by the control measures identified and to immediately notify their manager/supervisor should other hazards be identified

This piece of paper alone will not stop you being injured. You identifying the hazards and controlling them will.

A JSA is not just a ticket to start a job - you must ensure all steps and hazards are identified and controls implemented and followed.

1. Tasks List the tasks required to perform the activity in the sequence they are carried out	2. Hazards Against each task, list the hazards that could cause injury or damage when the task is performed	3. Risk controls List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard	4. Who is responsible? Identify the person/s responsible to implement and or work to the control measures identified (persons undertaking the task, supervisor etc.)
Toolbox chat. Discuss work to be performed. Sign in etc.	Nil	Review existing JSAs Ensure all participants know and understand their allocated tasks.	All Staff

<p>Lift and carry materials, tools and equipment.</p>	<p>Over-exertion, potential body strain / sprain.</p> <p>Dropping materials / tools, crush injuries.</p> <p>Caught between surfaces, crush injuries to hand/fingers.</p> <p>Slip, trip, fall. Sprain, strains and broken bones.</p>	<ul style="list-style-type: none"> • Plan the task, identify the route and ensure it is clear of any obvious slip and trip hazards. • Use mechanical aids (pallet jacks, dollies, trolleys etc) where practical. • Keep the load close to your body when lifting. Avoid lifting and twisting at the same time. • Ensure you have a good grip. Use slings or ropes to create handles where practical. • Use multiple people to lift large, heavy or awkward items. • Carry loads within ideal height - between waist and shoulders. • Turn with your full body rather than twisting at the waist. • When lifting with other people, communicate clearly to ensure synchronised lifting, placing and travel. (ie. "Lifting on 3 2 1 up") • Steel capped boots are mandatory for crew days. • Riggers gloves are recommended and available to crew. 	<p>All Staff</p>
<p>Manoeuvre, push, pull and/or handle materials, tools and equipment</p>	<p>Over-exertion, potential body strain / sprain.</p> <p>Prolonged poor posture or working in awkward positions</p> <p>Repetitive movement</p> <p>Repetitive or sustained force</p> <p>High or sudden force</p> <p>Exposure to vibration</p>	<ul style="list-style-type: none"> • Rotate tasks within work group or take regular short breaks to prevent prolonged exposure to manual tasks. • Maintain adequate working heights. • Avoid stooping, trunk twisting and exerting high forces with rotation. • Use mechanical aids whenever possible. 	<p>All Staff</p>

5. Sign off You've identified all the hazards and implemented suitable control measures, now you must ensure they are followed

[Complete the Production JSA Signature Collection Form](#)

You've commenced the task and found other hazards, STOP, review and update the JSA and implement suitable controls