



HEALTH, SAFETY AND WELLBEING GUIDE

INTRODUCTION

Health and safety is not about paperwork or compliance. Health, Safety and Wellbeing is a way of thinking and behaving to make sure that everyone can remain safe and healthy throughout the duration of the production.

Everyone has responsibilities to participate in health and safety and if a mindset of creating a safe environment is paramount then health and safety will be in good shape.

OBLIGATIONS/RESPONSIBILITIES OF TAIERI MUSICAL

Taieri Musical will do what is reasonable and practical to ensure the health and safety of any performers, personnel and other people associated with the production.

A great healthy and safe culture starts with identifying and understanding what the specific risks are; particularly those that have the potential to cause people serious injury or illness, and even death.

Taieri Musical prior to undertaking a production will identify the known risks involved and will do what is reasonable, practical to eliminate or, where they can't be eliminated, to minimise any risks from harm (proportionate risk management).

Taieri Musical's focus should be on managing the most significant risks before managing less serious risks.

Activities will be reviewed by Taieri Musical on an ongoing/as needs basis to identify any new risks that may need to be managed.

All definitions, principles and management of health and safety issues are in regulation with the Health and Safety at Work Act 2015. A full copy of the Health and Safety Plan can be made available on request.

INDIVIDUAL OBLIGATIONS/RESPONSIBILITIES

Your involvement in health and safety is paramount, health and safety is not up to one person rather we should all play our part in keeping each other safe and well. The basis of an effective health and safety culture is having open dialogue and two-way communication. It is important that all people have to feel comfortable in raising health and safety issues.

Any health and safety matter will be dealt with professionally and effectively; any request that you may have, please approach people with a friendly and problem-solving attitude to ensure that matters are looked into correctly.

Prior to entering into the rehearsal period please ensure that you have read and understood the information that follows.

- All hazards or incidents are to be reported and recorded as soon as possible via an incident management form, which you can request at any time from the Production Manager.
- Observe and obey all warning signs/instructions.
- Be compliant and understand the alcohol and drug policy.
- Understand the Code of Conduct and rules and regulations of Taieri Musical.
- Take responsibility for your own wellbeing both physically and mentally (any concerns should be raised with the Production manager)
- Advise the Production Manager if there is any impediment or individual circumstances where we may need to make any appropriate accommodations.
- Play an active role in health and safety and do not assume that someone will take responsibility.

CODE OF CONDUCT

The purpose of this Code of conduct is to encourage fair and appropriate behaviour to create a safe, professional and supportive environment to all members. It provides standards of behaviour of Taieri Musical's members, contractors and anyone else who works with our society. The code of conduct covers general behaviour as well as specific policies relating to social media, alcohol/drug use and bullying and harassment/discrimination.

GENERAL VALUES

As a member of, volunteer for, or Contractor to Taieri Musical, you will meet the following requirements in regard to your conduct during any activity held or organised by Taieri Musical.

- Treat all people with dignity and respect.
- Be fair, considerate and honest in all dealing with others.
- Take individual responsibility for your actions.
- Be a positive role model.
- Demonstrate appropriate behaviour and courtesy towards all members and associated members.
- Display professional behaviour.
- Be open and honest and act with integrity.
- Recognise diversity and inclusion.
- Raise any appropriate concerns over others misconduct via the appropriate channels.
- Understand and comply with all instructions from the production/creative team/society.
- Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

BULLYING/HARASSMENT/DISCRIMINATION

Taieri Musical has obligations under the Employment Relations Act 2000, Health and Safety at Work Act 2015, Human Rights Act 1993 and Harassment Act 1997. You can find our policy and procedure documentation on our website at www.taierimusical.org.nz.

DRUGS AND ALCOHOL

Excessive and inappropriate consumption of alcohol is a significant contributor to social harm in New Zealand. Taieri Musical will be fully compliant with the rules and regulations of the Sale and Supply of Alcohol Act 2012.

At no time should alcohol or drugs be consumed during workshops/rehearsals and you should not attend any performances, rehearsals where you are under the influence of either drugs or alcohol. Individuals should be responsible for their own personal wellbeing and any concerns should be directed to the Production Manager.

If it is viewed by the organisation/creative team that during any performance/rehearsal, or undertaking any production-based activities under the influence of drugs or alcohol then you may be asked to leave the production.

In addition to complying with the law, Taieri Musical's efforts surrounding drugs and alcohol will be centred around considering safety standards and implementing common sense approaches around safe host responsibility including (but not limited to).

- Promoting and organising functions where drinking is not the primary focus.
- Organising functions at times when alcohol is not expected (e.g. breakfast, morning tea).
- Offering food when alcohol is available, as well as low alcohol and non-alcoholic drinks.

As the production could span multiple rehearsal and performance venues Taieri Musical will apply for and maintain all appropriate liquor licences, or use licenced premises for functions. The full conditions of any licence will be held in the full Health and Safety plan, however, it is against the law for a licensee or their staff to sell alcohol to anyone who is intoxicated, to allow a person to become intoxicated or [serve alcohol to anyone under the age of 18 years](#). There are heavy penalties for these offences.

SOCIAL MEDIA

The production team/creative team will discuss the specifics surrounding social media; this could change dependent on the production. In general terms social media posts should follow the principles and general values of the code of conduct. Any social media post that brings either the organisation or the production in disrepute will be asked to be taken down.

We understand that social media is an ever changing medium and that it is a preferred method of communication for many. It is not the organisation's objective to control what you post; however, we also want to ensure that everyone is adhering to the agreed standards of the code of conduct; in addition, we want to ensure that we are also not infringing on any rights restrictions. If you have specific queries surrounding social media please discuss with the production manager.