

# The Studio Resident Member, Community Member OH&S Induction

To ensure a safe and fun environment for everyone, The Studio's resident and community members are responsible for:

- The safe use and storage of their own equipment including laptops, chargers, computer monitors and other equipment used in the building.
- The safe use of the provided desk and chair with any issues with these items being reported to the The Studio team
- Not creating obstructions to the walkways, common areas or neighbouring desks
- Cleaning up after themselves in the kitchens and common areas
- Ensuring the building is kept secure outside of business hours by not allowing anybody into The Studio who does not have a working building security pass and only providing access to The Studio residents or registered visitors of The Studio.
- Not altering any part of the setup of the Premises and taking good care of all parts of the Premises, its equipment, fixtures, fittings and furnishings which you use.
- Complying with any insurance, sprinkler and fire alarm regulations.

The following information should help new members understand The Studio building and ensure they are part of a safe and enjoyable environment.

1. Security
  1. Security is available from 6am-6pm on weekdays and 6am-4pm on Saturday. Lifts activate between the hours of 8am-6pm every day. Swipe access is required outside of those hours and days including the whole of Sunday.
  2. After-hours access to the building and individual desk areas is by swipe card for all current paying resident members. Each resident (or business) is required to pay the cost of each swipe card and any replacement card. This cost is set by building management.
  3. Cameras are installed throughout the building recording 24 hours a day for safety and security purposes.
  4. The Studio office is swipe access only on public holidays.
2. Safe Egress

1. The cleaner checks walkways, common areas and fire stairs weekly with any furniture, equipment or rubbish blocking access moved or disposed of. It is members' responsibility to ensure they do not leave any objects in any of these areas.
3. Fire Safety
  1. Fire hose reels & extinguishers are located on all floors. See floor plan or evacuation signs for locations here.
  2. Fire wardens for the building are:
    1. TBC
    2. TBC
4. Evacuation
  1. Upon a building evacuation being ordered, all members should move to the muster point:  
Wynyard Park on York st
  2. See floor plans and evacuation muster point here.
5. First Aid
  1. First aid kits are located on all levels of the building. Locations are indicated on the floor plan and evacuation signs throughout the building. You can find a copy of these floor plans and evacuation signs here.
  2. The Studio first aid trained team members are:
    1. TBC
    2. TBC
6. Incident Reporting
  1. If a member sees or experiences an injury, hazards or near miss occur in the office, please report it to management via [management@thestudio.org.au](mailto:management@thestudio.org.au)
7. Electrical Safety
  1. All The Studio power boards, extension cables and electrical equipment is regularly tested and tagged for faults.
  2. It is the responsibility of the member to report any faults/concern with The Studio supplied electrical items.
  3. It is expected that any devices and/or plugs brought in by the member have been properly tested and tagged before use, and are checked regularly.
  4. You must not install or connect any electrical equipment, including heaters, hot water systems, computers, air conditioners, telephones, electronic surveillance equipment and communication equipment on the Premises that may overload the cables, switchboards or sub-board;
  5. You must not interfere with any drains, water supply, gas, electrical plumbing or any other services contained in the Premises or the toilets;
8. Workspace Ergonomics
  1. The Studio provides a desk and a chair for resident members.

2. Resident Members should consider ergonomics when setting up their work station, including posture and the appropriate eye level for use of a laptop/desktop computer.
  3. Additional equipment may be brought in should you have specific requirements and need to assist ergonomics (eg a footrest, chair with adjustable back rest etc). Additional equipment may be stored by management if necessary.
9. Rubbish collection / Cleaning
1. General waste is removed from the desk areas in the evenings Monday to Friday, with a special clean up in the event spaces after each day or evening an event is held.
  2. Resident Members are responsible for cleaning up after themselves wherever they are in the building. This includes putting dirty dishes in the dishwasher and cleaning up any spills.
  3. The cleaner switches on the dishwashers in the evenings and empties them when finished.
10. Filtered drinking water
1. Cold and room temperature drinking water is available from the kitchenettes.
11. Air Conditioning Systems
1. Air conditioning units operate automatically in the desk areas Monday to Friday 8am to 6pm.
  2. Air conditioning is switched on manually out of hours for events and covers both the event space and neighbouring desk area.
12. Visitors
1. All visitors (non-members) to the building need to report to reception upon arrival.
  2. Visitors are also required to check out upon exit.
13. How to report any issues
1. If a member sees or experiences an injury, hazards or near miss occur in the office, please report it to management via [management@thestudio.org.au](mailto:management@thestudio.org.au). For all urgent queries or reports please call one of the The Studio team members on the numbers listed below.
    1. Daniel Chalak (0433 874 401)
    2. TBC

OH&S Policy as at 1<sup>st</sup> November, 2017

with thanks to Fishburners