

Breakneck Records Songwriters Studio

Safe Work Procedure (SWP)

Document Number: SWP-016

Version: 16.0

Applies To: All Songwriters Studio staff, facilitators, volunteers, contractors and technical personnel

Effective Date: 1 July 2026

Review Date: 1 July 2027

1. Purpose

This Safe Work Procedure (SWP) establishes safe systems of work for all activities associated with the Breakneck Records Songwriters Studio, including travel, workshop delivery, equipment handling, rehearsals, performances and event pack-down.

The objective is to minimise the risk of injury, illness or property damage by identifying hazards and outlining appropriate control measures.

2. Scope

This procedure applies to:

- Breakneck Records Directors
 - Event Coordinators
 - Workshop Facilitators
 - Guest Artists
 - Technical Crew
 - Volunteers
 - Contractors
 - Drivers transporting equipment or participants
 - Any person working on behalf of Breakneck Records.
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3. Personal Safety Requirements

Personnel shall:

- Wear enclosed footwear suitable for lifting and moving equipment.
 - Wear weather-appropriate clothing.
 - Stay hydrated throughout the event.
 - Take scheduled meal and rest breaks.
 - Avoid working when affected by fatigue, illness, alcohol or drugs.
 - Immediately report hazards or injuries.
 - Follow all reasonable safety directions.
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4. Safe Work Procedures

A. Travel To and From the Venue

Hazards

- Vehicle accidents
- Driver fatigue
- Poor weather conditions
- Wildlife on roads
- Heavy traffic
- Equipment shifting during transport

Safe Work Procedure

Before departure:

- Ensure the vehicle is roadworthy.
- Check tyres, lights and fuel.
- Secure all equipment using appropriate restraints.
- Plan the safest travel route.
- Check weather conditions.
- Carry emergency contact numbers.
- Ensure mobile phones are charged.

During travel:

- Obey all road rules.
- Never use a mobile phone while driving unless hands-free.

- Take a break at least every two hours.
- Do not drive while fatigued.
- Maintain safe following distances.
- Adjust speed to road conditions.

Upon arrival:

- Park in designated areas.
- Assess unloading hazards before commencing.
- Use hazard lights where necessary.

B. Loading and Unloading Equipment

Hazards

- Manual handling injuries
- Slips and trips
- Falling objects
- Pinched fingers
- Back strain

Safe Work Procedure

- Assess the weight before lifting.
- Use two-person lifts for heavy equipment.
- Keep the load close to the body.
- Bend knees, not the back.
- Avoid twisting while carrying.
- Use trolleys where possible.
- Keep walkways clear.
- Stack equipment securely.

Never attempt to lift equipment beyond personal capability.

C. Venue Set-Up

Hazards

- Trips from cables
- Electrical hazards
- Falling equipment
- Stage hazards

Safe Work Procedure

- Inspect the venue before setup.
- Identify emergency exits.
- Ensure adequate lighting.
- Tape down cables using approved cable covers.
- Keep exits unobstructed.
- Secure speaker stands and lighting stands.
- Position equipment to minimise public access.

Only authorised personnel may set up technical equipment.

D. Electrical Equipment

Hazards

- Electric shock
- Fire
- Equipment failure

Safe Work Procedure

- Inspect leads before use.
- Do not use damaged equipment.
- Use tested and tagged equipment where required.
- Do not overload power boards.
- Keep electrical equipment away from liquids.
- Disconnect power before adjustments.

Only qualified persons may undertake electrical repairs.

E. Workshop Delivery

Hazards

- Participant injuries
- Psychological stress
- Slips and falls
- Disruptive behaviour

Safe Work Procedure

Facilitators will:

- Welcome participants and explain emergency procedures.
- Monitor participant wellbeing.
- Maintain appropriate supervision.
- Encourage respectful behaviour.
- Stop unsafe activities immediately.
- Maintain clear access to exits.
- Encourage hydration breaks.
- Monitor room temperature and ventilation.

Participants will:

- Follow facilitator instructions.
 - Report hazards.
 - Respect other participants.
 - Use equipment correctly.
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F. Musical Instruments

Hazards

- Hearing damage
- Trip hazards
- Instrument damage
- Manual handling injuries

Safe Work Procedure

- Store instruments safely when not in use.
 - Keep instrument cases out of walkways.
 - Manage amplifier volume responsibly.
 - Use hearing protection where required.
 - Secure guitar stands.
 - Lift amplifiers correctly.
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G. Live Performance

Hazards

- Crowd interaction
- Stage trips
- Lighting equipment
- Electrical equipment
- Feedback noise

Safe Work Procedure

Before performance:

- Conduct a stage inspection.
- Complete sound check.
- Confirm emergency exits.
- Ensure cables are secured.
- Confirm stage lighting.

During performance:

- Maintain awareness of stage edges.
 - Keep drinks away from electrical equipment.
 - Do not overload stage areas.
 - Report faults immediately.
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H. Working with Young People

Hazards

- Inadequate supervision
- Child safety concerns
- Participant distress

Safe Work Procedure

Staff will:

- Maintain professional boundaries.
- Never place themselves in situations that compromise child safety.
- Ensure participants remain supervised.
- Respond appropriately to concerns.
- Follow the Child Safety Policy.

I. Food and Hydration

Hazards

- Dehydration
- Allergic reactions
- Food contamination

Safe Work Procedure

- Encourage regular water breaks.
- Maintain clean food preparation areas.
- Identify known allergies where appropriate.
- Dispose of rubbish promptly.

J. Emergency Response

In the event of:

Fire

- Raise the alarm.
- Notify emergency services.
- Evacuate immediately.
- Assemble at the designated assembly point.
- Account for participants.

Medical Emergency

- Notify first aid personnel.
- Call 000 where necessary.
- Keep the area clear.
- Record the incident.

Severe Weather

- Move participants indoors where appropriate.
 - Suspend outdoor activities.
 - Follow venue emergency procedures.
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K. Pack-Up

Hazards

- Fatigue
- Manual handling
- Trips
- Vehicle loading

Safe Work Procedure

- Allow adequate time.
 - Use correct lifting techniques.
 - Disconnect electrical equipment safely.
 - Coil cables correctly.
 - Check the venue for forgotten equipment.
 - Secure equipment for transport.
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5. Incident Reporting

The following must be reported immediately:

- Injuries
- Near misses
- Unsafe equipment
- Property damage
- Aggressive behaviour
- Hazards
- Child safety concerns

An Incident Report Form must be completed before the end of the event wherever practicable.

6. Emergency Contacts

The Event Coordinator will maintain current contact details for:

- Emergency Services (000)
- Local Hospital
- Venue Management

- First Aid Officer
- Breakneck Records Director

Emergency contact information will be readily available throughout the event.

7. Training Requirements

All staff, volunteers and facilitators will receive induction covering:

- WHS responsibilities
 - Emergency procedures
 - Incident reporting
 - Child safety
 - Manual handling
 - Venue-specific hazards
 - Safe equipment use
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8. Required Equipment

The following equipment must be available:

- First Aid Kit
 - Fire Extinguisher (venue supplied where applicable)
 - Mobile Phone
 - Incident Report Forms
 - Emergency Contact List
 - Cable Covers/Gaffer Tape
 - Hand Sanitiser
 - Drinking Water
 - High-visibility vests (where vehicle loading or public traffic is involved)
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9. Review

This Safe Work Procedure will be reviewed:

- annually;
- after each Songwriters Studio event;

- following any incident or near miss;
- after changes to legislation or venue requirements; and
- whenever improvements to safety practices are identified.

Suggestions for improvement are encouraged from all staff, volunteers and participants.

Acknowledgement

All personnel engaged by Breakneck Records must read, understand and comply with this Safe Work Procedure before participating in Songwriters Studio activities.

Approved by: ____Michael Pollitt____

Position: Director, Breakneck Records

Signature: ____

Date: ____1 July 2026____