

Shopfront Safety Procedures

Document Control

Action	Person	Date
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First Aid

First aid kits are located in the administration office, including some portable kits that can be used for activities and in each workspace. As at October 2018 all Shopfront staff are First Aid Officers.

Incidents and Accidents Procedure

If there is an incident, accident or near miss, an incident report form must be filled out and returned to your direct supervisor within 24 hours. Supervisors are listed at the bottom of this document. Incident Report forms are located in the administration office and any Shopfront staff member will provide you guidance to complete this form if you require assistance.

The contents of these forms will be entered into Salesforce as a 'New Case' and any follow up recommendations will be referred to the persons responsible for action.

If you see any hazards that may cause an incident or accident to occur, inform the Director, Young Artist Programs – Lauren Scott-Young, or other Shopfront Management staff member as soon as possible.

Out of Bounds Areas

Young people must not access the following areas without supervision:

- the bio-box
- the shed (costumes/construction)
- the paint shed
- the pit

This is to ensure the safety of young people at all times. These areas often house dangerous and/or bulky materials.

Supervisors

Director, Young Artist Programs: Lauren Scott-Young

Director, Socially Engaged Programs: Christie Woodhouse