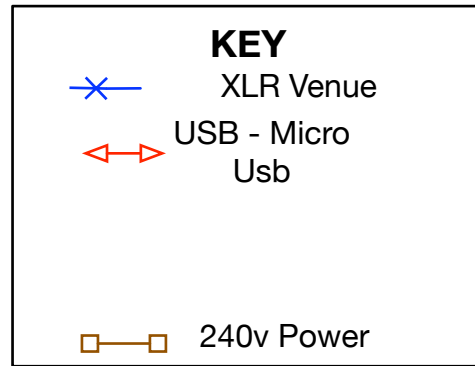


ELC Equipment:  
Power leads  
XLR Leads x2 25m  
Condensor Mic x2  
Zoom Recorder

DN Equipment:  
BatteryBank  
USB - Micro Usb  
240 Power Supply  
Gopro x2  
Zoom Recorder

**Notes:**  
- All power from audio loop (not shown)



Lonely Last Xmas

**KRB211\_LonelyXmas\_ArchivalSchematic\_v1\_170816**

Archival Schematic

Vers 01 @ Mon Aug 22 2016

System Design: Dale Norris

0448 574 203 | dalenorris.com

dale.norris@connect.qut.edu.au

Page 1 of 1 subject to change

# MY LONELEY LAST CHRISTMAS

---

*Design Presentation - 18 August 2016  
by Lisa Davidson & Dale Norris*

*Intermedial Applications for the Theatre*

# QUICK RUN DOWN

---

- Key Themes and Inspirations (Perception & Relationships)
- A Brief run down of the performance
  - How it will start
  - How it will end
- Presentation of Design Elements
  - Costume
  - Set
  - Aroma
  - Sound
  - Exhibition Mode

Girl sits under christmas tree  
Green LX wash  
Fire crackle can be heard along  
with faint christmas carols.

She opens one of the christmas  
cards and gifts under the tree

If its a costume item:  
She spends the time applying to /  
dressing herself

If its another item she plays with it  
for a small period of time.

A ringing from one  
of the gifts  
LX change to red

The iPad actor  
interacts with the  
girl through the  
audience member

The girl passes on  
the iPad to the  
audience member

The iPad character  
see's that there are  
other people in the  
space and gets  
upset

The Actor listens the  
the brother on the  
iPad

The Girl finishes  
the conversation  
and hangs up

The iPad is placed back  
in the box and the state  
changes back to green.  
She falls asleep under  
the tree.

My Lonely Last Christmas  
Script MudMap V6  
Devised by Lisa Davison & Dale Norris  
Drawn by Dale Norris  
17/08/16









# SEASONS GREETINGS

MERRY CHRISTMAS  
PERHAPS A NEW  
FACE  
LIFT  
IS IN ORDER





Make the  
face your  
parents  
were  
hoping  
for!

# DIY FACE- LIFT

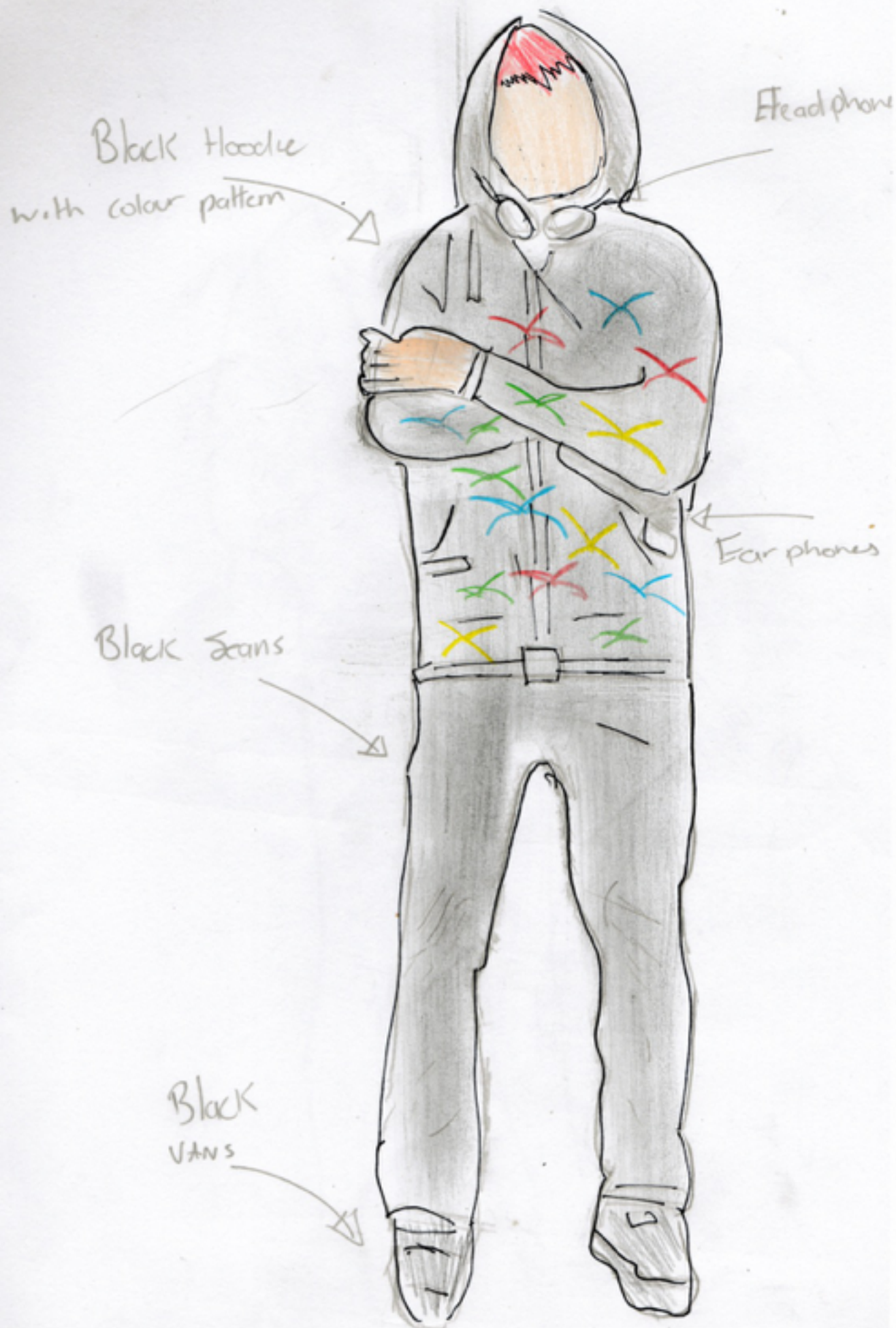


# CHRISTMAS GIFTS

---

- 1. Christmas ornaments (beginning with normal getting weirder) (Both)
- 2. Band Aids (A mixture) (Both)
- 3. Socks (Lisa)
- 5. Box of Favourites (dale)
- 6. A variety of lipsticks (Lisa)
- 7. Pilates Book (Lisa)
- 8. Gym Bands / gym weights (Lisa)
- 9. Barbie Doll (Lisa)
- 10. Condoms & Paperclips (to clip on the tree) (Dale) – . Action Man (Dale)
- 12. Glucose pills. / tic tacs in a bottle (Bottle - Lisa, Tic Tacs Dale)
- 13. Self Harm, Anorexia, Bulimic pamphlets (Lisa to Create)
- 14. Syringes
- 15. Ipad (Dale)



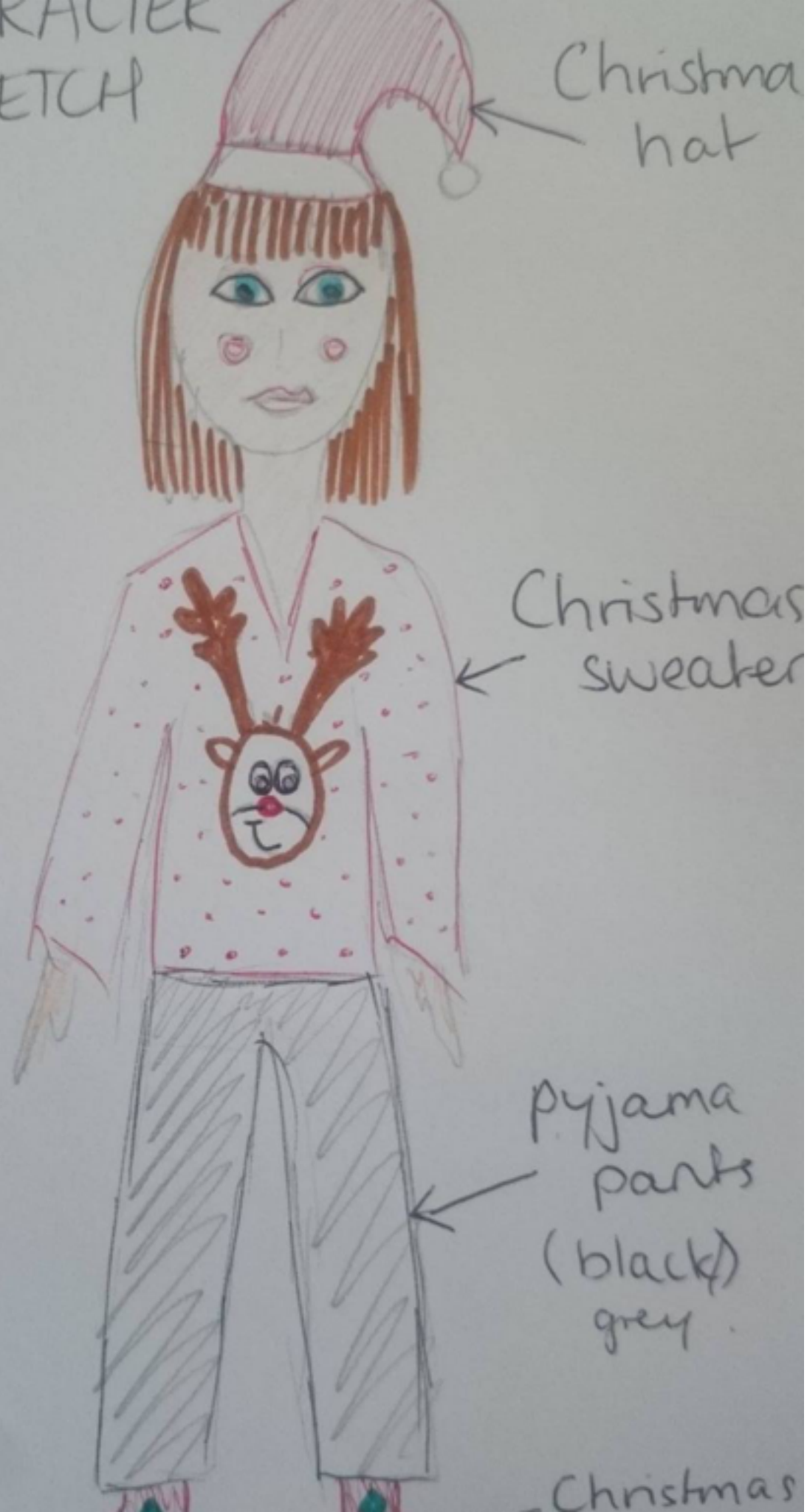


# COSTUME MALE CHARACTER

.....

- Brotherly Figure
- Black Jeans
- Black and Coloured Hoodie
- Headphones / earphones for skype call

CHARACTER  
SKETCH



## COSTUME FEMALE CHARACTER

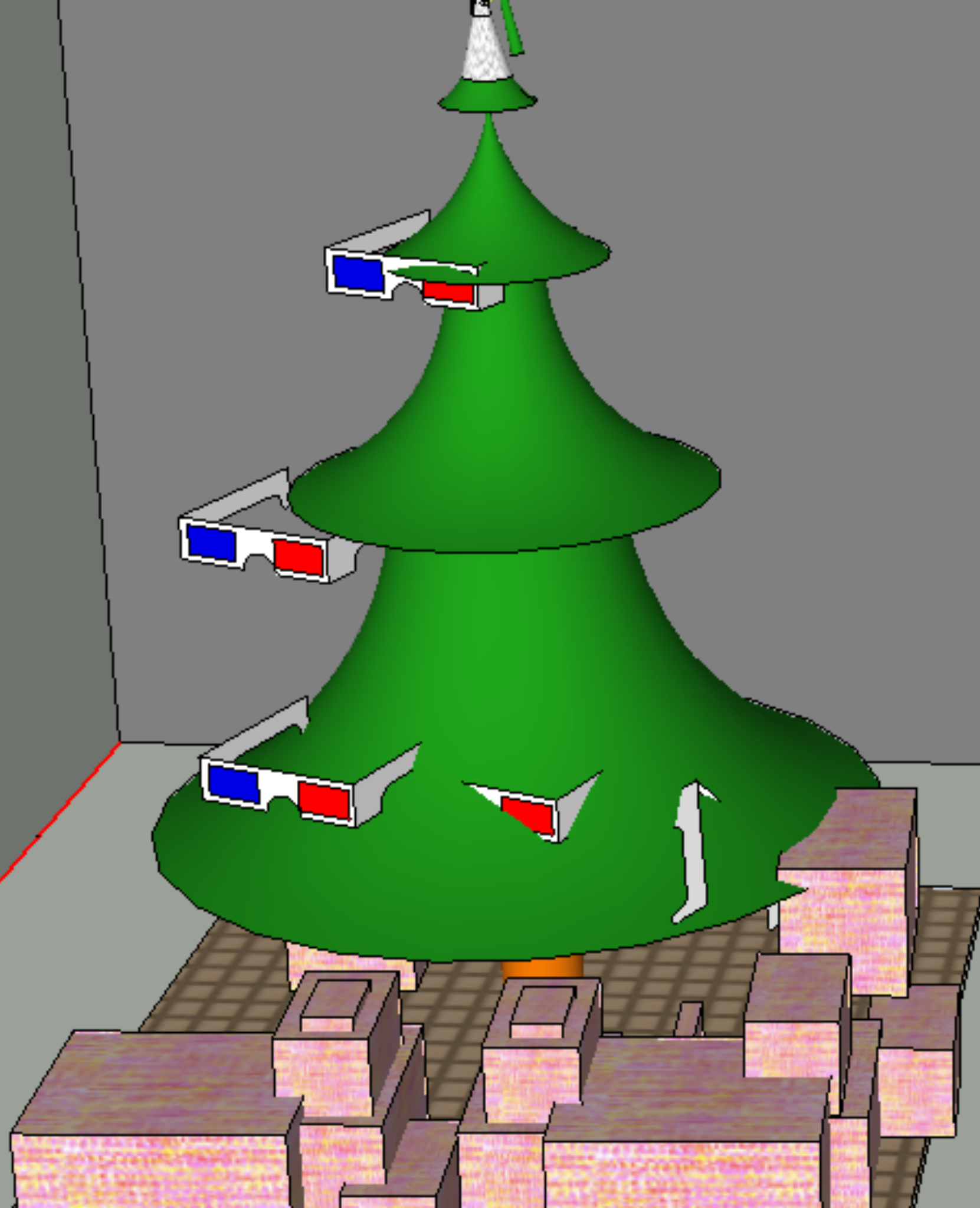
.....

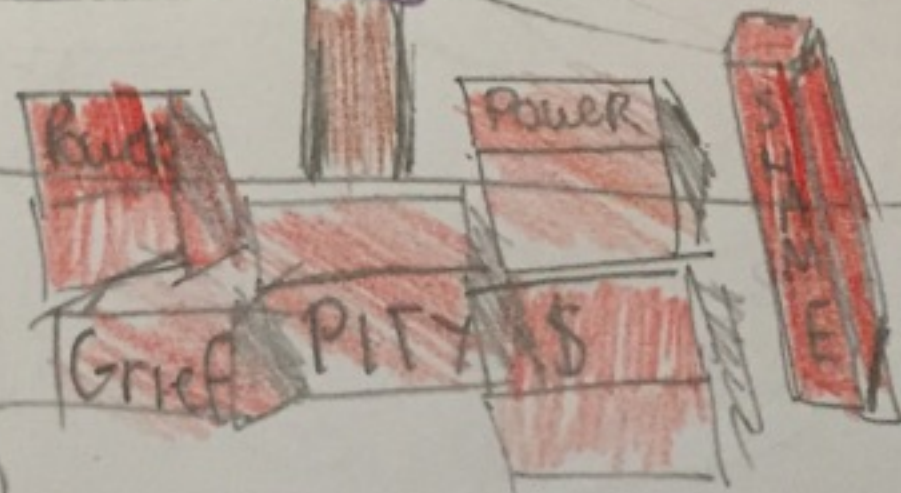
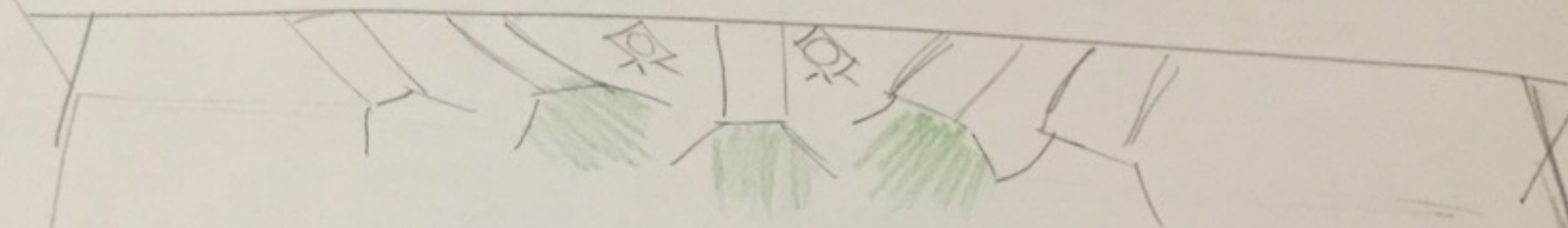
Christmas sweater,  
Christmas hat,  
pyjama pants (black)  
and Christmas socks.

**AROMA DESIGN**



**SPACE DESIGN**







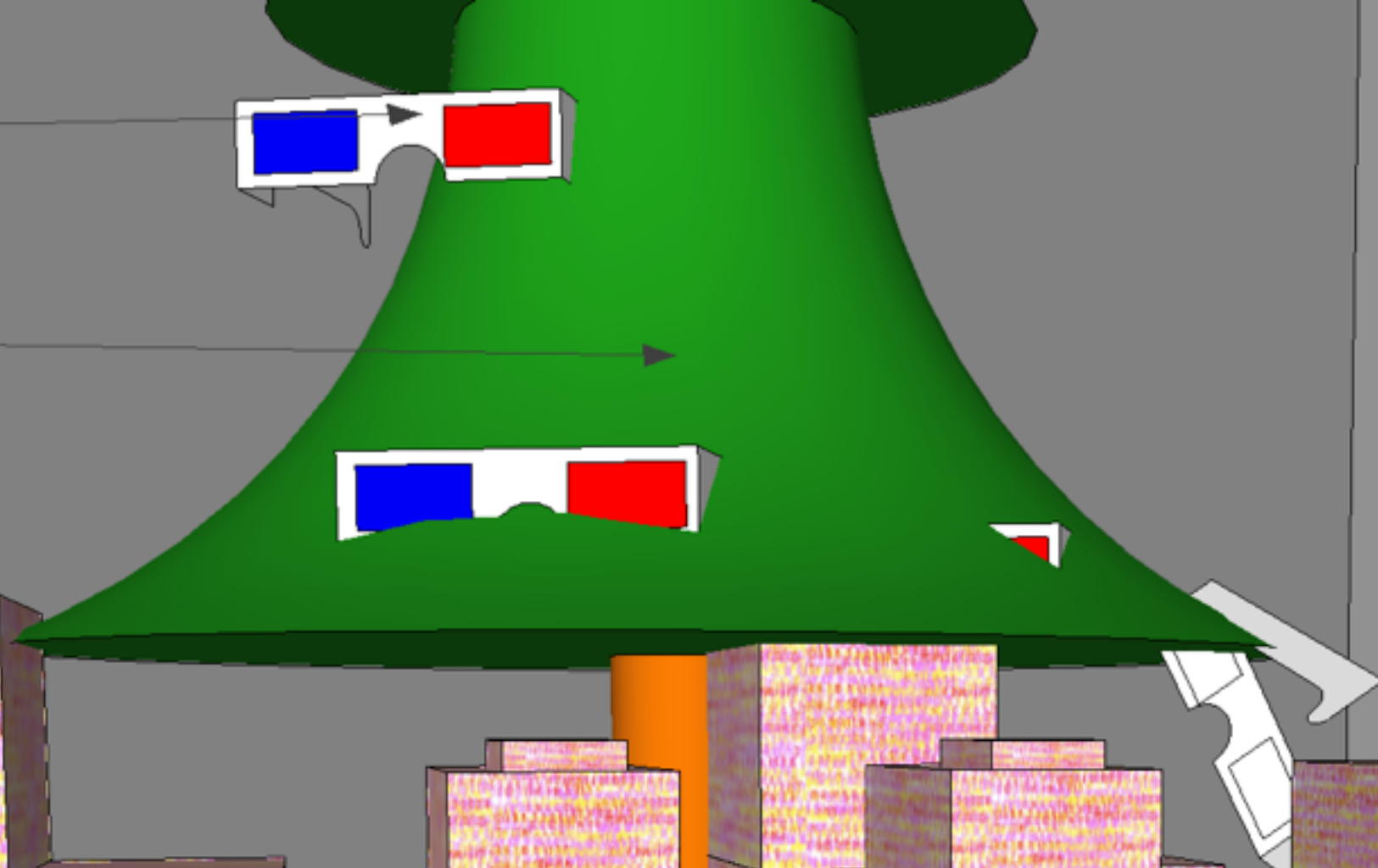




er Glasses

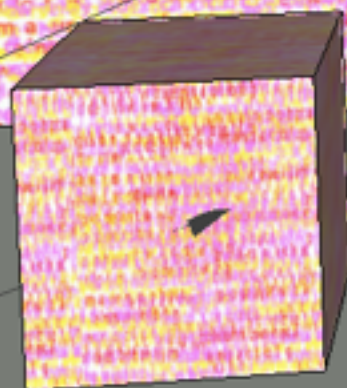


Christmas Tree



You're Perception  
is all fucked up

BEAUTY



PITY

GRIEF

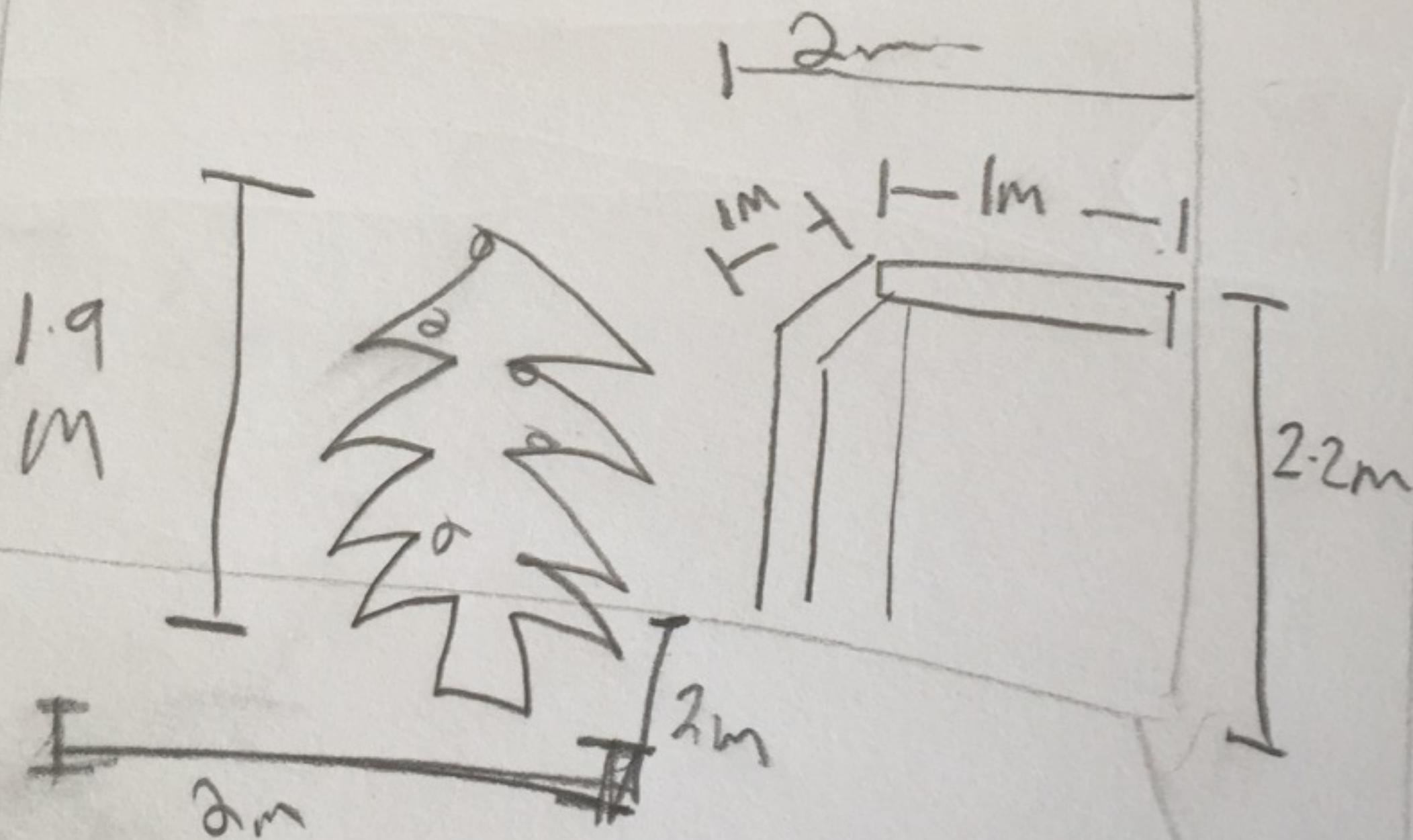
S  
H  
A  
M  
E



ecoded Messages

Christmas Ca





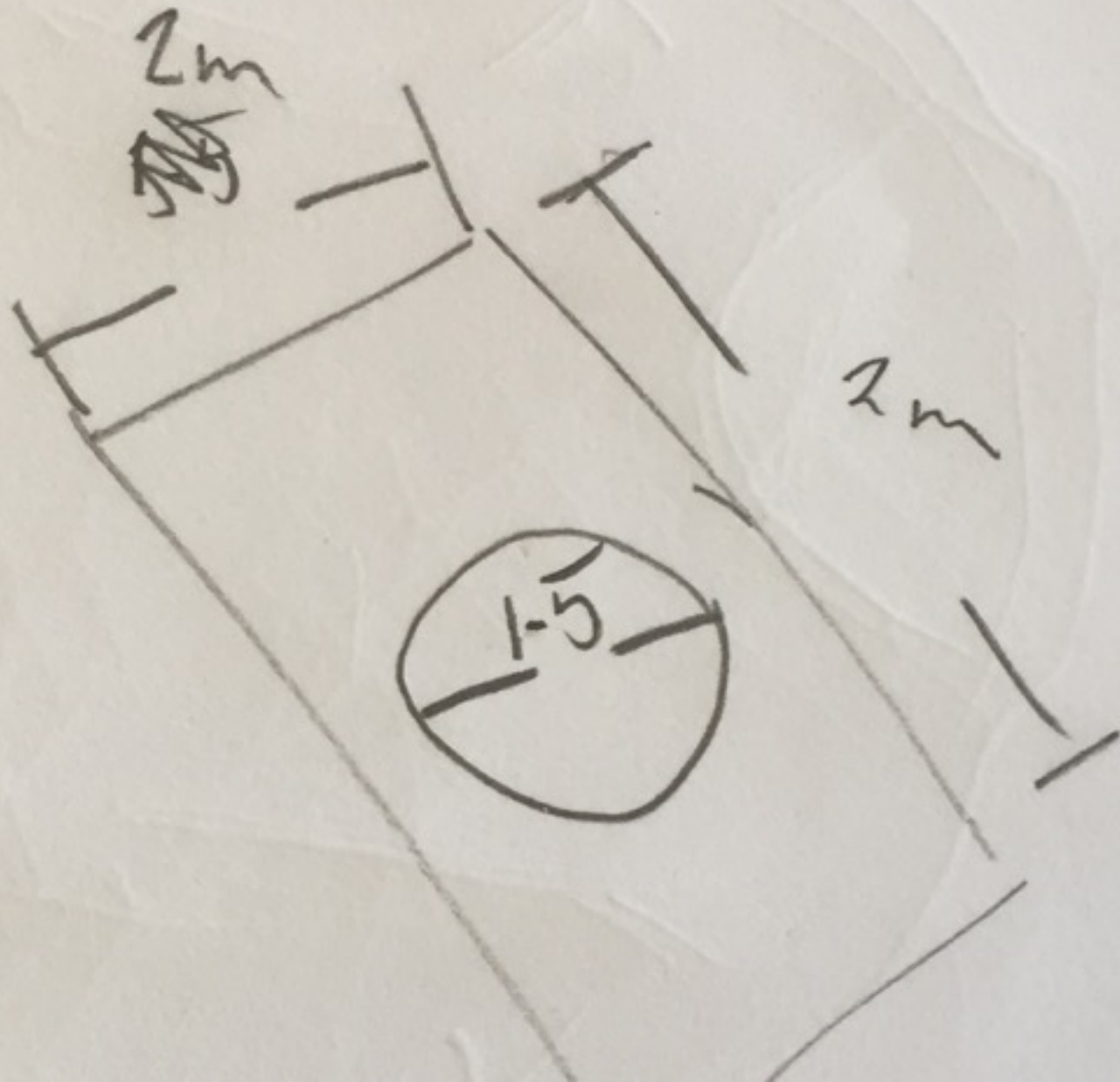
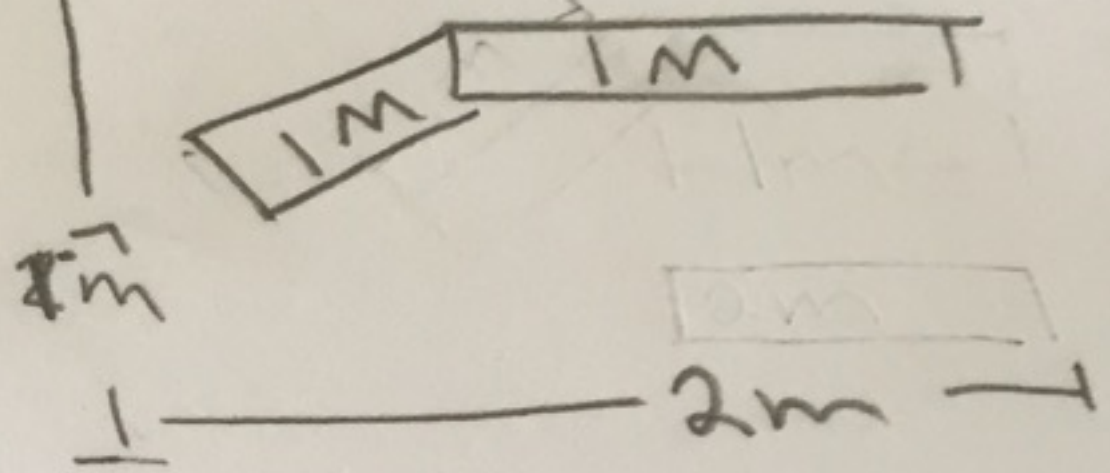
Flats

Ros for  
Sowen

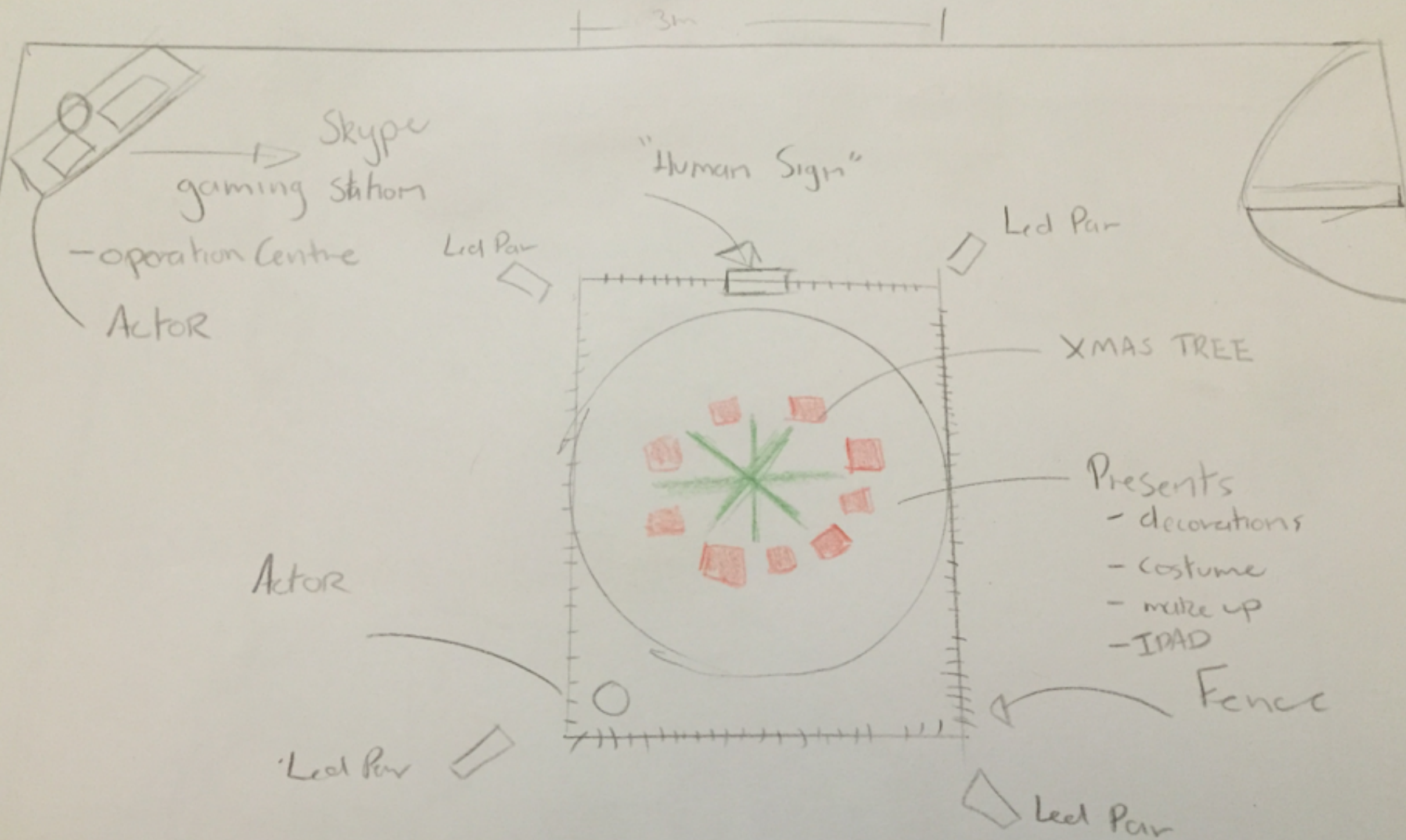




Side view  
view



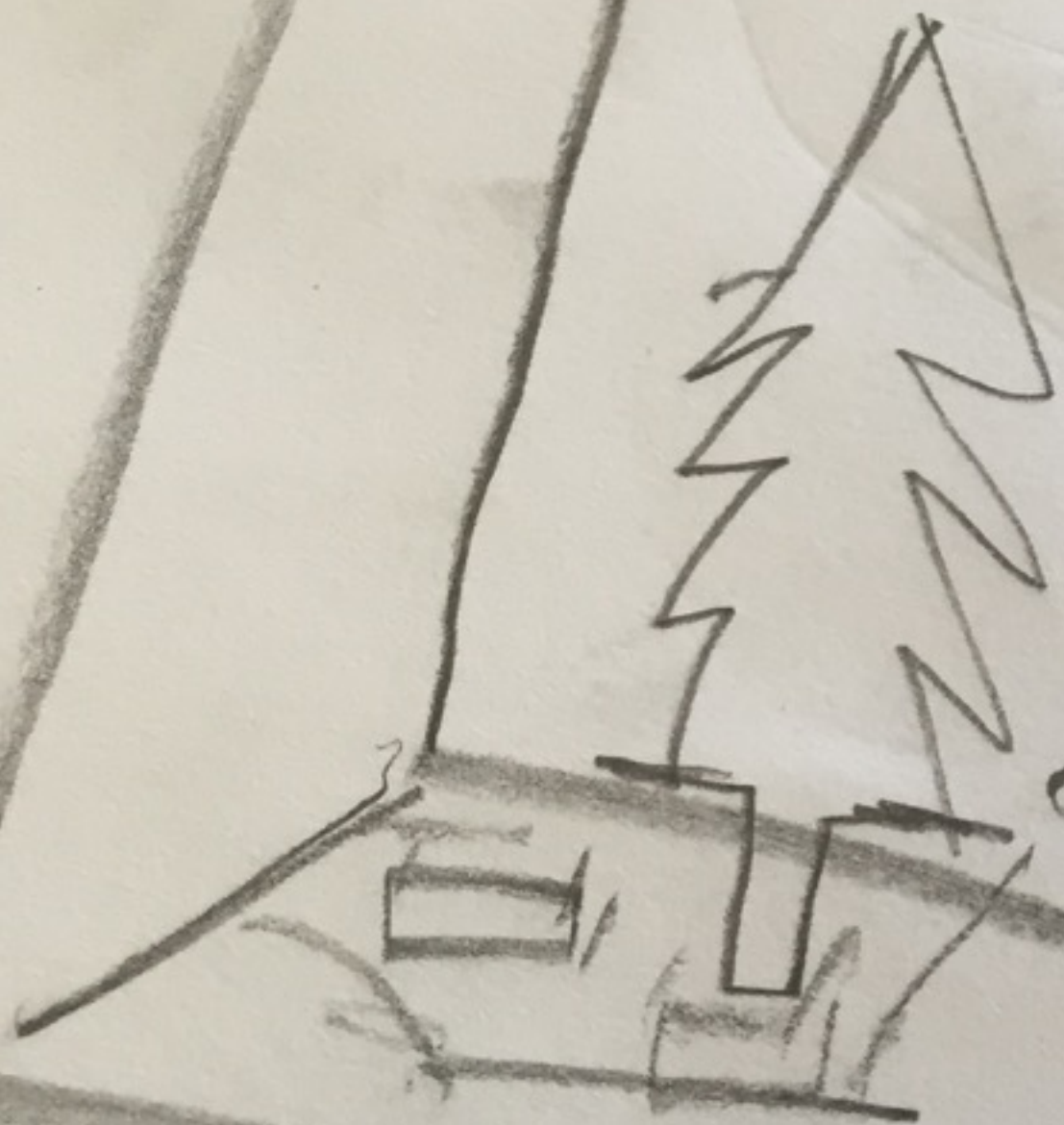




Not to Scale  
D NORRIS 10/8

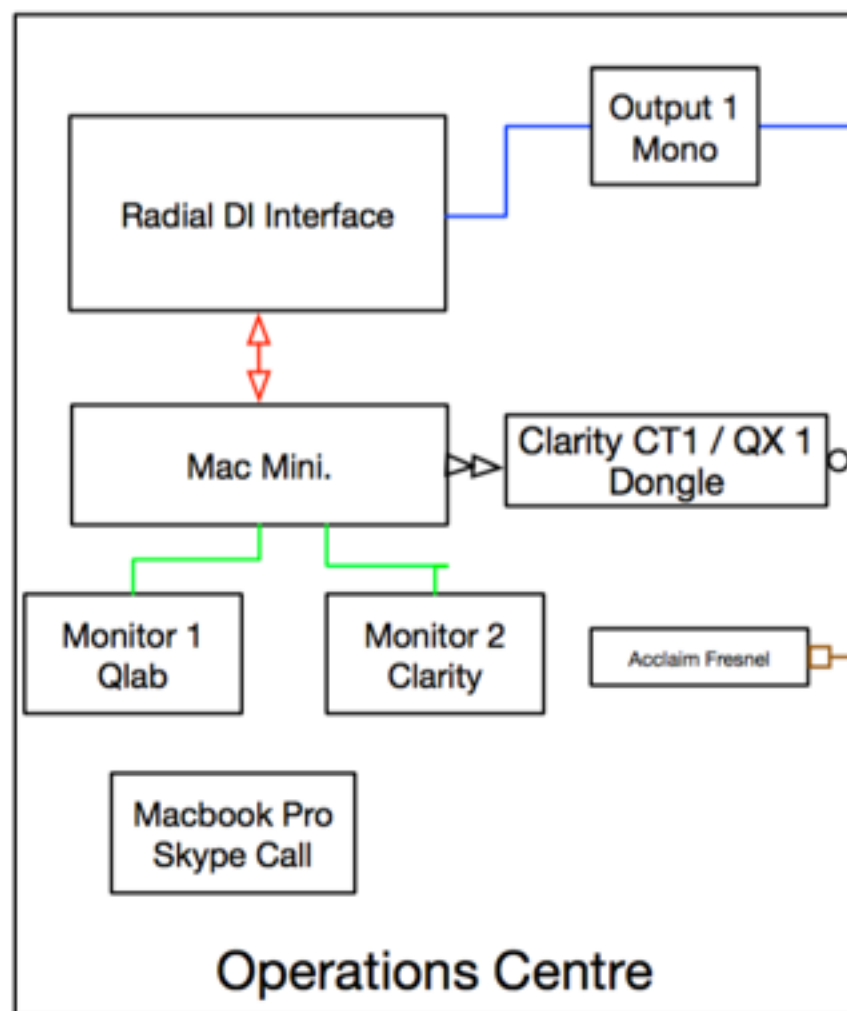
**EXHIBITION MODE**



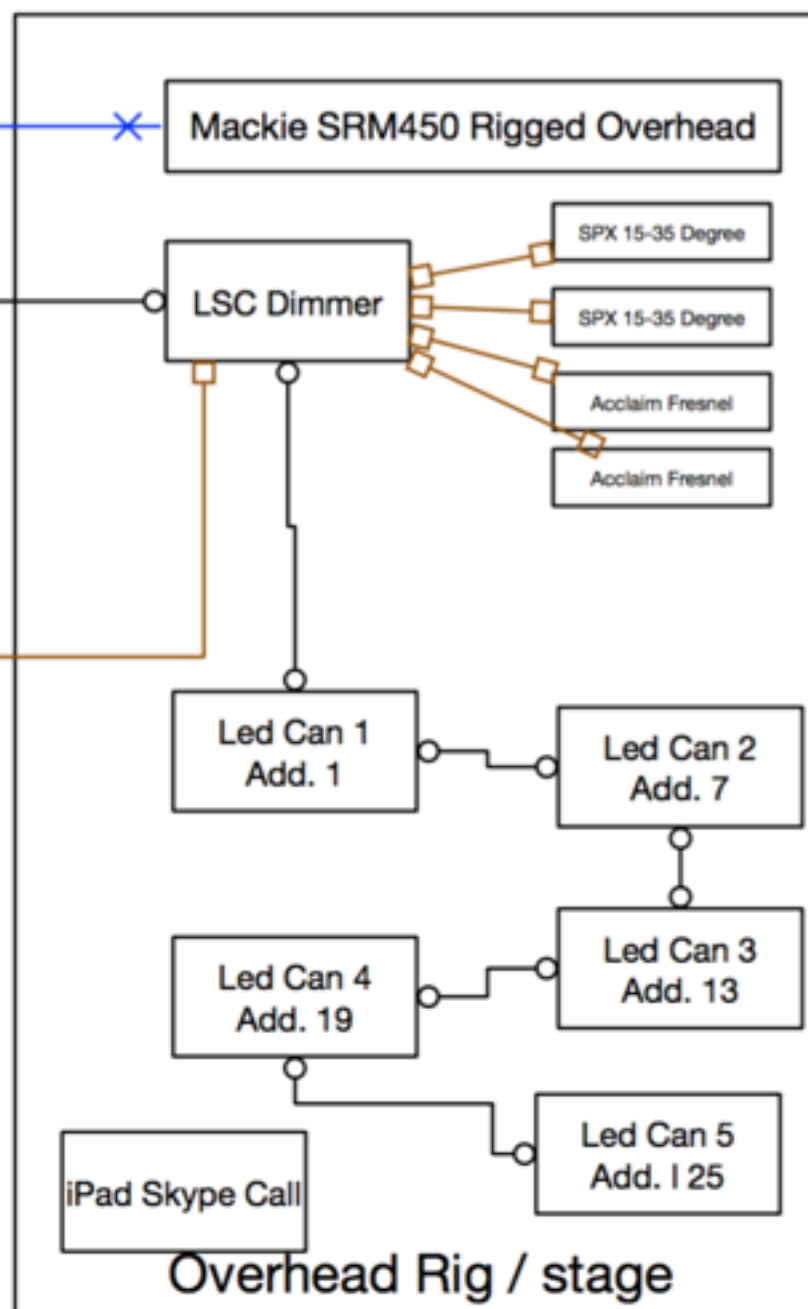


Presents  
Have all  
been  
opened

**SOUND SCAPE**



ELC Equipment:  
 5x Led Parcans  
 1x Mackie SRM450 + rigging  
 6x 10m DMX  
 25m DMX Lead  
 25m XLR Lead  
 LSC Dimmer  
 3x Acclaim 8 Inch Fresnels  
 2x SPX 15-35 Degree  
 Includes all power and rigging equipment









DN Equipment:  
 Mac Book Pro  
 Mac Mini  
 Screens x2  
 Ipad  
 Clarity CT1/QX1 Single Universe DMX  
 Radial DI

### Notes:

- All audio power from audio loop (not shown)  
 All LX Power from LX Grid (Digital fixtures power supply not drawn)

### KEY

-  XLR Venue
-  USB A-B
-  HDMI
-  USB-DMX
-  DMX
-  240v Power

Lonely Last Xmas

**KRB211\_LonelyXmas\_ProdS  
 chematic\_v2\_170816**

Production Schematic

Vers 02 @ Wed Aug 17 2016

System Design: Dale Norris

0448 574 203 | dalenorris.com

dale.norris@connect.qut.edu.au

Page 1 of 1 subject to change

Intermedial - Dale and Liss  
Set Transfer / Returns Construction List

Set Piece	Description	Use	Pickup From	Pickup Date / Time	Return To	Return Date / Time	Item Contact	Inclusions / Exclusions
Action Man	Toy	Prop	DN to bring	0800 05/09/16	DN	2200 10/09/16	DN	-
Condoms and Paperclips		Prop	DN to bring	0800 05/09/16	DN	2200 10/09/16	DN	-
Boxes	15	Prop	DN to bring	0800 05/09/16	DN	2200 10/09/16	DN	-
Ipad & Battery		Prop	DN to bring	0800 05/09/16	DN	2200 10/09/16	DN	-
Christmas Cards		Prop	DN to bring	0800 05/09/16	DN	2200 10/09/16	DN	Envelope
Chocolate		Prop	DN to bring	0800 05/09/16	DN	2200 10/09/16	DN	
Band Aids		Prop	LD to bring	0800 05/09/16	LD	2200 10/09/16	LD	-
Christmas ornaments		Prop	LD to bring	0800 05/09/16	LD	2200 10/09/16	LD	-
Band Aids		Prop	LD to bring	0800 05/09/16	LD	2200 10/09/16	LD	-
Christmas ornaments		Prop	LD to bring	0800 05/09/16	LD	2200 10/09/16	LD	-
Rug		Prop	LD to bring	0800 05/09/16	LD	2200 10/09/16	LD	

# EQUIPMENT LOAN REQUEST

## Z9 Level 1 EQUIPMENT LOANS CENTRE

Application Date:		Reservation #	(OFFICE USE)
-------------------	--	---------------	--------------

### Loan Particulars

Hirer/Production:		Room #:	
Location:		Room Reservation #:	
University related:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Unit Code:	

Pick Up Date:		@	<input type="checkbox"/> am <input type="checkbox"/> pm
Return Date:		@	<input type="checkbox"/> am <input type="checkbox"/> pm

### Loan Contact

Name:		QUT ID #:	
QUT Email:		Phone:	

### Equipment Particulars

Quantity	Item	OUT (OFFICE USE)	IN

**[ FORM CONTINUES OVER PAGE ]**



# EQUIPMENT LOAN REQUEST

## Z9 Level 1 EQUIPMENT LOANS CENTRE

### Conditions of Loan

(OFFICE USE)

**COMPLETED FORMS ARE TO BE SUBMITTED TO TECHNICAL STAFF NO LATER THAN FIVE (5) WEEKDAYS PRIOR TO THE PICKUP DAY.**

**ALL COMPUTERS MUST BE BOOKED SEVEN (7) WEEKDAYS PRIOR TO THE PICKUP DAY.**

**BOOKING FORMS MUST BE SUBMITTED VIA TWO METHODS. (1) DOWNLOADED FILLED OUT AND EMAILED TO [SJ.MAHER@QUT.EDU.AU](mailto:SJ.MAHER@QUT.EDU.AU) AND [S.KLUPFEL@QUT.EDU.AU](mailto:S.KLUPFEL@QUT.EDU.AU) OR (2) FILLED OUT, PRINTED AND HANDED IN TO THE Z9 LEVEL 1 ELC.**

### Conditions of Equipment loan:

- All requested equipment is listed on the loan form. A request doesn't guarantee access to the equipment.
- QUT Technical staff must be notified if there is any damage or missing components upon receipt.
- The hirer is responsible for ensuring the equipment is operated by competent persons and is utilized in a safe manner.
- The equipment must not be used for purposes other than specified by the manufacturer.
- The equipment must not be utilized outside of the conditions listed above ('Conditions of Loan').

I, \_\_\_\_\_ (PRINT NAME) hereby agree that the equipment loaned to me by the university is to be utilized in a responsible manner, as per the conditions set out in the Equipment Loan Request. Any loss, damage or theft of property obtained from the university is my responsibility.

SIGNITURE:		DATE:	
------------	--	-------	--

### Office Use:

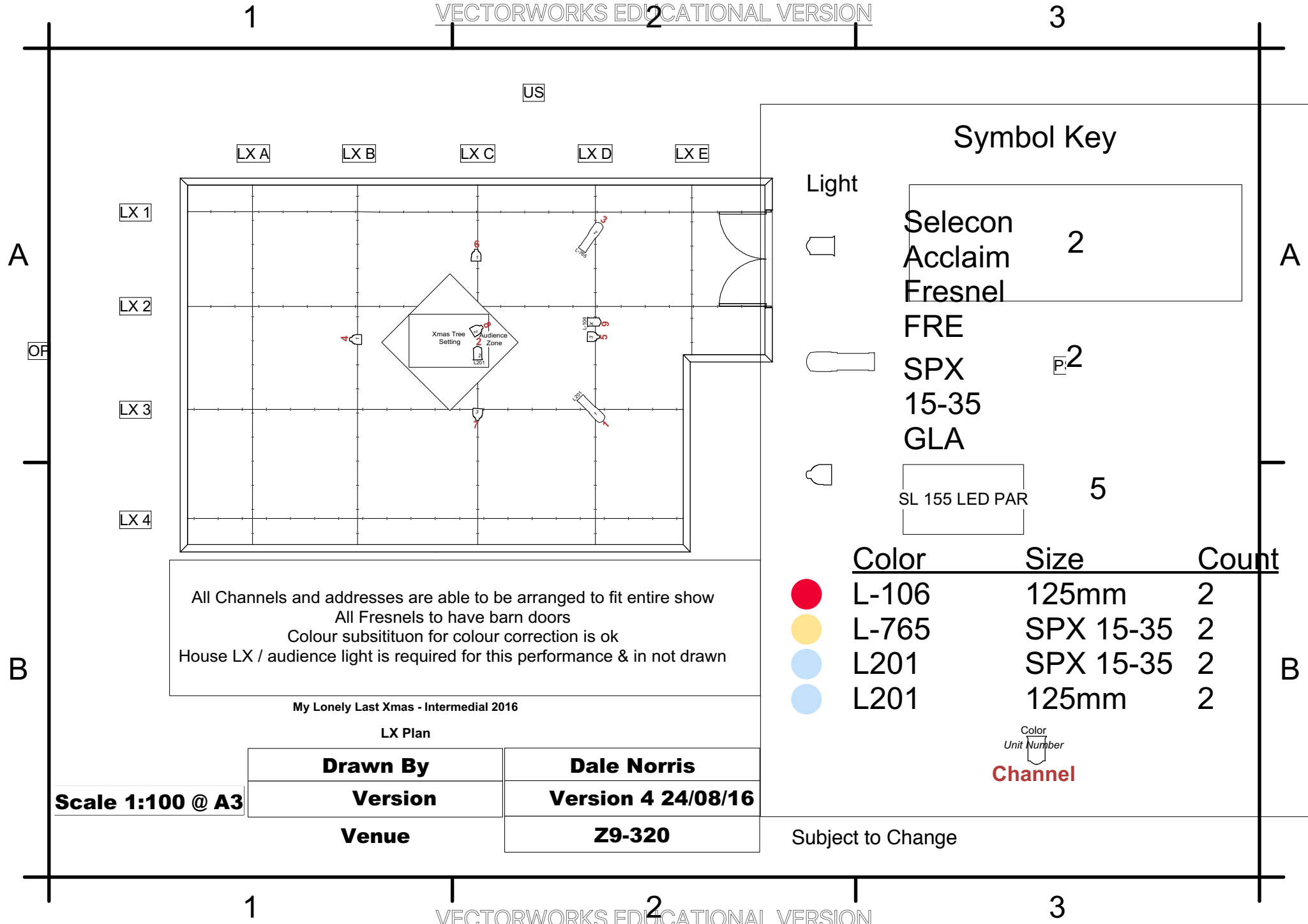
Date Received:	/ /	Application Number:	OF
WCO Entered:	Yes / No	Reservation Number:	Yes / No
Approved by:		Approved Date:	/ /
Equipment Prep by:		Was List Amended:	Yes / No
Dispatched:	/ /	Returned:	/ /
Loan Notes:			

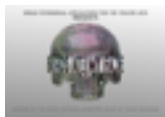
*My Lonely Last Xmas*  
**Lighting Equipment List**

Equipment	Description	Use	Pickup From	Pickup Date / Time	Return To	Return Date / Time	Equipment Contact	Inclusions / Exclusions
<b>SL 155 LED Par</b>	5	LX Rig	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	All Rigging + Cable
<b>SPX 15-35 Profile</b>	2	LX RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	All Rigging + Cable
<b>8" Fresnel</b>	2	LX RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	All Rigging + Cable
<b>5m DMX</b>	5	LX RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>25M DMX</b>	1	LX RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>25m Sash</b>	1	SET RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>Pickup Points</b>	4	SET RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>PULLY</b>	1	SET RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>5M POWER</b>	5	LX RIG	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>10M POWER</b>	1		ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	

*My Lonely Last Xmas*  
**Lighting Equipment List**

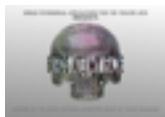
Equipment	Description	Use	Pickup From	Pickup Date / Time	Return To	Return Date / Time	Equipment Contact	Inclusions / Exclusions
<b>POWERBOARD</b>	2		ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>ETC ION</b>	1	CONSOLE	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>KEYBOARD</b>	1	CONSOLE	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>MOUSE</b>	1	CONSOLE	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>MONITORS</b>	2	CONSOLE	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>L201</b>	1	SPX15-35	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>L201</b>	1	8" Fresnel	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>L765</b>	1	SPX15-35	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	
<b>L106</b>	1	8" Fresnel	ELC Z9 Lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	





*My Lonely Last Xmas* - Intermedial 2016  
**Production Cue Synopsis**

Cue #	Cue Name	Cue Point	Description	Content	Notes
SND/LXQ1	(Opening Sound Atmos)	Pre Show / conclusion of <i>Photo-snoot</i>	Fade in Pre show sounds + Fire Lighting Cue 1	/eos/cue/1/10/fire Fireplace Crackles fade Fireplace Crackles Fireplace Crackles 2 Piano Carols	LXQ: Warm Wash with green tinge. SPX's at 10%
SNDQ 2	fade Opening Sound Atmos + Transition and Stop Carols	Opening Gift 3 (ear rings)	Fades SNDQ1 by -4.2db and fires Answering Machine Fire LXQ2-3 Play Xmas carols sequence	Answering Machine /eos/cue/1/2/fire /eos/cue/1/3/fire Silent Night1.mp3 fade Silent Night1.mp3 Angels .wav fade Angels .wav We wish you a merry xmas fade We wish you a merry xmas	LXQ2: Subtle Fade to Red SPX's increase 37 secs LXQ3: Slight lighting of the audience space (fresnels) 5 secs
LXQ4	Skype call Ends - all conventials out	Skype Call Ends	LX Cue 4 all conventional out Fade Stop opening Atmos Fade Stop Xmas Carols Fade to black	/eos/cue/1/4/fire fade and stop Opening Sound Atmos fade and stop Xmas Carols Space goes dark	All 5 seconds
FLYQ1	Fly Out Set	Skype Call Ends	Once actor clear of mat.		Fast



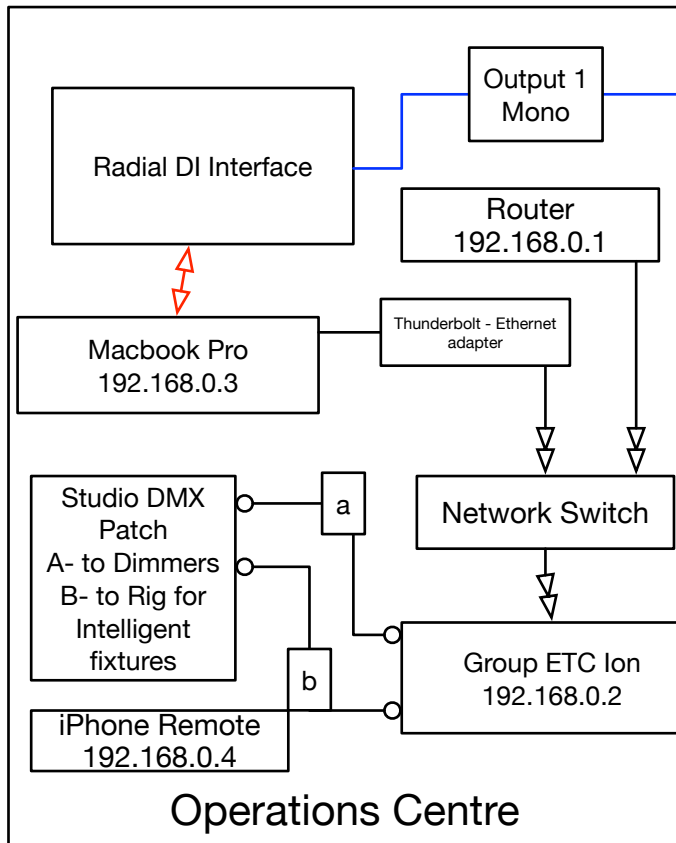
*My Lonely Last Xmas* - Intermedial 2016  
**Production Cue Synopsis**

Cue #	Cue Name	Cue Point	Description	Content	Notes
SNDE1	Exhibition Mode	Upon Exhibition mode commencing	Combination of all sounds for exhibition mode.	/eos/cue/1/10/fire Fireplace Crackles Fireplace Crackles 2 Piano Carols Silent Night1.mp3 Angels .wav fade Angels .wav We wish you a merry xmas Skype Call.wav	LX Red and green flicker on giant bauble.
LX Cue Details					
LXQ101	LX Preshow	Prior to Doors	Specials are are low (15%) LEds a warm tinge with a green special		
LXQ102		With Answering Machine	Leds are full red SPX raise to 25%		37 Second Fade
LXQ103		After answering machine	increase SPX to 30%		
LXQ104		Skype Call Ends	Conventional out		5secs

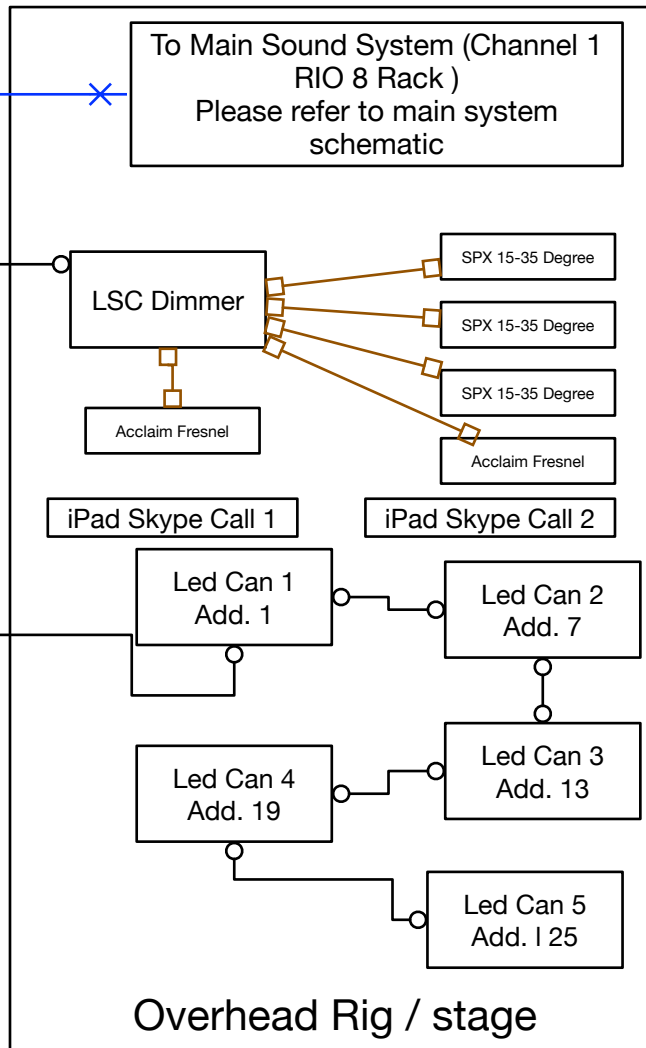


*My Lonely Last Xmas* - Intermedial 2016  
**Production Cue Synopsis**

Cue #	Cue Name	Cue Point	Description	Content	Notes
LXQ105		Actor walks out of space	Leds from Cue 101 Green movers in the grid pointing at xmas bauble		
LXQ106					
LXQ107					



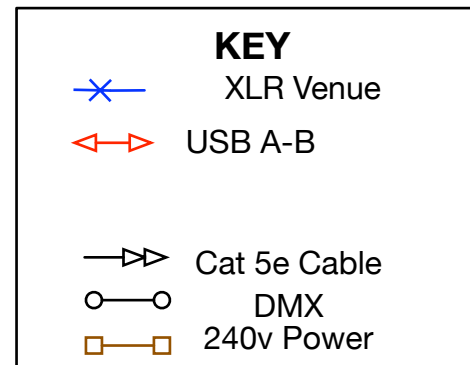
- ELC Equipment:**
- 5x Led Parcans
  - 1x Mackie SRM450 + rigging
  - 6x 10m DMX
  - 25m DMX Lead
  - 6x 10m XLR Lead
  - LSC Dimmer
  - 3x Acclaim 8 Inch Fresnels
  - 3x SPX 15-35 Degree
  - ETC Ion System
  - Network Switch
  - Network Router
- Includes all power and rigging equipment



- DN Equipment:**
- Mac Book Pro
  - Ipad x2
  - Iphone 1
  - Airport Express Router, Switch + 2x PSU's
  - Radial DI

**Notes:**

- All audio power from audio loop (not shown)
- All LX Power from LX Grid (Digital fixtures power supply not drawn)



**Lonely Last Xmas**

**KRB211\_LonelyXmas\_ProdSchematic\_v4\_010916**

**Production Schematic**

**Vers 4 @ Thu Sep 01 2016**

**System Design: Dale Norris**

0448 574 203 | dalenorris.com

dale.norris@connect.qut.edu.au

Page 1 of 1 subject to change



## Work Instruction

### Theatre and performance (CIF and QUT Precincts)

Purpose
<p>These procedures support operational control of specific HSE risks identified in theatre and performance studios used by Creative Industries Faculty staff or students using the following studios:</p> <ul style="list-style-type: none"> <li>• Z3 The Block, Z2 The Loft, Gardens Theatre, Z9 studios</li> </ul> <p>The procedures support the CIF Risk Management Implementation Process and complement policies and procedures adopted by Department Health Safety and Environment and QUT Precincts.</p>

Risk factors and precautions	
<b>Contents</b>	<p><b>Pre-production</b></p> <ul style="list-style-type: none"> <li>• QUT organisational requirements</li> <li>• Authorised persons</li> <li>• Studio/ Theatre access rules and inductions</li> <li>• Fire/ Emergency /1st Aid/ Security</li> <li>• Communications</li> <li>• Effective implementation of this instruction for all risk levels</li> <li>• Risk Plan for medium – high risks</li> </ul> <p><b>Stage and set construction</b></p> <ul style="list-style-type: none"> <li>• Stage and set construction - general</li> <li>• Working at heights - general</li> <li>• Rigging, Cranes, Vertical Lifts, Scaffolds</li> <li>• Manual handling</li> <li>• Electrical</li> <li>• Lighting</li> <li>• Plant</li> <li>• Hazardous materials</li> </ul> <p><b>Performance risk factors</b></p> <ul style="list-style-type: none"> <li>• Reduced light conditions</li> <li>• Ability to perform tasks and fatigue</li> <li>• Aerial systems</li> <li>• Noise risk</li> <li>• Firearms and props</li> <li>• Smoke and Special effects</li> <li>• Dance and gymnastics</li> </ul> <p><b>Front of house</b></p> <ul style="list-style-type: none"> <li>• Community engagement</li> <li>• Cash handling</li> <li>• Service of food and alcohol</li> <li>• Crowd management and Security</li> </ul> <p><b>Post-production</b></p> <ul style="list-style-type: none"> <li>• Bump out</li> <li>• Review hazards and opportunities</li> <li>• Equipment maintenance and storage</li> </ul> <p><b>Attachments.</b></p> <ul style="list-style-type: none"> <li>• Template Project Risk Plan</li> </ul>

<b>Pre-production</b>  (planning requirements)	<b>Organisational</b> <ul style="list-style-type: none"> <li>• Student and Staff Code of conduct</li> <li>• Reporting of incidents</li> <li>• Contractor management</li> <li>• FM event management</li> </ul>
	<b>Authorised persons</b> <ul style="list-style-type: none"> <li>• All users of CIF Studios or workshops have appropriate inductions</li> <li>• Specialised equipment and tasks require Tier 3 induction</li> <li>• The Academic supervisor is responsible for academic, technical and safety standards, and is supported by the Technical supervisor</li> <li>• A Stage manager may be used for implementation of these instructions</li> <li>• The Supervisor must observe a relevant induction or Authority to operate documentation</li> <li>• Rigging work should only be undertaken by qualified persons</li> </ul>
	<b>Studio access rules and inductions</b> <ul style="list-style-type: none"> <li>• Relevant Studio access rules shall be understood including:</li> <li>• Gardens Theatre, Tier 2 KG studios, including; Black box studios and Sprung floor studios rules</li> <li>• A Tier 3 Basic Theatre Practices Induction includes understanding these Instructions</li> <li>• Special Tier 3 inductions will be required for: <ul style="list-style-type: none"> <li>○ Rigging</li> <li>○ Working at height</li> <li>○ Workshop practices</li> <li>○ Aerial installation and usage</li> </ul> </li> </ul>
	<b>Fire / Emergency / 1st Aid</b> Specific processes and communication shall be developed for : <ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Shelter in place</li> <li>• Medical emergency</li> </ul> Fire and evacuation preparation will include: <ul style="list-style-type: none"> <li>• <a href="#">Clear exits</a></li> <li>• <a href="#">Consider disabled evacuation</a></li> <li>• <a href="#">Inspect signage</a></li> <li>• <a href="#">Adequate induction of front of house staff</a></li> <li>• <a href="#">Trained first aider and fire warden</a></li> <li>• <a href="#">Controlled fuel and ignition sources</a></li> <li>• <a href="#">All electric shocks to hospital</a></li> </ul>
	<b>Communication</b> <ul style="list-style-type: none"> <li>• All Z9 room bookings must be made through the <a href="#">CIF Room Bookings System</a></li> <li>• Security organisation should be reviewed and documented</li> </ul>
	<b>Risk management</b> (medium to high risk activities) <ul style="list-style-type: none"> <li>• Identify assessment requirements in <a href="#">CIF Risk Responsibility Matrix</a></li> <li>• If medium to high potential risk Complete a <a href="#">CIF Project risk plan</a></li> <li>• Send Plan to <a href="mailto:ciwhs@qut.edu.au">ciwhs@qut.edu.au</a></li> </ul>

<b>Stage and set construction</b>	<p><b>Stage and set construction - general</b></p> <p><u>Risk factors:</u> Slips, Trips, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Stage lifts, holes, openings, pits, revolves, traps and elevated areas should be clearly marked or made obvious.</li> <li>• Structural stability.</li> <li>• Performance surfaces for</li> <li>• Design of raked and/or moving stages and/or moving sets.</li> <li>• Housekeeping and signage</li> <li>• Ergonomics of work area</li> </ul>
	<p><b>Working at heights - general</b></p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Complete Tier 3 induction for working at heights &gt; 1m</li> </ul>
	<p><b>Ladders</b></p> <p>The following should be considered but not limited to:</p> <ul style="list-style-type: none"> <li>• Inspect ladder before use</li> <li>• Inspect floor surface (eg. load, level, stability)</li> <li>• Inspect environment (eg overhead hazards)</li> <li>• Review access ways and sign and barricade if appropriate</li> <li>• Use safety observer</li> <li>• Extend 1m beyond step off point</li> <li>• Secure (near top and / or foot)</li> <li>• Do not work above other persons</li> <li>• Straight ladders 1:4 angle placement</li> <li>• Restrict work off ladder, maintain 3 points of contact</li> <li>• Do not carry loads when moving on ladder</li> <li>• Store ladder with a safety chain</li> <li>• Platform ladders are preferred.</li> </ul>
	<p><b>Rigging</b></p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Ensur CIF authority to conduct rigging work</li> <li>• Ensure minimum Basic Rigging - High Risk Work licence</li> <li>• Rigged items are to include a safety chain/ bond</li> <li>• Moving rigged items are to be inspected prior to each use.</li> <li>• All rigged set items inspected and signed off on by theatre staff</li> <li>• Items not deemed as rigging: <ul style="list-style-type: none"> <li>a) Operation of Flying Systems (See crane and hoist operation)</li> <li>b) Adjust lights on a truss</li> <li>c) Hang technical elements (lighting, sound, AV) from a hook clamp</li> <li>d) Attach cloths, drapes, banners</li> <li>e) Attach scenery with a dedicated attachment point</li> <li>f) Attach styling/design elements</li> <li>g) Attach or running cables</li> </ul> </li> <li>• DHSE <a href="#">Working at heights</a> procedure</li> </ul>

<p><b>Stage and set construction</b></p> <p>(cont)</p>	<p><b>Crane and Hoist Operation</b></p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Any person installing fly or hoist systems must be trained and authorised by CIF or the producing company</li> <li>• Venue-specific induction before using a fly/ hoisting system</li> <li>• Never exceed safe working loads</li> <li>• An effective communication system before moving people or objects</li> <li>• Comply with manufacture instructions and safety margins</li> <li>• Systems should be tested thoroughly and approved before use</li> <li>• Redundant systems used wherever possible</li> <li>• Fall zones should be defined and kept clear</li> <li>• Correct use of ropes and counterweights</li> </ul> <p><b>Vertical lifts</b></p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity, rollover, electrical</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Ensure CIF authority to operate a Vertical Lift</li> <li>• Ensure High Risk Work licence if &gt; 11m</li> <li>• Ensure familiarisation with specific lift and location hazards</li> <li>• Complete Tier 3 induction for VL</li> <li>• Implement CIF MEWP Vertical lifts work instruction</li> <li>• Prepare to initiate a Rescue Plan</li> </ul> <p><b>Scaffolding</b></p> <p><u>Risk factors:</u> Falls, Falling objects, Structural integrity</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Ensure CIF authority to use scaffolding</li> <li>• Scaffold should only be erected by qualified competent person</li> <li>• Ensure High Risk Work licence if &gt; 4m</li> <li>• Inspect before use</li> <li>• Condition for moving whilst on scaffold – Communications ‘set to move’, ‘scaffold set’, ‘working at height’, ‘heads’</li> <li>• All casters locked before use</li> <li>• Max 2 on scaffold at one time</li> <li>• Technical staff on site when scaffold used</li> <li>• Items lifted by handline</li> <li>• Tools secured by lanyard</li> <li>• Do not work above other persons</li> </ul> <p><b>Manual Handling</b></p> <p><u>Risk factors:</u> Musculo-skeletal injury, Strains/ sprains</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">DHSE Manual tasks</a> and CIF <a href="#">Managing manual tasks process</a></li> <li>• Use of mechanical aids where possible</li> <li>• Heavy and awkward objects to be shifted using a minimum of 2 people</li> <li>• <u>Individual lifts:</u> <ul style="list-style-type: none"> <li>○ stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load</li> </ul> </li> </ul>
--	--

	<ul style="list-style-type: none"> <li>○ always try to lift when standing or at least half-squatting rather than kneeling or not using your legs</li> <li>○ keep your back as straight as possible and chin tucked in whilst lifting and carrying;</li> <li>○ always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going;</li> <li>○ do not twist your body to change direction, use your feet.</li> <li>• <u>Team lifts:</u> <ul style="list-style-type: none"> <li>○ ensure one person is in charge during a team lift;</li> <li>○ designate the route of movement prior to the lift and remove any obstacles or obstructions;</li> <li>○ where possible, ensure members of a team lift are of similar height;</li> </ul> </li> <li>• Position people for the lift having regard to the size, shape and balance of the load.</li> </ul>
<b>Stage and set construction</b>  (cont)	<b>Electrical</b>  <u>Risk factors:</u> Electric shock, <u>Precautions:</u> <ul style="list-style-type: none"> <li>• No live electrical work</li> <li>• Appropriate safety switches on all circuits</li> <li>• Portable leads to be tested and tagged</li> <li>• Keep cable runs tidy and securely tied and properly routed</li> <li>• Extension cable is always fully unwound from the reel</li> <li>• No double adaptors</li> <li>• All electrical equipment brought into the venues must be presented to the venue technicians for testing before it is used</li> </ul>
	<b>Lighting</b>  <u>Risk factors:</u> Electric shock, falls, falling objects, damage <u>Precautions:</u> <ul style="list-style-type: none"> <li>• Lanterns bonded (chained) to overhead rigs</li> <li>• Adjustments Lighting rigs, ground tools</li> </ul>
	<b>Plant</b>  <u>Risk factors:</u> Entanglement, eye penetration, crush, pinch, electric shock, <u>Precautions:</u> <ul style="list-style-type: none"> <li>• Effectively secure loose clothing and/ or hair</li> <li>• Remove all jewellery, including watches;</li> <li>• Wear protective clothing, where appropriate</li> <li>• Do not attempt to handle or touch a moving part</li> <li>• Machines which are running should not be left unattended</li> </ul>
	<b>Hazardous materials</b>  <u>Risk factors:</u> toxic, allergic, fire, eye burns / penetration, crush, <u>Precautions:</u> <ul style="list-style-type: none"> <li>• Supervisors to approve chemicals or material brought on site</li> <li>• Risk assessment, CMIS registration and training</li> </ul>

<b>Performance risk</b>	<p><b>Working in reduced light conditions</b></p> <p><u>Risk factors:</u> slips, trips, falls, ergonomics.</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Consider blues and other work lights</li> <li>• Use fluorescent tape markings.</li> <li>• Avoid the need to move from areas of bright lighting to low lighting.</li> <li>• Give warnings prior to light levels being reduced</li> <li>• Consider disabled people</li> <li>• Crew to be inducted on lighting risks.</li> </ul>
	<p><b>Ability to perform tasks and fatigue</b></p> <p><u>Risk factors:</u> task impairment</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Supervisors must manage workloads, monitor, intervene and remove personnel, as necessary, to minimise fatigue risk</li> <li>• Everyone has a responsibility to ensure exposure to fatigue is minimised</li> <li>• Max 5 consecutive hours without a break of at least 30 minutes</li> <li>• Ensure adequate sleep, hydration and food</li> <li>• Personnel must advise the supervisor of any medical condition or medication that may impact on their ability to perform tasks. This information shall be treated confidentially and cannot be used to discriminate against any person in any way.</li> </ul>
	<p><b>Aerial systems</b></p> <p><u>Risk factors:</u> falls, falling objects, equipment failure, pinch points</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Any person using or installing fly systems must be trained and authorised by CIF or the producing company.</li> <li>• Venue-specific induction before using a fly/ hoisting system</li> <li>• Never exceed safe working loads</li> <li>• An effective communication system before moving people or objects</li> <li>• Comply with manufacture instructions and safety margins</li> <li>• Systems should be tested thoroughly and approved before use</li> <li>• Redundant systems used wherever possible</li> <li>• Fall zones should be defined and kept clear</li> </ul>
	<p><b>Noise risk</b></p> <p><u>Risk factors:</u> Temporary threshold shift, ringing, permanent damage Legislated limits: 85 dB(A) average over 8 hours, Maximum 140 dB(lin)</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Personnel onstage to be warned when audio testing is to commence</li> <li>• Cast and crew exposure to loud noise to be limited</li> <li>• If loud audio effects is excessive then monitoring of levels</li> <li>• Venue doors to remain closed whilst audio checks performed</li> <li>• Nuisance noise such as high pitch, unexpected or distracting noises must be minimised.</li> <li>• use of personal hearing protectors when appropriate</li> </ul>
	<p><b>Firearms, weapons and props</b></p>

<b>Performance risk</b>  (cont)	<p><b>Risk factors:</b> Lacerations, eye penetration</p> <p><b>Precautions:</b></p> <ul style="list-style-type: none"> <li>• Firearms and weapons should always be theatre props only</li> <li>• Comply with replica legislation and storage</li> <li>• Swords, knives and blades must be blunt.</li> <li>• Appropriate warnings must be provided to cast and crew in relation to the use of blank ammunition prior to the cue for firing.</li> <li>• Use of weapons in the production must be planned and rehearsed in slow motion.</li> </ul> <p><b>Use of smoke, haze, strobe and special effects</b></p> <p><b>Risk factors:</b> slips, trips, medical, emergency notification</p> <p><b>Precautions:</b></p> <ul style="list-style-type: none"> <li>• Venue to be notified of equipment use and anticipated schedule of use.</li> <li>• Stage Management to notify appropriate venue personnel prior to use and/or performance.</li> <li>• Safe haze effects to be used including haze fluid.</li> <li>• MSDS to be carried for fluid</li> <li>• Emergency warning system isolated prior to haze operation</li> <li>• Appropriate audience warning signage</li> </ul> <p><b>Dance and gymnastics safety</b></p> <p><b>Risk factors:</b> slips, trips, sprains, collisions</p> <p><b>Precautions:</b></p> <ul style="list-style-type: none"> <li>• Adequate hydration</li> <li>• Adequate fit for task, communicate medical requirements</li> <li>• Pre dance flexibility exercises</li> <li>• Sufficient cool down</li> <li>• Appropriate floor and surface friction</li> <li>• <a href="#">Aus dance/ Safe dance guidelines</a></li> <li>• <a href="#">Assessment of safety during gymnastics -WHSQ guide 2011</a></li> </ul>
<b>Front of house</b>	<p><b>Community engagement</b></p> <p><b>Risk factors:</b> client aggression, reputation</p> <p><b>Precautions:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Use MOPPE/2.1 QUT student code of conduct</a></li> <li>• <a href="#">QUT Staff code of conduct</a></li> <li>• Be respectful to cultural other and sensitivities</li> <li>• Use QUT <a href="#">Grievance resolution for bullying</a></li> </ul> <p><b>Cash handling</b></p> <p><b>Risk factors:</b> robbery, client aggression</p> <p><b>Precautions:</b></p> <ul style="list-style-type: none"> <li>• Protect yourself not money or goods.</li> <li>• Keep alert for and report suspicious behaviour immediately</li> <li>• Develop communications procedures for venue security</li> </ul>



	<p><b>Service of food and / or alcohol</b></p> <p><u>Risk factors:</u> Food poisoning, reputation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• CIF <a href="#">Food safety</a> knowledgebase</li> <li>• Prepared food by persons with HACCP controls</li> <li>• <a href="#">Food safety Queensland</a></li> <li>• Ensure food handlers are appropriately trained</li> <li>• Monitor hygiene practices and don't allow rubbish to accumulate. Demand high standards of hygiene from everyone</li> <li>• <a href="#">Anaphylaxis - Qld state schools</a></li> <li>• Protect food and utensils from animals, reptiles and vermin</li> <li>• Community liquor permit</li> <li>• <a href="#">Liquor permit exemption checklist</a> (if for sale)</li> <li>• <a href="#">MOPP H/3.6</a> Campus services, events and alcohol</li> <li>• Service of Alcohol in plastic cups</li> <li>• Principles of RSA and RSA certificates</li> </ul>
	<p><b>Crowd management / security</b></p> <p><u>Risk factors:</u> Security, smoke, fire, crush, client aggression, reputation</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Emergency induction and preparation</li> <li>• Assisting with emergency evacuation</li> <li>• Communication with external authorities</li> <li>• Communication with customers</li> <li>• Management for ignition sources and combustibles</li> <li>• Procedures for conflict management</li> <li>• Arrangements for children and disabled people</li> </ul>
<b>Post production</b>	<p><b>Bump out</b></p> <p><u>Risk factors:</u> Slips, Trips, Structural integrity, Manual handling</p> <p><u>Precautions:</u></p> <ul style="list-style-type: none"> <li>• Work practices detailed in set construction</li> <li>• Review all hazards and opportunities for improvement</li> <li>• Report HSE outcomes to The HUB and <a href="mailto:ciwhs@gut.edu.au">ciwhs@gut.edu.au</a></li> <li>• Ensure all sets and equipment are appropriately maintained and stored</li> </ul>

Modification history			
Date	Sections	Approved	Details
26.7.2016	All	*	Original by: N Oram, S Klupfel, G Goyen, M Low

\* Pending approval

## Project risk plan - Theatre and performance

### When to use this plan

- Projects involving [significant potential risk](#) (as advised by an academic or technical supervisor)
- Change management of projects.

### 1. Project details

#### Project name:

My Lonely last Xmas – Birds Ate my face Intermedial Performance 2016

#### Project coordinator:

Dale Norris

#### Supervisor:

Mr Tony Brumpton

#### Date/s:

05-10 September 2016

#### Location:

Z9-320

### Project / production summary

A performance element of the Overall Intermedial Applications for the Theatre Unit – *Birds Ate My Face*.

A performance between two actors in the space; one actor standing in the audience connected to the other via skype or other video calling software in audience lighting.

They are giving instructions to a secondary actor in the space sitting on a rug surrounded by presents. There is a low lighting state at one point in a monochrome Red colour and a background soundscape of carols and atmospheric effects. At the conclusion of the performance the actor at the rug stands and grabs the Ipad off the audience member, guiding them away from the rug before the entire rug is with presents is flown out above audience head height.

#### Production methods (dot point)

- Lighting Rig, plot, record and playback
- Sound Rig and content playback
- Rigging of set item to fly out to grid via sash no more than 5 kilograms in weight

#### List changes/ variations

### Post-production feedback

Production group (names, date inducted to production)	Supervisor / approval
Dale Norris Beginning of Semester Two Lisa Davidson Beginning of Semester Two	(name / date / signature)
	Change approval (medium – high risks)

## 2. Risk assessment and precautions

### Instructions

- Assess risk for Hazards only if they are applicable
- Delete dot point precautions which are not relevant
- Include comments or additional precautions as extra dot points, if required
- Double click to check boxes to note Risk Level (Guidance on risk categories is in Annex 1.)
- If risk (after precautions) is medium or high, describe activities in section 3.

### Documentation

- Forward 'Plan' to CIF HSE Coordinator ([ciwhs@qut.edu.au](mailto:ciwhs@qut.edu.au))
- Forward Plan to your Supervisor for approval and recording.

Hazards	risk L M H	Precautions plan
<b>Pre-production</b>		
Organisational	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Appropriate rest breaks and rotation of manual tasks to reduce fatigue
Fire/ Emergency /1st Aid	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Student is first aid Trained and will advise academic and technical services staff if any injury arises and will follow warden instructions in event of emergency as per student protocol
Authorised persons	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Academic staff and CIFS Staff All users of CIF Studios or workshops have appropriate inductions Specialised equipment and tasks require Tier 3 induction The Academic supervisor is responsible for academic, technical and safety standards, and is supported by the Technical supervisor A Stage manager may be used for implementation of these instructions The Supervisor must observe a relevant induction or Authority to operate documentation Rigging work should only be undertaken by qualified persons
Studio access rules and inductions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	All Students are already inducted into the space
<b>Stage and set construction</b>		
Stage and set construction	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Actor to ensure audience are clear of the flying zone prior to flying bag Bag to be checked by venue supervisor Rigging system to be installed / approved by venue technician Weight testing to occur prior to audience being admitted into space. No more than 5 kilograms to be rigged Risk factors: Slips, Trips, Structural integrity Precautions: Stage lifts, holes, openings, pits, revolves, traps and elevated areas should be clearly marked or made obvious.  Structural stability.  Performance surfaces for

		<p>Design of raked and/or moving stages and/or moving sets.</p> <p>Housekeeping and signage</p> <p>Ergonomics of work area</p>
Working at heights – general / ladders	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Safe working induction into the space</p> <p>Appropriate induction and assistance from venue duty technician into operation of EWP device and access to grid</p> <p>Adequate lighting to be provided when working</p> <p>Tools and equipment to be secured whilst working</p> <p>Exclusion zone around area when working at height</p> <p>Complete Tier 3 induction for working at heights &gt; 1m</p> <p>Inspect ladder before use</p> <p>Inspect floor surface (eg. load, level, stability)</p> <p>Inspect environment (eg overhead hazards)</p> <p>Review access ways and sign and barricade if appropriate</p> <p>Use safety observer</p> <p>Extend 1m beyond step off point</p> <p>Secure (near top and / or foot)</p> <p>Do not work above other persons</p> <p>Straight ladders 1:4 angle placement</p> <p>Restrict work off ladder, maintain 3 points of contact</p> <p>Do not carry loads when moving on ladder</p> <p>Store ladder with a safety chain</p> <p>Platform ladders are preferred.</p>
Rigging	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p>Rigging of speaker Overhead and fly line to be installed / supervised by certified rigger / CIFS staff member</p> <p>Ensure CIFS authority to conduct rigging work</p> <p>Ensure minimum Basic Rigging - High Risk Work licence</p> <p>Rigged items are to include a safety chain/ bond</p> <p>Moving rigged items are to be inspected prior to each use.</p> <p>All rigged set items inspected and signed off on by theatre staff</p> <p>Items not deemed as rigging:</p> <ul style="list-style-type: none"> <li>a) Operation of Flying Systems (See crane and hoist operation)</li> <li>b) Adjust lights on a truss</li> <li>c) Hang technical elements (lighting, sound, AV) from a hook clamp</li> <li>d) Attach cloths, drapes, banners</li> </ul>

		<p>e) Attach scenery with a dedicated attachment point</p> <p>f) Attach styling/design elements</p> <p>g) Attach or running cables</p>
Crane and Hoist Operation	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p>Any person installing fly or hoist systems must be trained and authorised by CIF or the producing company</p> <p>Venue-specific induction before using a fly/ hoisting system</p> <p>Never exceed safe working loads</p> <p>An effective communication system before moving people or objects</p> <p>Comply with manufacture instructions and safety margins</p> <p>Systems should be tested thoroughly and approved before use</p> <p>Redundant systems used wherever possible</p> <p>Fall zones should be defined and kept clear Correct use of ropes and counterweights</p>
Vertical lifts	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><u>Precautions:</u></p> <p>Ensure CIF authority to operate a Vertical Lift</p> <p>Ensure High Risk Work licence if &gt; 11m</p> <p>Ensure familiarisation with specific lift and location hazards</p> <p>Complete Tier 3 induction for VL</p> <p>Implement CIF MEWP Vertical lifts work instruction</p> <p>Prepare to initiate a Rescue Plan</p>
Scaffolding	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Manual handling	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Set to be designed for easy assembly</p> <p>Crew will be rostered and rotated for repetitive physical tasks</p> <p>Each move to be carried out with enough people to complete the task safely with the addition of a spotter</p> <p>Each move will be discussed and thought through prior to any lifting occurring</p> <p>Each person will have their role defined and made clear</p> <p>Where possible aids will be used (trolleys, lifts) to move heavy objects</p> <p>Use of mechanical aids where possible Heavy and awkward objects to be shifted using a minimum of 2 people Individual lifts:</p> <p>o stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load</p> <p>always try to lift when standing or at least half-squatting rather than kneeling or not using your legs</p> <p>o keep your back as straight as possible and chin tucked in whilst lifting and carrying;</p> <p>o always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going;</p> <p>o do not twist your body to change direction, use your feet. Team lifts:</p> <p>o ensure one person is in charge during a team lift; o designate the route of movement prior to the lift and remove any obstacles or</p> <p>obstructions; o where possible, ensure members of a team lift are of similar height;</p> <p>Position people for the lift having regard to the size, shape and balance of the load.</p>

Electrical	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Safe working induction to the space Where possible wires to be kept clear of access paths and of high traffic areas including doorways Cables to be secured (taped) to the floor and cleared marked as a hazard to minimize trips Where appropriate cable jacket to be used Adequate lighting (i.e. blues) to be provided where hazards are possible No live electrical work</p> <p>Appropriate safety switches on all circuits</p> <p>Portable leads to be tested and tagged</p> <p>Keep cable runs tidy and securely tied and properly routed</p> <p>Extension cable is always fully unwound from the reel</p> <p>No double adaptors</p> <p>All electrical equipment brought into the venues must be presented to the venue technicians for testing before it is used</p>
Lighting	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Safe working induction into the space with focus on entrances, exits and risky set items (stairs, doors) Glow tape / spike tape or illuminated points and adequate lighting states to be available where required Lanterns bonded (chained) to overhead rigs</p> <p>Adjustments Lighting rigs, ground tools</p>
Plant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Hazardous materials	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Performance risk</b>		
Reduced light conditions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Safe working induction into the space with focus on entrances, exits and risky set items (stairs, doors) Glow tape / spike tape or illuminated points and adequate lighting states to be available where required Consider blues and other work lights</p> <p>Use fluorescent tape markings.</p> <p>Avoid the need to move from areas of bright lighting to low lighting.</p> <p>Give warnings prior to light levels being reduced</p> <p>Consider disabled people</p> <p>Crew to be inducted on lighting risks.</p>
Ability to perform tasks and fatigue	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Crew will be rostered and rotated for repetitive physical tasks Supervisors must manage workloads, monitor, intervene and remove personnel, as necessary, to minimise fatigue risk</p> <p>Everyone has a responsibility to ensure exposure to fatigue is minimised</p> <p>Max 5 consecutive hours without a break of at least 30 minutes</p> <p>Ensure adequate sleep, hydration and food</p> <p>Personnel must advise the supervisor of any medical condition or medication that may</p>

		<p>impact on their ability to perform tasks. This information shall be treated confidentially and cannot be used to discriminate against any person in any way.</p>
Aerial systems	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p>Actor to ensure audience are clear of the flying zone prior to flying scenic element flying Scenic element to be checked by venue supervisor Any person using or installing fly systems must be trained and authorised by CIF or the producing company.</p> <p>Venue-specific induction before using a fly/ hoisting system</p> <p>Never exceed safe working loads</p> <p>An effective communication system before moving people or objects</p> <p>Comply with manufacture instructions and safety margins</p> <p>Systems should be tested thoroughly and approved before use</p> <p>Redundant systems used wherever possible</p> <p>Fall zones should be defined and kept clear</p>
Noise risk	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Appropriation limits in place appropriate warnings in place for both rehearsals and performances prior to entering the space when plotting in space, faders and systems to be wound up rather than starting at unity Doors to remain closed Personnel onstage to be warned when audio testing is to commence</p> <p>Cast and crew exposure to loud noise to be limited</p> <p>If loud audio effects is excessive then monitoring of levels</p> <p>Venue doors to remain closed whilst audio checks performed</p> <p>Nuisance noise such as high pitch, unexpected or distracting noises must be minimised.</p> <p>use of personal hearing protectors when appropriate</p>
Firearms and props	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Smoke and Special effects	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Venue to be notified of equipment use and anticipated schedule of use. Stage Management to notify appropriate venue personnel prior to use and/or performance.</p> <p>Safe haze effects to be used including haze fluid.</p> <p>MSDS to be carried for fluid</p> <p>Emergency warning system isolated prior to haze operation</p> <p>Appropriate audience warning signage</p>
Dance and gymnastics	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Venue to be notified of equipment use and anticipated schedule of use.</p> <p>Stage Management to notify appropriate venue personnel prior to use and/or performance.</p> <p>Safe haze effects to be used including haze fluid.</p> <p>MSDS to be carried for fluid</p> <p>Emergency warning system isolated prior to haze operation</p> <p>Appropriate audience warning signage</p>



<b>Front of house</b>		
Community engagement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Appropriate communication techniques to be used.  <a href="#">Use MOPPE/2.1 QUT student code of conduct</a></p> <p><a href="#">QUT Staff code of conduct</a></p> <p>Be respectful to cultural other and sensitivities</p> <p>Use QUT <a href="#">Grievance resolution for bullying</a></p>
Cash handling	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Service of food and alcohol	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Crowd management and Security	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Emergency induction and preparation</p> <p>Assisting with emergency evacuation</p> <p>Communication with external authorities</p> <p>Communication with customers</p> <p>Management for ignition sources and combustibles</p> <p>Procedures for conflict management</p> <p>Arrangements for children and disabled people</p>
<b>Post-production - other</b>		
Bump out	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Work practices detailed in set construction</p> <p>Review all hazards and opportunities for improvement</p> <p>Report HSE outcomes to The HUB and <a href="mailto:ciwhs@qut.edu.au">ciwhs@qut.edu.au</a></p> <p>Ensure all sets and equipment are appropriately maintained and stored</p>
<a href="#">Travel road</a>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
General / other	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Working Late evenings</p> <p>All crew have arranged safe transport home.</p>

3. Plan for significant risks (medium or high controlled risks)		
Activity	Precautions	Changes / variations
Equipment Set Flying out from a height	<ul style="list-style-type: none"> <li>- Actor to ensure audience are clear of the flying zone prior to flying bag</li> <li>- Bag to be checked by venue supervisor</li> <li>- Rigging system to be installed / approved by venue technician</li> <li>- Weight testing to occur prior to audience being admitted into space.</li> <li>- No more than 5 kilograms to be rigged</li> <li>- Used of tarp with ilet to be main rigging poitn</li> </ul>	Further risk reduction after these methods are impractical.


<b>Title</b>	<b>Risk rating process</b>
--------------	----------------------------

The [QUT Risk Management Framework 2011](#) considers both Risks and Opportunities. The objective is to categorise activities for management (risk treatment) based on consideration of **likelihood and consequences** of outcomes according to the priority risk rating.

### A CIF initial assessment

Risk can be rated directly on the CIF 'risk assessment form' or 'project risk plan' checklist, as follows:

- Low non-serious injury is possible
- Medium serious injury is possible
- High any injury is probable
- **Residual risk** is recorded ( risk after effective precautions implemented)
- **Serious injury** is reportable to Qld. Govt. (ie may involve more than 5 days off work)
- **High risk** activities should be assessed using the Full QUT risk worksheet.

### B Full QUT worksheet [\(Risk Management Framework 2011\)](#)

- Step 1 Identify the adequacy and effectiveness of existing controls.  
 Step 2 Determine inherent risk (risk when control measures are ineffective or absent)  
 Step 3 Treat risks (implement control measures)  
 Step 4 Review effectiveness of control measures  
 Step 5 Determine residual risk (risk of an event with control measures in place)

LIKELIHOOD	CONSEQUENCES			
	Minor	Moderate	Major	
Probable	Medium	High	High	Risk rating
Possible	Low	Medium	High	
Improbable	Low	Low	Medium	

### C Determine and implement control measures

<b>Level 1</b> (most effective)	<b>Eliminating</b> the Hazard – Eliminates the RISK
<b>Level 2</b>	<p><b>Substitution</b> can lower the risk but be careful not to introduce new risks.</p> <p><b>Isolating</b> the Hazard means you are removing people from the hazard. This will usually reduce the effects of the hazard thereby reducing the risk.</p> <p><b>Engineering</b> controls usually require re-design or modification to change the characteristics of the equipment to make it safer.</p>
<b>Level 3</b> (least effective)	<p><b>Administrative</b> controls include signage, policies, procedures and training. They depend on human attitudes and behaviours to be successful and require constant monitoring. Most effective when used in conjunction with other controls.</p> <p><b>Personal Protective Equipment (PPE)</b> is the least effective control and should always be the last resort or used to complement or back up a higher control wherever possible.</p>





## *My Lonely Last Xmas* - Intermedial 2016 Production Running Sheet: Norris

Time	Point	Action	Location	Notes
Hour Call	Pre Show	<ul style="list-style-type: none"> <li>Take both iPads of charge from operations</li> <li>Ensure Router and switch are powered (DN Productions should be active, if not reposer and launch password, T3amdnpl5)</li> <li>Connect Macbook Pro to USB-Cat6 Adapter to connect to ETC ION Password (gondwana)</li> <li>Connect Black USB-A-B Cable from USB slot to Purple Radial DI</li> <li>Connect Laptop to power supply with blue tie.</li> <li>Connect White iPad to GoPro4B+ Wifi Router: (Password: T3amdnpl1) and open Qlab Remote + Intermedial Show File</li> <li>Connect Macbook to GoPro Network</li> <li>Open Qlab: &gt;Finder&gt;Qlab&gt;File&gt;IntermedialV2</li> <li>Set audio output to Radial Pro USB DI in audio setting (Command ,)</li> <li>Open Performance Cue List and use Test Arm / Disarm Qlab File</li> </ul>	Operations Centre.	
Hour Call	Pre Show	<ul style="list-style-type: none"> <li>Fly In Christmas Sack from Operations; ensure area is clear below before flying</li> <li>Set Christmas Boxes assisting Ms Davidson in ensuring all props are set.</li> <li>Place Ipad In Box, ensuring enough charge</li> <li>Place Hoodie and Earphones on; stored under LX console.</li> <li>Walk Upstage (North Wall) behind model box</li> </ul>	Upstage	
Doors	<i>Hallway Blurb</i>	Fire LXQ101 Fire SNDQ1	from White iPad	



## *My Lonely Last Xmas* - Intermedial 2016

### Production Running Sheet: Norris

Time	Point	Action	Location	Notes
Doors Closed	<i>Transition from Hallway Blurb to Xmas</i>	Fire SNDQ2	From White iPad	
	Once Lisa picks up iPad and looks at screen	Fire SNDQ3	From White Ipad	
	Once Set Flies out	Fire SNDQ4	From White Ipad	fade and stop Opening Sound Atmos [ As box flies out]
Transition to Photoshoot	Once Set Flies out and <i>Photoshoot</i> begins	Take off Hoodie and ear phones, and place them and iPad under WHTM audio desk.	NW Corner (WHTM)	
End of Your Revenge		Walk from WHTM audio desk to model box, unplug the lead and push box to Eastern wall.		
BARWC	Beginning of loud music for BARWC	Walk back to Western wall behind WHTM Audio Desk Rest of performance operate Boom Mic, pointing it at the live zones and monitoring it through channel 9 on the QL1	NW Corner	
WHTM	During BARWC	Assist Mr Ogilvie in distributing headphones and Fire the Welcome Loop from his QLAB file	WHTM Audio Machine	

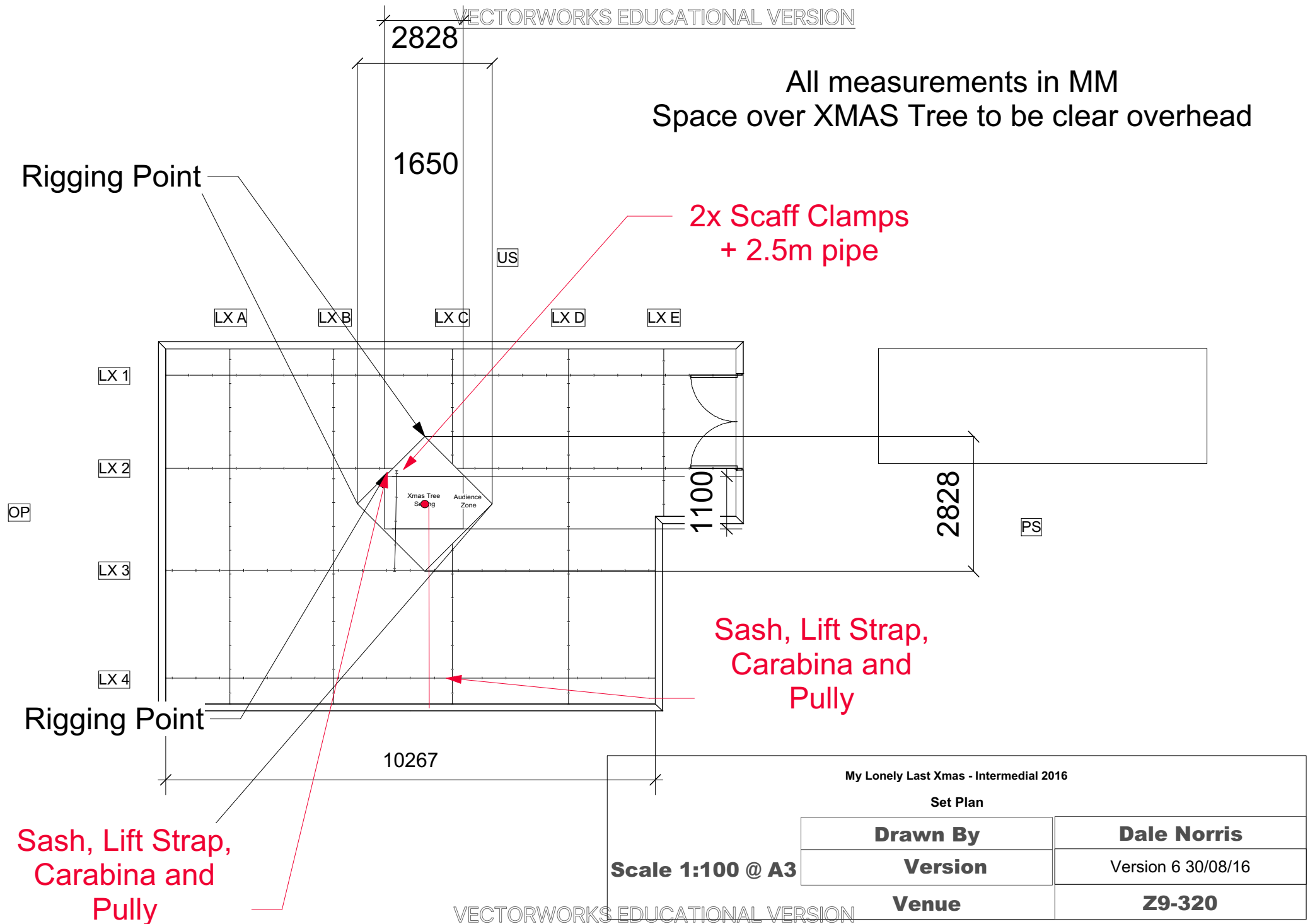
## *My Lonely Last Xmas* - Intermedial 2016 Production Running Sheet: Norris

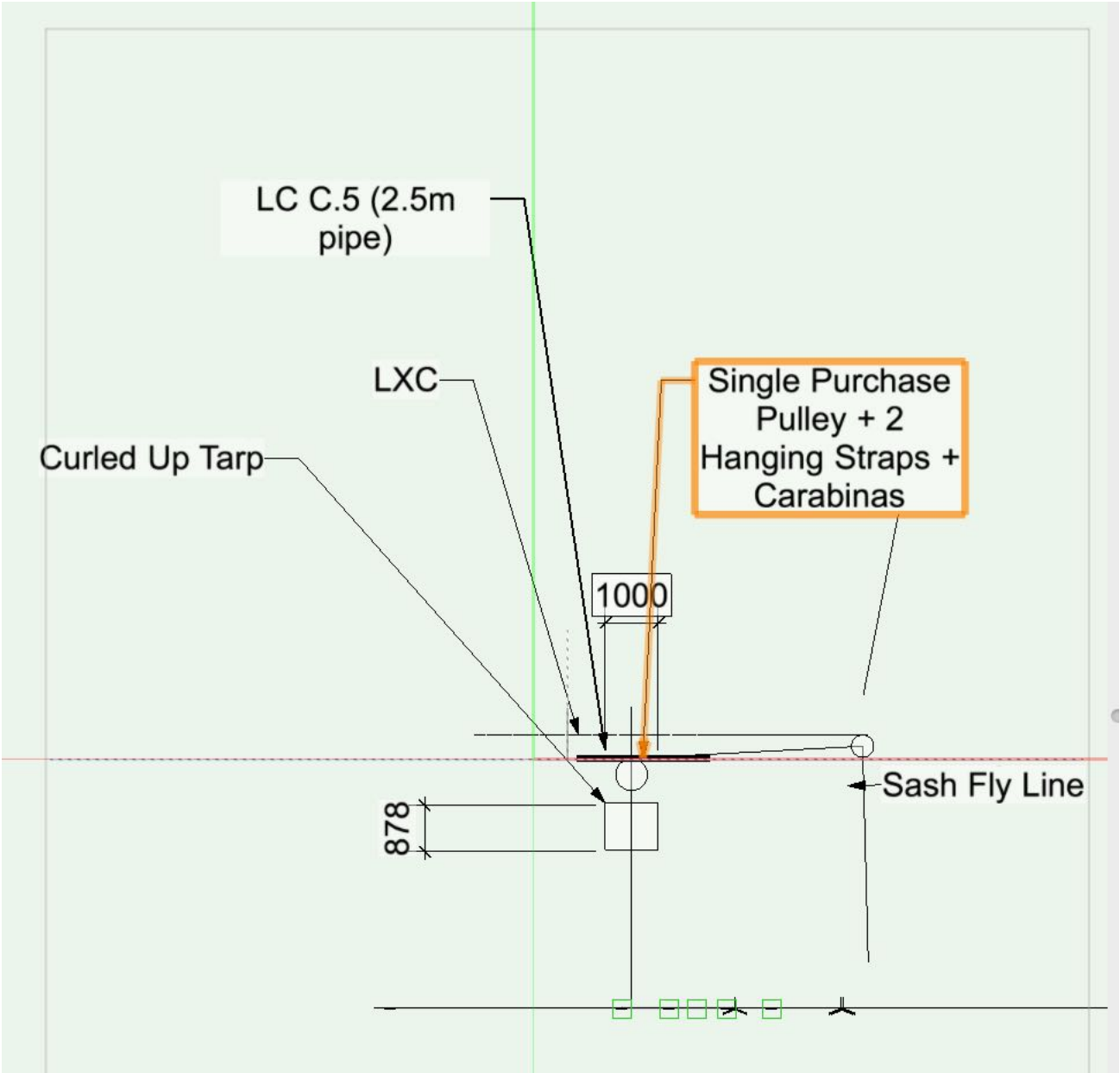
Time	Point	Action	Location	Notes
WHTM	End of WHTM	Assist Mr Ogilvie in Collecting headphones, push all wiring under the desk collect 2 wireless microphones stands and place them behind the desk.		
Surgical Editorial and Lie Vs Truth	throughout both pieces	Sit behind WHTM audio Desk	WHTM NW Corner	
Lie vs truth transition to Elephant People	Lie vs truth transition to Elephant People	Travel from Corner to Northern wall, collect wireless microphone and place on WHTM table Return to WHTM NW corner	WHTM NW Corner / Northern wall	
Spite field - Dead Girl Inferno Part 3	Sit behind WHTM audio Desk	WHTM NW Corner	Sit behind WHTM audio Desk	
During Dead Girl Inferno 3	During Dead Girl Inferno 3	await Jeremy to step off the Block in NE Corner and flutter the silk to the NW corner slowly walk Centre following Ms Bebbington to form the first row on the screws against the white markup.	Downstage North Wall	
During Judy	Musical Interlude	Lift Veil	Downstage North Wall	

***My Lonely Last Xmas* - Intermedial 2016**  
**Production Running Sheet: Norris**

Time	Point	Action	Location	Notes
During Applause	post Somewhere over the rainbow	Walk to the south towards operations and collect the 3 Gift boxes and the red glasses under the LX console and place them on the black plinth, place the black plinth on the blue Square Spike approximately 30cm down Unmute the Estate Agents Lapel Mute when She leaves Unmet when she re enters	Operations	
	Once Exhibit is set	Walk behind to SND operations and standby to fire <Exhibition state finish> SND cue	Operations	
Approx 20mins	Kat Yells " Everyone Out"	Fire Audio Cue <Exhibition state finish>	Operations	
	Once house clear	Lower Xmas Rig ensuring ground is clear overhead Reset Xmas Boxes place lpads x2 on charge	Operations / Set	

All measurements in MM  
Space over XMAS Tree to be clear overhead





My Lonely Last Xmas - Intermedial 2016

Set Rigging Plan

Drawn By	Dale Norris
Version	Version 1 30/08/16
Venue	Z9-320

VERSION

Not to scale



*My Lonely Last Xmas* - Intermedial 2016  
**Sound Equipment List**

Equipment	Description	Use	Pickup From	Pickup Date / Time	Return To	Return Date / Time	Equipment Contact	Inclusions / Exclusions
<b>Mackie MSRM450</b>	Active Speaker	Overhead	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	IEC +, Rigging Slings (2x Slings, 4x bow shackles)
<b>XLR Leads</b>	3x 25m	Audio Runs	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	NA
<b>Cat5e</b>	3x 10m	Data Run	DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	
<b>Macbook Pro</b>		System Link	DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	PSU
<b>Airport Express</b>		System Link	DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	PSU
<b>Net Switch</b>		System Link	DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	PSU
<b>2x Cat5e</b>		System Link	DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	
<b>RADIAL USB DI</b>	1	Audio Runs	DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	USB A-B
<b>GO PRO</b>	2	Archival	DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	2x USB Cables + Rigging Mounts

*My Lonely Last Xmas* - Intermedial 2016  
**Sound Equipment List**

Equipment	Description	Use	Pickup From	Pickup Date / Time	Return To	Return Date / Time	Equipment Contact	Inclusions / Exclusions
<b>Power Back</b>	2		DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	2x PSU cables
<b>Zoom H6</b>	Recorder		DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	2x PSU cables
<b>Condenser Mic</b>	Rig gable x2	Overhead	ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	Rigging Mount
<b>Iphone</b>	Q Lab Control		DN	05/09/16 0800	DN	10/09/16 22:00	Dale Norris	PSU
<b>Router</b>			ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	PSU
<b>Switch</b>			ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	PSU
<b>Cat 5e Cable</b>	2		ELC Z9 lvl 1	05/09/16 0800	ELC Z9 Lvl 1	10/09/16 22:00	Team Leader Theatre & Perf	

