

msh

Melbourne Screen Hub

Operations Manual (Short Form for Induction)

Created for MSH by PBM Safety

Version Number	Distribution	Date
V1.0	Ian Anderson, Russell Shields	23/11/2022
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Introduction

The MSH was formed from a collective of highly experienced film and tv industry practitioners and business owners who recognised a need for a facility and an environment that would help nurture, support and grow the local industry.

The MSH is a facility created by the industry for the industry. It currently houses 38 permanent tenants which covers all sectors of the film and tv industry and also offers casual production office hire and casual vehicles/truck parking.

[About Us \(melbournescreenhub.com.au\)](http://melbournescreenhub.com.au)

The MSH Ltd (ABN: 86 644 813 623) is a registered nonprofit company with 10 Directors:

- Andre Jerram
- Ruru Reedy
- Luke Stone
- Olivia Pulbrook
- Rachel Nott
- Adam Hunter
- Drew Rhodes
- Richie Young
- Andy Pappas
- Glen Arrowsmith

Company Summary

Name: MELBOURNE SCREEN HUB LTD

ACN: 644 813 623

ABN: 86 644 813 623

Registration Date: 02/10/2020

Next Review Date: 02/10/2023

Status: Registered

Type: Australian Public Company, Limited By Guarantee

Locality of Registered Office: MALVERN EAST VIC 3145

Regulator: Australian Securities & Investments Commission

The current management team consists of:

- Ian Anderson - General Manager
- Russell Shields - Warehouse Coordinator

This presentation is for all MSH Tenants and their staff. Its purpose is to assist all Tenants and their staff in working safely at the MSH facility.

Site Operations

This site is active 24 hours a day 7 days a week to support the industry. It has an onsite manager (Warehouse Coordinator) and is staffed during standard business hours.

Melbourne Screen Hub - Office

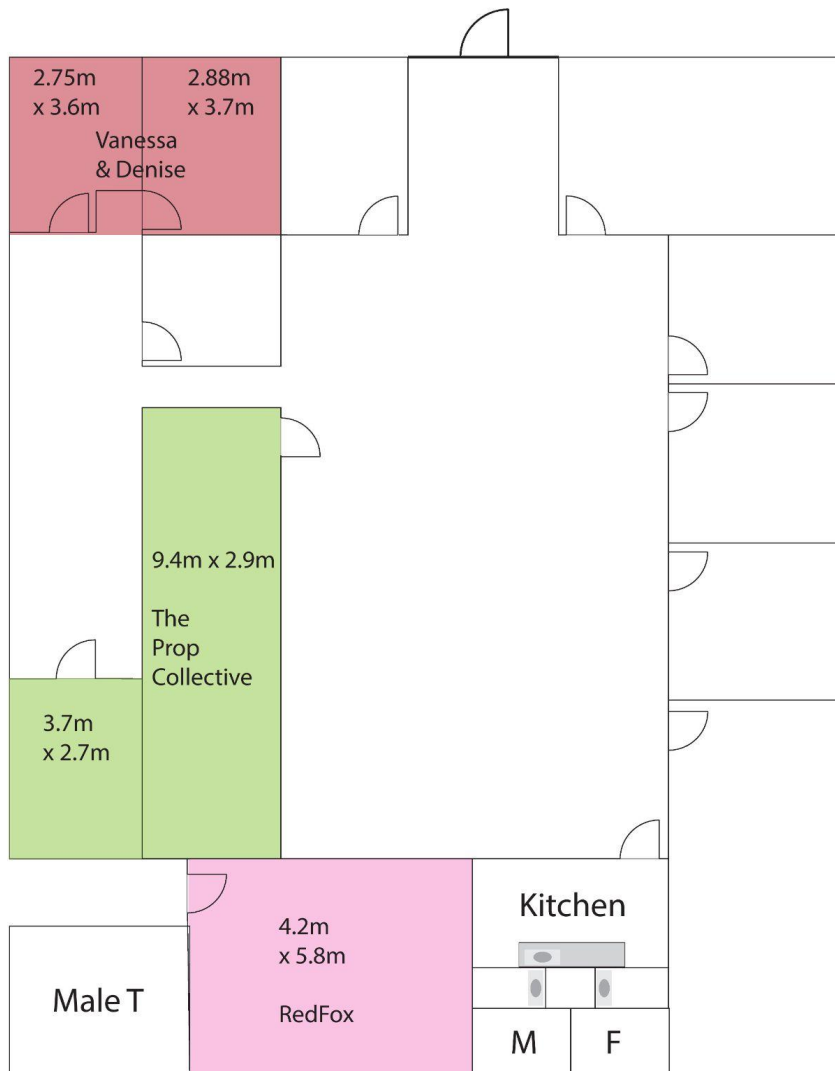
34 Cawley Road, Yarraville Victoria 3013, Australia

Telephone: 0417 099 274

Hours Open (staffed) 0800 am - 0430 pm (Monday to Friday) and excluding public Holidays



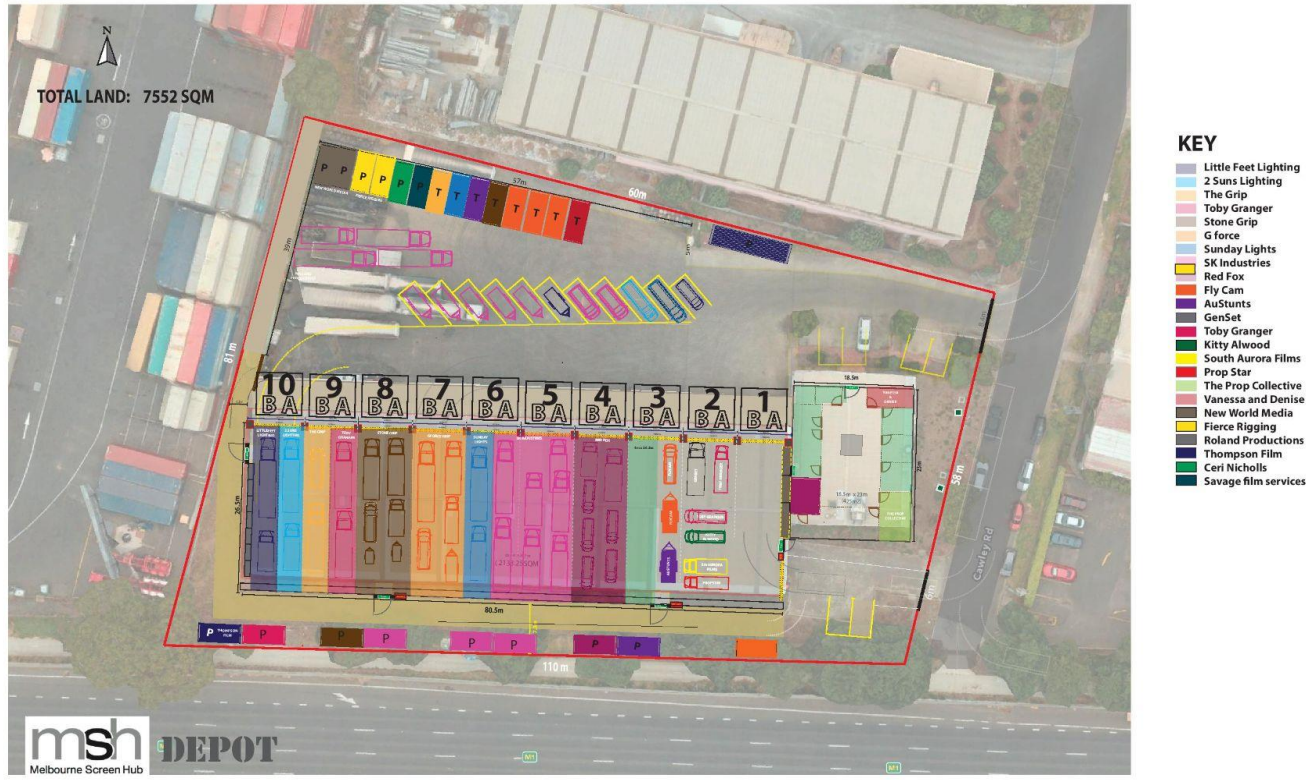
INTERIOR OFFICE SPACE



SCALE 1:50

Tenancy Layout

MELBOURNE SCREEN HUB PROJECT 34 CAWLEY ROAD, YARRAVILLE LOCATION



MELBOURNE SCREEN HUB - MSH Depot - 34 Cawley Road Yarraville		
drw size:	scale in mm:	date:
A2	1:800	27/01/21

Security

The venue has a full boundary electric fence and automated security gate for entry. The whole site is protected via 14 onsite security cameras and a comprehensive externally monitored security system.

Access to the site is via a private phone app that enables both front gate access and internal warehouse and security system deactivation. Each tenant and nominated staff members have their own security code for the system.

All permanent vehicles and other mobile assets (trailers/toilets etc) are registered with MSH.

All casual parking customers are provided with a registered parking permit for the duration of their stay.

Security Gate - the main roller gate can be dangerous so it is advised to stand clear when it is moving.

Electric Fence - it is important to keep a safe distance from the electric fence that borders the property.

Supervision

Each Tenant has responsibility to manage and supervise their staff in the facility. Tenancy managers are required to provide their staff with training and guidance in all tasks performed at the MSH Facility. Staff should be provided with appropriate tools and branding (eg. Identification).

[Safety supervision: Creating an environment for effective supervision - WorkSafe](#)

Safety Management

The owner/managers of the building and facilities (Colliers) had audited the site when they took over the facility in 2021. They have provided a Base statement on the site's safety and done work to improve the site. Works include:

- Emergency door functions and drainage around the perimeter of the facility
- Pedestrian line marking across front entry
- Installed pedestrian exit gate at front entry

Asbestos assessment has been deemed as clear.

MSH have developed a Safety Management System (ASNZS ISO 45001:2018) in line with State legislative (OHS Act 2004 and OHS Regulations 2017) and authorities (WorkSafe Victoria) requirements and have a commitment to general safety and providing a safe working environment

Everyone contributes to safety on the site and **MUST** work in consideration of the type of venue that this is. There is a communal approach to this space and many different entities will contribute to the working environment at different times of the day (or night). So this is a dynamic environment and this must be considered at all times.

MSH has a register of Dangerous Goods which they maintain for emergency purposes. If a Tenant has new DGs, they must notify MSH immediately in order to update the register.

In general, it is important to not block any emergency pathways to or from Emergency Doors or to block any pathways for pedestrians for transit through the site. The facility is essentially a storage space and hence there are large heavy items everywhere. It is important to also consider your neighbours at all times as parallel activities will occur with more than one tenant on site at the same time. If you have any concerns, contact MSH Team, **DON'T WALK PAST THINGS THAT YOU FEEL AREN'T RIGHT**

Risk Assessments

ISO AS NZS 31000:2018 is the current recognised standard for building and applying risk management procedures.

Risk Assessments and safe operating procedures are required for all activities

Hot Works – Grinding/Cutting requires that a notification be given to the MSH Team and will require a Targeted Risk Assessment and SWMS be presented for approval.

Storage of Dangerous Goods - Information and location of goods that are classified as dangerous MUST be supplied to the Warehouse Coordinator for addition to the Warehouse DG/SDS register.

Rigging work also requires a SWMS and notification. Work at Height and competency licences will need to be presented

[How to conduct a risk assessment - WorkSafe](#)

[Safe work method statements \(SWMS\) - WorkSafe](#)

[You need high standards when working with heights - WorkSafe](#)

Hazards

On site there are many activities with associated risks. It is important to understand these risks around the tasks that tenants, and their staff undertake. A list below highlights key hazards identified at the facility. Other items are likely to arise depending on the amount of people, types of work and the time of day. These must be considered when developing Safe Operating Procedures (SOP) or Safe Work Method Statements (SWMS)

Infectious Disease

The current pandemic requires that basic infectious disease protocols be in place.

Each Business is required to have its own COVID Safe Plan which manages vaccination status

[COVIDSafe Plan | Coronavirus Victoria](#)

[COVIDSafe workplaces | Coronavirus Victoria](#)

[Worker vaccination requirements | Coronavirus Victoria](#)

Manual Handling

This item is one of the most common sources of injury in workplaces and requires that

[Hazardous manual handling - WorkSafe](#)

[Loading and unloading pallets - WorkSafe](#)

Mobile Plant

The use of mobile plant is managed in the facility in accordance with WorkSafe Victoria Plant requirements and operators MUST have Licence and current certificate of competence. All log books and pre checklists MUST be completed.

[Plant: Safety basics - WorkSafe](#)

[Compliance code: Plant - WorkSafe](#)

Neighbours within the Precinct

Always check on what other tenants are planning when you are on site and planning activities

Pedestrians

Internal pathways for pedestrians are defined by yellow lines. Right of Way always is given to pedestrians

Traffic and Vehicles

Vehicle movement around the precinct is common and the speed of movement contributes to the severity of an incident.

Speed Limits - At all times vehicles will move at walking pace

Dedicated walkways are outlined by Yellow Paint

Spotters - it is a requirement for a spotter to guide movements (in particular reversing) and the spotter MUST be wearing His Vis (at night this must also be with reflective tape)

Loading Dock - The area outside the Doors is essentially a Loading Dock and requires specialised management to be in place

[Transport, logistics and warehousing - WorkSafe](#)

Work at Height

Ladders, platforms, EWP, on the top of truck or trailers on mezzanines

[Use of portable ladders in Construction \(worksafe.vic.gov.au\)](#)

[Elevating Work Platforms industry standard - WorkSafe](#)

Accidents or Injuries

First Aid

During the normal working hours, the Warehouse Coordinator will have basic first response training and each Tenant will have appropriately trained staff on site. After hours the response for first aid will be managed by the supervisor of the tenant. If a medical emergency unfolds, the 000 call will be enacted by the supervisor of the Tenant with an alert going to the MSH TEam representative as soon as reasonably practicable.

Reporting

All incidents need to be logged with the MSH Team as soon as reasonably practicable.

Dangerous Goods

Listed DG Register is responsibility of Tenants and Venue Ops Team

[Dangerous goods | WorkSafe Victoria](#)

[Code of practice: The storage and handling of dangerous goods | WorkSafe Victoria](#)

Electricity

It is essential on all work sites for electrical equipment to be Test and Tag compliant (AS/NZ 3760:2010). Test and Tag is required on all 240V appliances. We accept that this is a storage facility and if an item is not compliant it should have an "Out of Service" Tag. This can only be removed once the test and tag compliance are reinstated.

[Electrical safety - WorkSafe](#)

Emergency Procedures

The guide for Emergency Preparedness is outlined in this standard(AS 3745:2018)

000 Fire, Police Ambulance

If an emergency service is required, call 000 and state the location as

Melbourne Screen Hub

34 Cawley Road, Yarraville, Victoria 3013

Once the emergency is reported the MSH Team MUST be contacted via **0417 099 274**

Wardens

During normal working hours, the Warehouse Coordinator will assume the lead role and coordinate with Emergency Services on site.

After hours the person on site alerting the situation will be the warden on site (until a MSH staff member can be activated)

Evacuation Routes

From within the Building, all emergency Exits are signed and self illuminating signs activate should power loss occur. Assembly Areas are included in the Emergency Plan

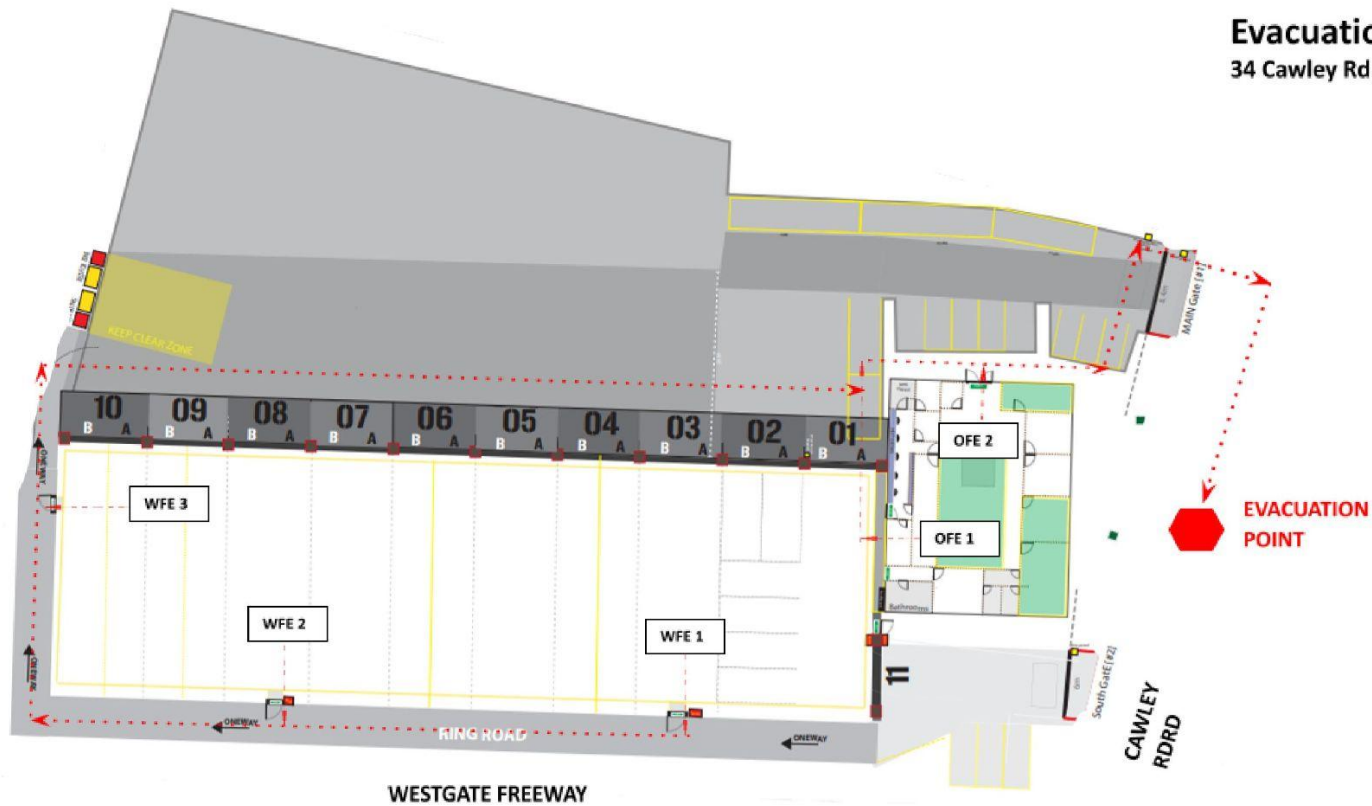
Assembly Areas

The assembly area is located out the front of the building through the front gate and on Cawley Rd.

First Aid in Emergency

Each Tenancy is expected to have basic first aid training persons in there team and the Warehouse Coordinator has First Aid training for first response

Evacuation Plan
34 Cawley Rd. Yarraville



- OFE 1 – Office Fire Exit 1
- OFE 2 – Office Fire Exit 2
- WFE 1 – Warehouse Fire Exit 1
- WFE 1 – Warehouse Fire Exit 2
- WFE 1 – Warehouse Fire Exit 3

Equipment (Other)

Noise - Activities that produce Noise MUST be managed in line with

[Noise: Safety basics - WorkSafe](#)

Evacuations

There are no warning devices in the building, so any evacuation will be managed:

1. In normal hours by the Warehouse Coordinator
2. Out of normal hours by supervisor of the tenant

Stop work, make safe (power down) and move to a safe location

Shelter in place or move to assembly area

Parking

Parking arrangements within the MSH are to be discussed and requested via the Warehouse Coordinator

Personal Protective Equipment and Clothing (PPE&C)

Hi Vis is required when vehicle movements are happening

[Personal protective equipment \(PPE\) | Safe Work Australia](#)

Restricted Areas

1. High Voltage
2. Electrical Switch Rooms

All access to these areas MUST be confirmed by the Warehouse Coordinator