

Hype Dance Mount Gambier Work health and safety (WHS) policy

KPK Evolution Pty Ltd

This policy shows our commitment to:

- our workers' health and safety
- removing or reducing risks to the health and safety of all workers, contractors and visitors to this workplace and anyone else who may be affected by our operations
- ensuring all work activities are done safely
- a collaborative approach to identify and solve health and safety issues with our workers
- continuously improving work health and safety by addressing hazards and reviewing outcomes
- applies to everyone at (your business name).

As the Employer (Person Conducting a Business or Undertaking), we must:

- ensure our responsibilities under the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)* are met
- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways for workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- ensure this policy and all safe work procedures are kept up-to-date.

Our workers must:

- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- follow reasonable instructions given by the PCBU to protect their health and safety
- identify and report any workplace incidents or hazards to their supervisor
- not wilfully interfere with or misuse items or facilities provided.

Our visitors and contractors must:

- not put themselves or any other person at the workplace at risk
- comply with our safety policy and procedures.

Policy authorised by

Name

Signature

Date signed

Review date

Work health & safety for the dance industry

This information has been adapted from *Safety Guidelines for the Entertainment Industry* published by Australian Entertainment Industry Association (AEIA) and Media Entertainment and Arts Alliance (MEAA). It is simplified and generalised, and is not intended as personal advice.

Employers and managers must:

- have policies and procedures that aim to protect the health and safety of all persons visiting or using the workplace
- ensure policies and procedures are documented and available to all employees and volunteers using the workplace
- undertake risk assessments to identify hazards and implement control measures

Roles and responsibilities

The work health and safety (WHS) of participants or students in class, rehearsal and performance is a shared responsibility involving teachers/leaders, visitors, business owners, venues and contractors. Anyone teaching dance must make sure that, as much as possible, their activities and equipment are not likely to result in damage, either physical or psychological, to themselves, to others or to their working environment.

Teachers must:

- work in a healthy and safe manner, and encourage others to do the same
- ensure they do not endanger any other person through any act or omission at work
- follow WHS policies and procedures of each particular workplace
- cooperate, consult on and promote WHS and welfare in the studio, classroom or performance space
- report and work to rectify (where possible) any hazards in the studio, classroom or performance space
- report any injuries or incidents to the senior teacher/business owner/venue operator as soon as possible after the incident
- ensure that all equipment is used correctly including first aid supplies
- ensure that they are not in a state that may endanger their own safety or the safety of any other person in the dance environment
- cooperate with any investigating authorities

An employer may contract certain WHS tasks but it remains their responsibility to:

- be aware of the legal obligations of WHS at all times.
- ensure that all teachers and volunteers are aware of hazards that may affect them, the students and other staff, and what risk control measures are in place for their protection.
- ensure that all employees are involved in developing a safe and healthy working environment through appropriate, mutually-agreed consultation processes, such as an WHS committee or WHS representatives.
- ensure that suitably qualified and competent employees are able to take care of the lesson, rehearsal or event, that they are aware of their responsibilities and willing to comply with all relevant legislation.

- ensure an emergency and evacuation plan is in place and clear to all.

Reporting accidents, injuries or incidents

If you, a participant or a student has an accident, gets injured or sick during a lesson, rehearsal or performance, no matter how slight, you should:

- report the incident to the senior teacher, business owner or venue manager and, if appropriate, to a parent of the student.
- record all details of the incident. An injuries register should be available to all teachers and employees.
- not disturb the scene of the accident unless you judge that it may jeopardise the safety of other people in the area.
- For incidents involving members of the public, an 'incident form' should be filled out by the senior teacher/business owner/venue manager.
- If you witness an accident, inform senior teacher/business owner/venue manager.
- If there is any dispute or problem, report the incident to the WHS committee or representative. If unresolved, or in the absence of a WHS committee or representative, refer to the relevant statutory authority such as WorkCover organisation for your state; for employers— MEAA; for employees—Live Performance Australia.

Safety induction

All employees and volunteers should be given an induction at each studio/space/classroom in which they will perform duties.

Inductions should include:

- location of safe access and exit points
- location of facilities and amenities
- location of WHS equipment including personal protective equipment
- identification of first aid and emergency equipment
- information about evacuation procedures
- recognition and use of fire extinguishers
- information about any crucial workplace-specific procedures
- location of Emergency Contacts and Procedures instructions

A business owner, senior teacher or venue manager must provide a list of emergency contact numbers and an outline of emergency procedures.

When telephoning for assistance during an emergency, state:

- that it is an emergency
- your name and exact location
- as much detail as possible about the accident or situation.

And make sure that the information has been received correctly and will be acted upon immediately.

Risk assessment

Employers and teachers undertake a risk assessment, considering every aspect of a dance lesson, rehearsal or performance, and every person involved. It is good practice to document any risks identified and the agreed measures for eliminating or decreasing any risk.

If an identified risk or hazard cannot be eliminated or removed:

- substitute a less hazardous activity/object/substance
- minimise the hazard through re-design
- rearrange the activity/training to reduce exposure/risk
- use personal protective equipment/clothing (e.g. knee pads, ankle strap).

A teacher or choreographer should know which exercises or movements are safe to teach and which are potentially harmful, particularly if a student is suffering from an injury, a health issue or is at particularly vulnerable stage of physical or psychological development. It is good practice for teachers to ask their students if there are any injuries they should be aware of before a class commences.

Teachers need to be aware of a range of potential risk factors:

- Has there been adequate warming up time?
- Has the participant or student had sufficient training to undertake a particular movement?
- Is this exercise or movement potentially harmful?
- How many times has the participant or student executed the movement?
- Have there been adequate rest/drink breaks?
- Is the environment safe/suitable?

If you are working in a potentially dangerous place (e.g. outside or in an unfamiliar environment) and you are concerned, you should ask if a risk assessment has been undertaken. If the company or organisation refuses to do one, or to voluntarily disclose the results, you should contact your WHS committee or representative, or the relevant statutory authority.

Work time

Legislation governs the maximum amount of time that employees are required to work, although it is subject to exceptions.

There are minimum requirements for working hours and rest breaks, which can be especially relevant if you are rehearsing or touring:

- a maximum working week of 38 hours per week (from 01/01/2010)—you may be asked to waive your right—if you refuse you can't be sacked.
- a minimum of forty-eight hours' rest every fortnight
- a minimum twenty-minute rest break every six hours
- a minimum of eleven consecutive hours' rest every day
- a minimum of four weeks paid holiday for all employees once they have completed thirteen weeks of service.

As well as employing risk-management procedures, teachers of dance must:

- include appropriate warm-up and warm-down activities
- adapt the exercises or activities to match students' age, strength, flexibility and coordination
- ensure that the floor is 'area elastic' and does not present unnecessary risks
- check that the space is clean and clear of obstacles (especially electrical ones)
- ensure adequate ventilation and temperatures that are within the recommendations.

In dance classes or rehearsals, the potential for injury tends to increase:

- during sessions in which students experiment with movement that requires a high degree of control, strength or coordination (e.g. lifts, jumps).
- when students are tired, stressed or ill.
- if the floor or floor surface is substandard.
- if a student is wearing jewellery.
- if a student is chewing gum or food.
- if the space is insufficient for the number of students.
- when students have been over-worked.
- when wearing loose clothing, incorrect shoes or using unsuitable props.

Checklist

- know the safety aspects of your studio/classroom/workplace
- observe all warning signs and instructions
- observe restrictions on smoking, alcohol and other drugs
- ensure you have read and understood the safety induction information you have been given
- only use equipment you are authorised and competent to use
- wear and use appropriate clothing, footwear and safety equipment
- take appropriate measures in emergencies
- ensure first aid is provided promptly
- report all incidents, injuries and other emergencies
- be aware of any disability, injury or any other factors that may affect the capacity of students or yourself, and implement appropriate modifications
- strictly observe policies regarding children and your role in the absence of parents i.e. Duty of Care
- understand that wilful damage to equipment and disobeying health and safety regulations could result in grounds for dismissal
- understand that communication is important—between students, parents, colleagues, senior staff

Good management and risk planning will reduce incidents in the dance studio and workplace.

Complete incident and hazard report form on below.

Incident and Hazard Report – Physical and Psychosocial

Date of incident: ____ / ____ / ____ Time: ____ : ____ (am/pm)

Name of person reporting incident/hazard: _____

Date reported: ____ / ____ / ____

Witnesses _____

INJURED PARTY

Name of person injured (if applicable) _____

Activity in which the person was engaged at time of accident, near-miss or injury

Nature of injury – includes physical and psychosocial

Part of body injured (N/A if psychosocial)

TYPE OF INCIDENT OR HAZARD

- Physical injury
- First aid
- Medical treatment
- Psychological injury
- Near-miss
- Notifiable incident
- Hazard
- Property damage

Hazard: a situation or thing that has the potential to harm a person, the environment or property

Incident: an unplanned event resulting in, or having the potential for injury, ill health, damage or other loss.

Injury: any physical or psychological damage caused by exposure to a hazard

Near-miss: an incident that could have resulted in personal injury and / or damage to property

Notifiable incident: an employer must notify SafeWork SA of fatalities, serious injuries/illnesses (where the person is admitted to hospital) or dangerous incidents that occur at work as a result of conducting the business

SIGN-OFF

_____/_____/_____
Name of person reporting Signature Date

_____/_____/_____
Supervisor's name Signature Date

_____/_____/_____
Manager's name Signature Date