




TCDA Pty Ltd  
ACN 617 607 253  
ABN 93 656 571 166

# Safe Workplace Policy

Version 1  
12 November 2023

TCDA Director	Paul Singh
Responsible Officer	Paul Singh
Signed	
Date	12 November
Revision	4

## **POLICY STATEMENT**

Ensuring the Occupation Health and Safety of everyone at TCDA is a shared responsibility between Senior Management, teachers, staff, contractors, visitors, venues, event organisers and students. We must make sure that, as much as possible, our activities and equipment are not likely to result in damage, either physical or psychological, to ourselves or others in our working and learning environment.

Under the NSW WHS Act we have a duty of care to all people at the workplace including employees and non-employees. This duty of care requires everything reasonable practicable to be done to protect the health and safety of people in our workplace.

## **THE GOAL OF THIS POLICY**

The goal of this policy is to achieve outstanding OHS performance at our studio through our commitment to a range of identified objectives.

## **OUR WHS OBJECTIVES**

- Compliance with the NSW WHS Act 2011
- Implementing, monitoring and continually improving our Workplace Health and Safety Management systems to create and maintain a culture that values health and safety
- Maintaining an active risk assessment and management program focussed on preventing workplace injury, damage and loss
- Educating our students in safe dance practice
- Effectively communicating and consulting with employees on matters relating to WHS
- Encouraging our students to be proactive in protecting themselves from and limiting the chance of dance related injuries

## **LEGISLATIVE ALIGNMENTS**

- Work Health and Safety Act (2011)
- Work Health and Safety Regulation 2011

## **ALIGNMENT WITH OTHER DOCUMENTS**

This document is aligned with OH&S recommendations as outlined in the Ausdance factsheet #18 Occupational Health and Safety for the dance industry and Safety Guidelines for the Entertainment Industry published by the Australian Entertainment Industry Association (AEIA) and Media Entertainment and Arts Alliance (MEAA). (Appendix 1)

This document should also read in conjunction with TCDA's other Policy and procedure documents, including our Child Safety Policy, Diversity and Inclusion Policy, Privacy Policy, Emergency and Evacuation Policy, Workplace Harassment Policy, Complaint Handling Policy, Internal Grievance Policy, Injury Management Procedure, Drug and Alcohol Policy and IT Policy, as well as our Risk Management Plan.

## **TEACHERS RESPONSIBILITIES**

Teachers at TCDA are to:

- Work in a healthy and safe manner and encourage others to do the same
- Ensure that they do not endanger any other person through any act or emission at work
- Follow our OH&S policies
- Cooperate, consult on and promote oh&s and welfare matters in the studio, classroom or performance space
- Report any injuries or incidents to the senior teacher / principal / studio manager / venue operator as soon as possible after the incident
- Ensure that the correct use is made of all equipment including first aid supplies
- Ensure that they are not, by the act of consumption of alcohol or any other drug, 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

## **EMPLOYER RESPONSIBILITIES**

TCDA may contract out certain WHS tasks but it remains our responsibility to:

- be aware of the legal obligations in respect of WHS at all times
- ensure that all teachers and volunteers are aware of all hazards that may impact upon themselves, the students and other staff, and what risk control measures are in place for their protection
- ensure that all individuals are involved in developing a safe and healthy working environment through appropriate mutually agreed consultation processes, such as an OHS committee or OHS representatives
- ensure that suitably qualified and competent personnel are able to take care of all aspects of the lesson, rehearsal or event and 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.

## **WORKPLACE SAFETY MANAGER**

Paul Singh is the Workplace Safety Manager at TCDA. The Workplace Safety Manager is responsible for maintaining the Risk Assessment Strategy in consultation with internal stakeholders at TCDA and overseeing any corrective actions.

## **INDUCTION**

TCDA employees are provided with an induction package that includes terms and conditions of employment and an employment agreement as well as a safety induction that should be read in conjunction with this document.

New employees are to be advised of:

- location of safe access and exit points
- location of facilities and amenities
- location of OHS equipment including PPE
- identification of first aid and emergency equipment
- information about evacuation procedures
- recognition and use of fire extinguishers
- location of Emergency Contacts and Procedures instructions

## **REPORTING ACCIDENTS, INJURIES OR INCIDENTS**

If there is an identified injury, illness or incident that occurs at either the studio or an at off-site event.

The teacher should:

- Report the incident to the Senior Teacher, Studio Manager or event organiser, and if appropriate to the parent of the student
- Record all details of the incident on a TCDA reporting form that is located adjacent to the first aid cabinet in the kitchen. The Senior teacher will have copies with them at off-site events
- The completed injury reporting form is handed to the Principal or Studio Manager or if absent, placed through the red slot in the kitchen
- The injury reporting form is recorded in the register by the Safety Manager
- If you witness an accident, inform the senior teacher, Studio Manager or event organiser
- Where Workers Compensation may be payable, the employer must notify the insurer within 48 hours

## **RISK ASSESSMENT**

The TCDA Risk Assessment Strategy is reviewed annually and is stored in the TCDA studio office as a hard copy.

### **PERSONAL INJURY PREVENTION**

- TCDA students are to be advised on the importance of warming up and warming down in order to reduce the risk of injury.
- TCDA teachers are to incorporate warm up and warm down exercises into their lessons.
- Students should be taught choreography that is appropriate to their grade and incorporate strengthening exercises to prepare dancers for more advanced choreography.
- Students should be informed about human anatomy and physiology and about common injuries for dancers.
- Lessons should be structured to strengthen the whole body without excessive repetition or overuse of single muscles or body parts.
- Dancers must ensure that they are dressed appropriately for safe dance to avoid injury to themselves or others.
- Teachers are to advise students against any stretching or movement that may be potentially harmful.
- The current TCDA Injury Management Procedure must be applied in the case of dance related injuries.
- As part of their recovery and rehabilitation dancers should involve their teachers in discussions regarding the professional diagnosis of their injury.
- Parents or students are to disclose any existing medical conditions or allergies that may impair their safety whilst under our care.
- Students are to advise their teachers and / or the Principal of any new injury or professional diagnosis that will require modification to their lesson.
- Students should be graded and placed in classes according to their skill level.
- Students and their parents / caregivers are advised that acro and aerial classes have an elevated risk of injury and that acro and aerial classes are conducted with appropriate safety equipment and trained staff adhering to accredited syllabus.

### **SAFE TEACHING**

TCDA teachers will only be left to teach classes on their own when they have completed their First Aid and CPR certificate. TCDA teachers will have spent time as teaching assistants working under the guidance of qualified teachers before being elevated to lead teacher status. Our teachers will have undertaken ATOD syllabus classes and have an clearly demonstrated ability to conduct safe dance lessons.

TCDA teachers classes will be monitored at regular intervals by the Principal to ensure quality standards and the Principal will provide regular feedback and advice to all teachers.

TCDA teachers will act in accordance with the terms and conditions outlines in the teacher induction package.

### **ENSURING A SAFE DANCE ENVIRONMENT**

TCDA classes are limited in size to reduce overcrowding and provide adequate space for safe dance. Larger classes are to be scheduled in the main hall and smaller classes and privates should be scheduled for the alternate spaces.

Teachers are to be aware of hazards within the dance area and take steps to limit these, including,

- Students bags to be stowed in the waiting room or on the stage away from the dance floor,
- Props to be stored safely and together away from the dance space,
- Visitors encouraged to use the waiting room and not remain in the class area,
- Heating or cooling is adequate,
- Fixtures such as barres are in good working order,
- Any breakages or damages are reported to the Principal or Studio Manager for replacement or repair.

### **COVID-19 AND OTHER INFECTIOUS DISEASES**

TCDA will continue to monitor public health alerts and implement requirements and recommendations to limit the spread of COVID-19 and other infectious diseases.

Most recommendations made by federal and state health bodies during the COVID-19 pandemic were already in place at TCDA, such as logging visitors, ensuring maximum persons per square metre, hand sanitising and washing, regular cleaning of equipment, etc, making this activity and site a low risk for the spread of infectious diseases.



# Work health & safety for the dance industry factsheet #18

*by in Safe Dance® fact sheets*

## In This Article

- 1. Roles and responsibilities
- 2. Reporting accidents, injuries or incidents
- 3. Safety induction
- 4. Risk assessment
- 5. Work time
- 6. Checklist
- 7. More information
- 8. Acknowledgements

In every state and territory of Australia there is health and safety legislation that applies to all workplace practices. Whether you are a teacher, studio owner, community arts worker or artistic director, it is important to know about your responsibilities and legal obligations.

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.

All employers, managers or organisations 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

# 1. 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.

## **2. 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.

## **3. 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

The 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.

## 4. Risk assessment

Employers and teachers should do 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.

## 5. 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 <sup>1</sup> 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.

## 6. 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.

## 7. More information

- Safe Work Australia
- Workplace Health and Safety Queensland
- Workplace Standards Tasmania
- SafeWork SA
- WorkSafe ACT
- WorkCover NSW
- WorkSafe Victoria
- WorkSafe WA
- WorkSafe NT
- Standards Australia

## 8. Acknowledgements

- *Safety Guidelines for the Entertainment Industry* by AEIA and MEAA
- WorkCover NSW
- *Your Body Your Risk* Pub. Dance UK, 2001