

Tamworth City Dance Academy (TCDA)



Workplace Health & Safety Policy

effective date 18 January 2021

1. 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.

2. 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.

3. 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

4. Legislative Alignments

Work Health and Safety Act (2011)

Work Health and Safety Regulation 2011

5. 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).

6. 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

7. 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

8. 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.

9. 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

10. 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

11. Risk Assessment

The TCDA Risk Assessment Strategy is reviewed annually in December and finalised / adopted in January. The Risk Assessment Strategy is reviewed in consultation with TCDA management and staff at our annual December meeting.

12. 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.

13. 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 a 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.

14. 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.

15. COVID-19

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

TCDA's COVID Safe Plan is a living document and will continue to be modified so as to ensure best practice and safety for our staff, volunteers, students and their families. Further details can be found in our most current COVID safe plan which can be found at our Tamworth and Quirindi Studios.

16. Review

This policy will be reviewed annually.

Next review date : 30 January 2022

Approved by Paul Singh

A handwritten signature in black ink, appearing to be 'Paul Singh', is written over a faint, light blue circular stamp or watermark.