



Safe Workplace Policy

Version 2

Date: March 15, 2025

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

TCDA Director: Paul Singh
Responsible WHS Officer: Paul Singh
Signed:

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

Date: March 15, 2025

Revision: 0

1. POLICY STATEMENT

Ensuring the Occupational 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 Work Health and Safety Act 2011 (NSW)^[1] and Work Health and Safety Regulation 2017 (NSW)^[2], we have a duty of care to all people at the workplace including employees and non-employees. This duty of care requires everything reasonably 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 WHS performance at our studio through our commitment to a range of identified objectives.

3. OUR WHS OBJECTIVES

- Compliance with the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017
- 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 focused 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 (NSW)[¹]
- Work Health and Safety Regulation 2017 (NSW)[²]
- Workers Compensation Act 1987 (NSW)[³]
- Workers Compensation Regulation 2016 (NSW)[⁴]
- SafeWork NSW Codes of Practice[⁵]
- Australian Standards relevant to workplace safety

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).

This document should also be 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.

6. GOVERNANCE AND RESPONSIBILITIES

6.1 WORKPLACE SAFETY OFFICER

Paul Singh, TCDA Director, is the designated Workplace Safety Officer at TCDA. The Workplace Safety Officer is responsible for:

- Maintaining the Risk Assessment Strategy in consultation with internal stakeholders at TCDA
- Overseeing any corrective actions
- Ensuring compliance with WHS legislation
- Investigating workplace incidents
- Monitoring workplace safety
- Reporting notifiable incidents to SafeWork NSW
- Ensuring staff receive appropriate WHS training
- Reviewing and updating WHS policies and procedures
- Maintaining WHS records

6.2 STAFF CONSULTATION

While TCDA does not require a formal Health and Safety Committee due to its size (fewer than 5 full-time staff), consultation with staff on WHS matters will occur through:

- Regular staff meetings where WHS is a standing agenda item
- Direct consultation with staff when identifying hazards and assessing risks
- Involvement of staff in developing and reviewing safety procedures
- Consultation when proposing changes that may affect health and safety
- Feedback mechanisms for reporting hazards and suggesting safety improvements

This approach ensures compliance with the consultation requirements under sections 47-49 of the WHS Act 2011 (NSW)[⁶].

6.3 STAFF RESPONSIBILITIES

Teachers and staff 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 omission at work
- Follow our WHS policies and procedures
- Cooperate, consult on and promote WHS 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 and before the end of shift
- 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

- Identify and report hazards in the workplace
- Take reasonable care for their own health and safety and that of others
- Comply with reasonable instructions from the Workplace Safety Officer

6.4 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
- 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
- Provide a safe work environment and safe systems of work
- Provide and maintain safe plant, structures, and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction, and supervision
- Monitor the health and safety of workers and workplace conditions
- Consult with workers on WHS matters
- Notify SafeWork NSW of notifiable incidents

7. STAFF TRAINING AND DEVELOPMENT

7.1 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 WHS 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

7.2 TRAINING REQUIREMENTS

- All staff must maintain current qualifications relevant to their role as defined in the Fitness Industry Award
- Staff must provide proof of currency annually
- First Aid and CPR certification is required for all teachers who lead classes without supervision
- TCDA facilitates First Aid training every three years and CPR refresher courses annually through Tamworth First Aid at our premises
- Staff teaching specialized disciplines (e.g., acro, aerial) must hold appropriate certification in those areas
- Assistant teachers and junior teachers may only teach under supervision of a qualified teacher when they have not yet reached the required level of proficiency or certification
- TCDA supports professional development by funding additional training courses subject to application and review

7.3 SPECIALIZED TRAINING

- Staff working with aerial equipment require aerial certification
- Staff teaching acrobatics require acrobatic certification
- Staff must be trained in equipment safety for any specialized equipment they use
- Staff must be trained in proper manual handling techniques relevant to dance instruction

8. HAZARD IDENTIFICATION AND RISK MANAGEMENT

8.1 RISK ASSESSMENT FRAMEWORK

TCDA's risk management approach aligns with ISO 31000:2018 Risk Management Guidelines^[7]. All risk assessments will follow a consistent methodology:

1. **Identify hazards** – Find what could cause harm
2. **Assess risks** – Understand the nature of the harm that could be caused, likelihood and consequence
3. **Control risks** – Implement the most effective control measures reasonably practicable
4. **Review controls** – Ensure control measures remain effective

Risk assessments will be conducted:

- Annually for routine activities
- Before introducing new equipment or procedures
- When planning performances or events
- After an incident or near miss
- When new hazards are identified

8.2 DOCUMENTATION

All risk assessments will be documented using standardized templates and stored in the TCDA studio office. These records will be maintained for a minimum of seven years.

9. PHYSICAL SAFETY MANAGEMENT

9.1 DANCE FLOORS AND FACILITIES

- Dance floors will be inspected daily for hazards
- Floors will be cleaned according to manufacturer specifications
- Sprung floors will be maintained to provide appropriate shock absorption
- Temperature and ventilation will be monitored to ensure appropriate conditions
- Change rooms and amenities will be maintained in a clean and safe condition
- All areas will be kept free from trip hazards and obstructions

9.2 EQUIPMENT SAFETY

- All equipment will be inspected before use
- Damaged equipment will be removed from service
- Maintenance records will be kept for all equipment
- Aerial equipment will be inspected by a qualified rigger annually
- Props and portable equipment will be stored safely when not in use
- Electrical equipment will be tested and tagged according to AS/NZS 3760^[8]

10. PSYCHOLOGICAL HEALTH AND SAFETY

10.1 PSYCHOSOCIAL HAZARDS

TCDA recognizes that psychological health is as important as physical health. We will identify, assess, and control psychosocial hazards including:

- Work-related stress
- Bullying, harassment, and discrimination
- Performance pressure
- Fatigue
- Unreasonable workloads
- Poor workplace relationships
- Lack of role clarity
- Poor environmental conditions
- Remote or isolated work
- Violent or traumatic events

10.2 CONTROL MEASURES

TCDA will implement appropriate control measures to address psychosocial hazards, including:

- Clear policies and procedures on bullying, harassment, and discrimination
- Regular check-ins with staff
- Appropriate workload management
- Clear communication of expectations
- Training in conflict resolution
- Supportive leadership practices
- Flexible work arrangements where possible
- Referral to support services when needed

This approach aligns with the SafeWork NSW Code of Practice: Managing Psychosocial Hazards at Work^[9].

11. REPORTING PROCEDURES

11.1 INCIDENT AND INJURY REPORTING

If there is an identified injury, illness or incident that occurs at either the studio or an 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 slot in the reception desk
- 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

11.2 NOTIFIABLE INCIDENTS

TCDA will report notifiable incidents to SafeWork NSW immediately after becoming aware they have occurred, as required by sections 35-39 of the WHS Act^[10]. Notifiable incidents include:

- Death of a person
- Serious injury or illness requiring immediate treatment as an in-patient in a hospital
- Dangerous incidents that expose a person to serious risk
- Other incidents specified in the WHS regulations

Reports will be made by calling SafeWork NSW on 13 10 50 and following up with written notification within 48 hours if required.

11.3 HAZARD REPORTING

Staff are encouraged to report hazards before they cause injury or illness. Hazards can be reported:

- Verbally to the Workplace Safety Officer
- Using the hazard report forms located in the studio office
- By email to the TCDA Director

All hazard reports will be assessed, and appropriate control measures implemented.

12. CONTRACTOR MANAGEMENT

12.1 CONTRACTOR REQUIREMENTS

All contractors engaged by TCDA must:

- Provide evidence of relevant insurances, including public liability and workers compensation
- Demonstrate compliance with WHS legislation
- Have appropriate licenses and qualifications for the work to be performed
- Complete a contractor safety induction before commencing work
- Follow TCDA's safety policies and procedures while on site
- Report any incidents or hazards immediately

12.2 CONTRACTOR MANAGEMENT PROCESS

TCDA will manage contractors through the following process:

1. **Pre-qualification** – Assess contractors' safety systems and performance
2. **Induction** – Ensure contractors understand TCDA-specific safety requirements
3. **Monitoring** – Regular checks of contractor safety performance
4. **Review** – Evaluate contractor performance on completion of work

12.3 SHARED RESPONSIBILITIES

When TCDA shares a workplace with contractors or other businesses, we will:

- Consult, cooperate, and coordinate activities with other duty holders
- Define clear responsibilities for shared safety matters
- Share relevant information about risks and controls
- Monitor compliance with agreed arrangements

13. EMERGENCY PROCEDURES

13.1 TYPES OF EMERGENCIES

TCDA's emergency procedures cover various scenarios including:

- Fire
- Medical emergencies
- Severe weather events
- External threats
- Building evacuation
- Lockdown situations

Detailed emergency procedures are contained in TCDA's Emergency and Evacuation Policy.

13.2 EMERGENCY RESPONSE

In the event of an emergency:

- Follow the specific procedures for the type of emergency
- Call emergency services if required (000)
- Alert the Workplace Safety Officer
- Evacuate if necessary following designated routes
- Assemble at the designated meeting point
- Account for all staff and students
- Provide first aid if safe to do so
- Do not re-enter the building until authorized

13.3 EMERGENCY EQUIPMENT

TCDA maintains the following emergency equipment:

- Fire extinguishers and fire blankets
- First aid kits
- Emergency lighting
- Emergency exit signs
- Evacuation diagrams
- Emergency contact lists

All emergency equipment is inspected regularly and maintained in good working order.

14. FIRST AID

14.1 FIRST AID ARRANGEMENTS

TCDA maintains the following first aid arrangements:

- Two fully stocked first aid kits located in the office and outside the Tap / Barre studio
- Regular monthly inspections of first aid supplies with inspection logs kept in the office
- Multiple staff members with current first aid and CPR certification
- List of first aid officers displayed near first aid kits
- Injury reporting forms located adjacent to first aid kits
- Procedures for specific dance-related injuries as outlined in the Injury Management Procedure

14.2 FIRST AID RESPONSE

In the event of injury or illness:

- Notify a first aid officer immediately
- Provide appropriate first aid treatment
- Record the incident on an injury reporting form
- Notify parents/guardians if the injured person is a student
- Arrange further medical treatment if required
- Follow up to ensure appropriate recovery and return to activity

15. 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.

16. SAFE TEACHING

16.1 TEACHER QUALIFICATIONS

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.

16.2 QUALITY CONTROL

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.

16.3 COMPLIANCE

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

17. SAFE DANCE ENVIRONMENT

17.1 CLASS MANAGEMENT

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.

17.2 HAZARD CONTROL

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

18. HIGH-RISK ACTIVITIES

18.1 AERIAL ACTIVITIES

For aerial classes and activities:

- Top rigging is installed by a licensed advanced rigger
- All rigging and apparatus are inspected and accompanied by safety certificates
- TCDA holds current public liability insurance including additional coverage for aerial activities
- Aerial rigging and apparatus is inspected and the register signed at set intervals
- Only authorized persons are allowed on apparatus
- Teachers must hold appropriate aerial certification
- Safety mats are used in all classes
- Students must complete ground-based training before progressing to height
- Detailed risk assessments are conducted specifically for aerial activities
- Students and parents receive safety information specific to aerial activities

18.2 ACROBATIC ACTIVITIES

For acrobatic classes and activities:

- Internationally recognized Acrobatic Arts syllabus is applied
- Classes are delivered by certified Acrobatic Arts teachers
- High-grade safety equipment is used in accordance with specifications
- Students are placed in appropriate classes based on skill level
- Junior teachers assist with spotting
- First aid trained staff are present
- Students must notify teachers of any injuries before class
- Progressive skill development ensures appropriate preparation

18.3 PERFORMANCE SAFETY

For performances and events:

- Venue-specific risk assessments are conducted
- Stage surfaces are inspected for safety
- Adequate space is provided for all activities
- Wings and access areas are kept clear
- Lighting levels are appropriate
- Emergency procedures are established
- First aid provisions are in place
- Rehearsals include safety elements
- Special requirements for aerial or acrobatic performances are addressed

19. INFECTIOUS DISEASE CONTROL

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

Measures include:

- Logging visitors when required by public health orders
- Ensuring maximum persons per square meter comply with requirements
- Hand sanitizing and washing facilities
- Regular cleaning of equipment
- Following current public health guidance

20. COMMUNICATION AND CONSULTATION

20.1 WHS INFORMATION

WHS information will be communicated through:

- A dedicated WHS noticeboard in the office
- Regular staff meetings
- Email updates on important WHS matters
- Induction processes for new staff
- Training sessions
- Direct consultation on specific issues

20.2 ACCESS TO INFORMATION

Staff will have access to:

- All WHS policies and procedures
- Relevant Codes of Practice
- Safety Data Sheets
- Emergency procedures
- Risk assessments
- Incident statistics
- First aid information

21. RECORD KEEPING

TCDA will maintain the following WHS records:

- Incident and injury reports
- Risk assessments
- Training records
- Equipment maintenance logs
- Inspection checklists
- First aid treatment records

- Consultation records
- WHS audit reports
- Contractor safety information

All records will be kept for a minimum of seven years and stored securely in compliance with privacy requirements.

22. COMPLIANCE MONITORING AND REVIEW

22.1 MONITORING ACTIVITIES

TCDA will monitor WHS compliance through:

- Regular workplace inspections
- Review of incident data
- Feedback from staff and students
- Audits of safety systems
- Review of training effectiveness
- Contractor performance evaluations

22.2 POLICY REVIEW

This Safe Workplace Policy will be reviewed:

- Annually as a minimum, each March
- After significant incidents
- When legislation changes
- When operational changes affect safety requirements
- When new hazards are identified

The Workplace Safety Officer is responsible for coordinating the review process and ensuring updates are communicated to all staff.

23. REVISION HISTORY

Version	Date	Description of Changes
1.0	12 November 2023	Initial policy
1.4	12 November 2023	Updated revision
2.0	15 March 2025	Major update to align with current legislation and best practices

REFERENCES

[^1]: Work Health and Safety Act 2011 (NSW), available at <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010> [^2]: Work Health and Safety Regulation 2017 (NSW), available at <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404> [^3]: Workers Compensation Act 1987 (NSW), available at

<https://legislation.nsw.gov.au/view/html/inforce/current/act-1987-070> [^4]: Workers Compensation Regulation 2016 (NSW), available at
<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2016-0559> [^5]: SafeWork NSW Codes of Practice, available at <https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice> [^6]: Work Health and Safety Act 2011 (NSW), ss 47-49, relating to consultation with workers [^7]: ISO 31000:2018 Risk Management Guidelines, published by the International Organization for Standardization [^8]: AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment [^9]: SafeWork NSW Code of Practice: Managing Psychosocial Hazards at Work (2021), available at <https://www.safework.nsw.gov.au/resource-library/mental-health/mental-health-code-of-practice> [^10]: Work Health and Safety Act 2011 (NSW), ss 35-39, relating to incident notification