



**RADIANCE ACADEMY  
TOOWOOMBA**  
**Where dancers shine!**

High Street Shopping Centre  
Phone Sally on 0437 012 653  
radianceacademytoowoomba.com  
office@radianceacademytoowoomba.com

PO Box 8149  
Toowoomba South Qld 4350

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**Staff Policy and Procedures Document 8**

**Dance Industry Workplace Health and Safety**

**DO's**

- We abide by the Queensland health and safety legislation that applies to all workplace practices and it is important for teachers to know their responsibilities and legal obligations.
- We do have policies and procedures that aim to protect the health and safety of all persons visiting or using the studio
- We do ensure policies and procedures are documented and available to all employees and volunteers using the workplace
- We do undertake risk assessments to identify hazards and implement control measures
- We do work in a healthy and safe manner, and encourage others to do the same
- We do ensure they do not endanger any other person through any act or omission at work
- We do follow WHS policies and procedures of this particular workplace
- We do cooperate, consult on and promote WHS and welfare in the studio, classroom or performance space
- We do report and work to rectify (where possible) any hazards in the studio, classroom or performance space
- We do report any injuries or incidents to the senior teacher/business owner/venue operator as soon as possible after the incident
- We do ensure that all equipment is used correctly including first aid supplies
- We do 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
- We do cooperate with any investigating authorities

- We are aware of the legal obligations of WHS at all times.
- We do 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.
- We do 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.
- We do 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.
- We do ensure an emergency and evacuation plan is in place and clear to all.
- We do report all accidents, incidents or injuries to the senior teacher, studio owner or venue manager and, if appropriate, to a parent of the student.
- We do record all details of the incident. An injuries register is available to all teachers and employees.
- We do not disturb the scene of the accident unless you judge that it may jeopardise the safety of other people in the area.
- We do ensure senior teacher/ studio owner fills out incident report form for incidents involving members of the public
- We do inform senior teacher/studio if we witness any accident
- We do report the incident to the WHS committee or representative if there is any dispute or problem, . 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](#).
- We do give all employees and volunteers a safety induction at each classroom in which they will perform duties including location of safe access and exit points, location of facilities and amenities, location of WHS equipment, information about evacuation procedures, recognition and use of fire extinguishers, location of Emergency Contacts and Procedures instructions.
- We do ensure teachers 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.
- We do ask if students have any injuries they should be aware of before a class commences
- We do ensure there has been adequate warming up time
- We do ensure students have had sufficient training to undertake a particular movement
- We do ensure that an exercise or movement is not potentially harmful
- We do remain aware how many times the student has executed the movement.
- We do ensure there have been adequate rest/drink breaks

- We do include appropriate warm-up and warm-down activities
- We do adapt the exercises or activities to match students' age, strength, flexibility and coordination
- We do ensure that the floor is 'area elastic' and does not present unnecessary risks
- We do check that the space is clean and clear of obstacles (especially electrical ones)
- We do ensure adequate ventilation and temperatures that are within the recommendations.
- We do ensure students are not overworked
- We do ensure students do not wear loose clothing, incorrect shoes or use unsuitable props
- We do know the safety aspects of our studio
- We do observe all warning signs and instructions
- We do observe restrictions on smoking, alcohol and other drugs
- We do ensure you have read and understood the safety induction information you have been given
- We do only use equipment you are authorised and competent to use
- We do wear and use appropriate clothing, footwear and safety equipment
- We do take appropriate measures in emergencies
- We do ensure first aid is provided promptly
- We do report all incidents, injuries and other emergencies
- We are aware of any disability, injury or any other factors that may affect the capacity of students or yourself, and implement appropriate modifications
- We do strictly observe policies regarding children and your role in the absence of parents i.e. Duty of Care
- We do understand that wilful damage to equipment and disobeying health and safety regulations could result in grounds for dismissal
- We do understand that communication is important—between students, parents, colleagues, all staff

### **Do Not**

- We do not permit chewing gum or consumption of food in studios
- We do not go outside our scope of practice

### **Further reading**

## 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](#)