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QLD

HEALTH & SAFETY MANUAL

Provided by Ausdance QLD

For use by

the Operating Business

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Version Number	Effective Date	Revised by

Contents

Activity Statement

_____ **as the Operating Business provides the following activities and services:**

Health & Safety Policy

_____ (the **Operating Business**) believes that health & safety is integral to everything that we do. By ensuring a safety-first philosophy and using best practice methodologies we strive to protect the health and wellbeing of our personnel, participants, and guests. Safety to us means the effective control and prevention of harm to persons both physiological and psychological.

To achieve this goal, the Operating Business commits to:
- Fostering a positive Health & Safety Culture through promotion and communication of safe practices
- Ensuring Health & Safety is a fundamental consideration in the planning, implementation and ongoing practice of all activities and services.
- Identification and control of hazards that could present risk to health and safety
- Providing sufficient resources to the Operating Business for the control of identified hazards.
- Education of personnel and participants on their responsibilities within the Safety Management System
- Effective consultation practices when dealing with matters of health and safety
- Monitoring the performance of the Safety Management System through the maintenance of a Risk Register
- Keeping personnel, participants and guests informed of matters relating to health and safety
- Continuously improving the safety management system through regular review of policies and procedures
- Maintaining up to date emergency plans
- Cooperation with external agencies such as regulatory or peak bodies

We expect that personnel and participants have a responsibility for their own health & safety and to be considerate of the health & safety of others.

Our expectations to this effect are that personnel and participants must:
- Be responsible for their actions regarding their own health & safety and the health & safety of others
- Be fit and healthy when participating in the activities of the organisation
- Inform the organisation immediately of any underlying health and safety conditions that they may be experiencing, including symptoms relating to a known pandemic such as COVID-19
- Follow the policies, procedures and reasonable directions of the Operating Business
- Identify and report hazards as soon as practical
- Challenge unsafe behaviour in others

This Health & Safety policy applies to all management, personnel and participants supporting the activities of the Operating Business.

Signed by

Safe Dance Business, endorsed by

Authorised Representative Name

Authorised Representative for Ausdance QLD

Role/Position in Business

Date

Date

1. Purpose of the Health & Safety Manual

The purpose of this Health & Safety Manual is to provide the framework for managing health and safety hazards and risks during the day to day operation of the operating business. The systems detailed within the document endeavour to reduce the possibility of accident, injury or illness through the identification, elimination or control of the risks within the operating business's activities.

1.1 Important Terms

Safety Management System - **The operating business's Safety Management System encompasses all the procedures, training and monitoring conducted to ensure the health & safety of personnel, participants and the general public.**

Health & Safety Manual - **Documents the Safety Management System and those responsible for ensuring procedures are current and adequate for the size and activities of the operating business.**

Health & Safety Committee - **The Health & Safety Committee provides oversight over the Safety Management System. The Health & Safety Committee is made up of key members of the operating business who understand how the activities conducted may impact the health & safety of personnel, participants and the general public.**

Hazard: A hazard is a situation or thing that has the potential to harm a person. For example, the COVID-19 pandemic has presented a hazard to the health and safety of individuals.

Risk: A risk is the possibility that harm (i.e. death, an injury or an illness) might occur when exposed to a hazard. For example, a personnel member is teaching dance in a space where there are cables crossing the floor. In this situation, the presence of the cables is the hazard. The associated risk is the likelihood that the employee or participants might trip and fall because of the presence of the cables.

The Operating Business: is defined as the Person Conducting Business or Undertaking (PCBU) under Workplace Health and Safety legislation.

Personnel: management, direct employees, contracted employees or volunteers for the operating business.

2. Organisational Structure

2.1 Policy

All personnel and representatives of the operating business are aware of the duties to which they are responsible and play an active role in the positive health & safety culture of the operating business. This section outlines the persons involved in the ongoing safe practice detailed within this document and details the duties for which they are accountable for.

2.2 Organisational Chart

Include Organisational Chart; or
Complete table of personnel, roles and their key responsibilities within operating business.
(include additional pages as required)

NAME	ROLE	KEY RESPONSIBILITIES

3. Health & Safety Committee

3.1 Policy

For operating businesses with more than four employees or for businesses that engage with more than 20 participants per week, the operating business will maintain a Health & Safety Committee to ensure ongoing oversight of the Safety Management System. The Health & Safety Committee is made up of key members of the operating business who understand how the activities conducted may impact personnel, participants and the general public. Meeting minutes should be recorded detailing the items discussed for historical record of the items discussed.

3.2 Responsible role/s

The following role/s will manage and coordinate the Health & Safety Committee or be required to sit on the Health & Safety Committee:

NAME	POSITION/ ROLE IN THE BUSINESS / RELATIONSHIP TO THE BUSINESS

Provide details on how Health & Safety Committee meetings will be conducted and at what frequency.

4. Facilities

4.1 Policy

The operating business commits to ensuring all facilities used have been assessed for risks to health and safety. The facilities detailed within this section have been considered in the development of the Health & Safety Manual.

New or temporary facilities are to be inducted by the completion of a health and safety assessment conducted prior to use.

4.2 Responsible role/s

The following role/s will manage facility inductions and the ongoing safety monitoring of facilities used:

ROLE	RESPONSIBILITY

4.3 Process

Provide details on how facilities will be inducted
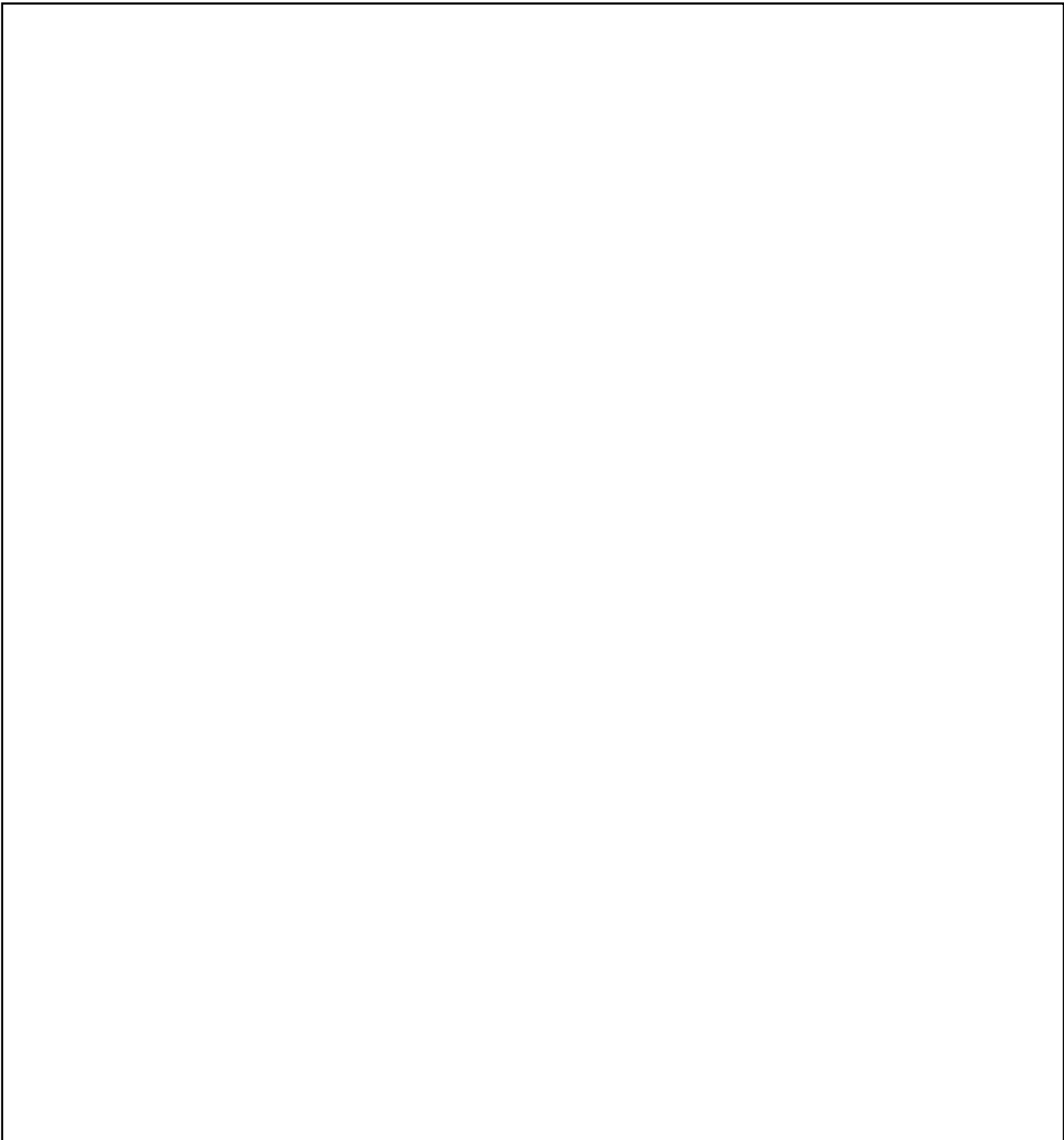
Provide details regarding health & safe practices where working from home (if required)

Provide additional detail if required on health & safety considerations for temporary facility requirements, working outdoors including who is responsible for monitoring and maintaining health & safety standards.

4.4 Facility Plan #1 [Primary Place of Business]

Facility Address	Size	Details / safety considerations	Max People	Responsible person

Insert – Floor plan of facilities where operating business activities take place or attach plan to document

Insert additional facility plans as required.

5. Training and Health & Safety Communication

5.1 Policy

The operating business will ensure that all personnel and activity participants are educated regarding their responsibilities as detailed in the Safety Manual.

5.2 Responsible role/s

The following role/s will manage induction, training and communication of health & safety issues and procedures.

Role	Responsibility

5.3 Procedure

5.3.1 Induction

All personnel and participants will be provided with an induction on entry to the business. The training may be delivered via instructional guide or verbally by the responsible person as detailed above. Induction training is to include:

- **Safe practice procedures**
- **Behavioural requirements**
- **Facility induction (including emergency equipment and evacuation plan)**
- **Hazard and Incident reporting**
- **Emergency contacts**
- **Health & Fitness requirements for attendance**

Records of induction training completion must be kept on file for a period of 2 years, including after the close of the business.

5.3.2 Induction Training Records Management

Outline how the operating business will collect and maintain induction/training records:

5.3.3   Health & Safety Communication

Personnel, participants and impacted individuals must be informed as soon as practicable if there is a risk to their safety or the safety of the community that are specific to the activities of the operating business. This information could be, but not limited to, direction from health authority or changes in safety practices.

Outline how the operating business will communicate changes to safety or health & safety procedures

6. Health & Safety Hazards and Risk Control

6.1 Policy

The operating business will ensure that hazards and risks are assessed, eliminated or controlled to provide a safe environment for all personnel, participants and guests during activities conducted.

The Operating Business agrees to follow the Safework Australia principles of risk management. By consistently conducting a review of facilities, people and practices the operating business will follow the Four-Step methodology to identify, assess, control and review risks to health and safety.

Source - Safework Australia Model Code of Practice: 'How to manage health and safety risks'

6.1.1   Identify Hazards

Some hazards may be more obvious than others because they are common and present in many situations. Others may be more difficult to identify. It is important to work closely with personnel and/or participants to look at activities conducted by the operating business to help identify potential hazards.

The operating business believes that all personnel, participants and guests should be actively engaged in the identification of hazards to Health and Safety. *Refer 6.3.2 Safety Reporting.*

6.1.2   Assess Risk

Assessing a risk can help determine:
- the severity of a risk, based upon consequence versus likelihood
- if any existing control measures are available
- whether the existing control measures are effective
- if any additional actions need be taken to control the risk
- how urgently those actions should be completed.

In many situations, hazards and their associated risks are well known and have well established and accepted control measures. In these situations, formally assessing the risk and documenting on the risk register may not be required as there may be a similar risk and control that is already documented.

Safety reports are to be assessed for risk and considered during the maintenance of the Risk Register.

6.1.3   Controlling Risk

This is the most important step in managing risks – eliminating the identified hazard so far as is reasonably practicable, or if that is not possible, minimising risks as far as reasonably practicable. The ways of controlling risks can be ranked from the highest level of protection and reliability to the lowest. This is called the hierarchy of control.

The operating business will ensure control measures are to be put in place for all identified risks using the hierarchy of controls detailed below.

Risk Example:
A personnel member is teaching dance in a space where there are cables crossing the floor. In this situation, the presence of the cables is the hazard. The associated risk is the likelihood that personnel, participants or guests might trip and fall because of the presence of the cables.
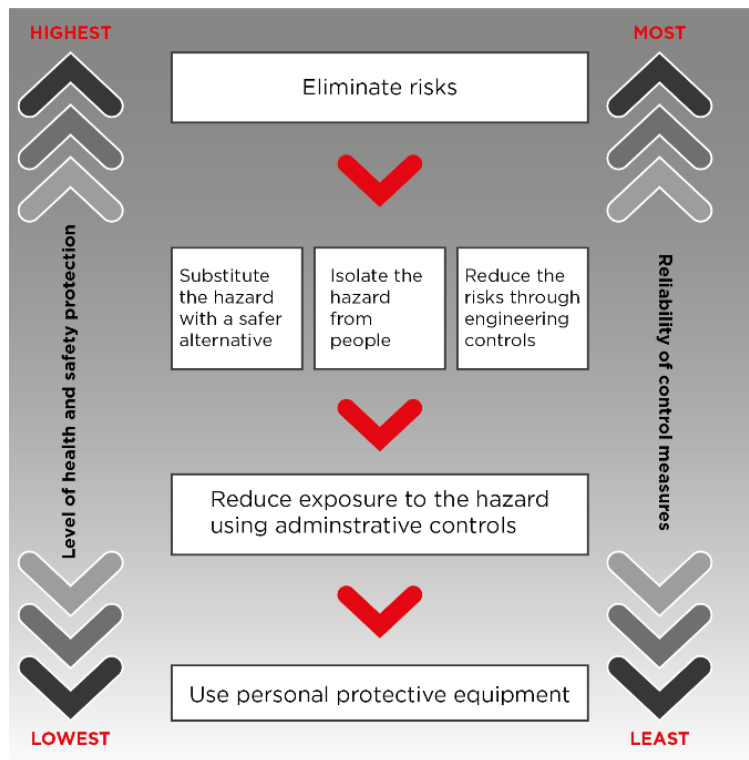
Source - Safework Australia Model Code of Practice:
'How to manage health and safety risks'

Reliability of control	Control measure	Example
Best Control	**Elimination – remove the hazard completely**	**remove the cables**
Good Control	**Substitution – replace the hazard with an alternate with less risk**	**replace the power source closer to the unit**
Good Control	**Isolate – prevent access to the hazard**	**place a barrier between the cables and the activity**
Weak Control	**Engineering Controls – create a means of reducing the hazard**	**apply tape or cover over the cables securing them in place**
Weak Control	****Administrative Controls – Training, communication, personal protective equipment**	**advising the participants to be wary of the cables**

**Note: Administrative controls and personal protective equipment should only be used when there is no other practical control measure available (as a last resort), as an interim measure until a more effective way of controlling the risk can be used or to supplement a higher level control measure.

6.2 Responsible role/s

The following role/s is responsible for risk management and maintaining a risk register for the business:

ROLE	RESPONSIBILITY

6.3 Procedure

6.3.1   Risk Register

The risk register is used to track, control, and review identified risks to health and safety. The risk register should be developed by the operating business in consultation with the Safety Committee and participants where required. The Responsible Person/s identified above will maintain currency of the risk register and monitor the effectiveness of control measures.

A Risk Register should be used to document risks to health & safety and include:
- **the hazards identified**
- **the risks associated with the hazards**
- **risk level, based on consequence versus likelihood the risks may occur**
- **control measures used to reduce the risk**
- **if any additional actions need be taken to control the risk**
- **responsible person/s for control actions**
- **how urgently those actions should be completed.**

Provide an overview of how the business's Risk Register will be developed and maintained.

6.3.2 Health & Safety and Incident Reporting

Records on incidents, near misses and the results of inspections can also help identify hazards. If someone has been injured, had the potential to be harmed or become ill during an activity, then a hazard may exist that could harm someone else. Safety Reports need to be raised and reviewed to identify any hazards involved and to control the corresponding risks.

Outline the process for reporting health & safety concerns and incidents.

6.3.3 Workplace Health and Safety Checks

Controlling health and safety risks is an ongoing process that needs to consider any changes which occur at the operating business. This is why procedures and risk controls must be reviewed regularly to ensure they are still effective. Reviewing the risk register, safety reports, business practices, and workplace health and safety checks will be conducted as a function of the Health & Safety Committee to maintain safe practices.

Provide an overview of how and what frequency workplace health and safety checks will be conducted.

7. Contagious Pathogen / Communicable Disease Procedure

Contagious Pathogens / Communicable Diseases (e.g. COVID-19, influenza etc.) pose a significant risk to individual health and safety. The operating business will ensure that health authority information will be monitored and enacted as applicable. Where the operating business is made aware of exposure or potential exposure, it will follow any health authority specified instructions.

7.1 Responsible role/s

The following role/s is responsible for managing and reporting any safety issues or incidents that occur on the business premises or as part of any of the business activities.

ROLE	RESPONSIBILITY	TRAINING

** Note: The Australian Department of Health is providing free online COVID-19 infection control training. This training covers the fundamentals of infection prevention and control for COVID-19 and includes a Certificate of Acknowledgment on completion. Click here for more information.

7.2 Procedure

In accordance with the industry approved Principles and Framework for Starting Dance Activity and COVID Safe Plans, the operating business will ensure that it complies with the following procedures as they relate specifically to contagious pathogens.

7.2.1   Identify

All hazards and risks that may result in safety issues or exposure to contagious pathogens including COVID-19 must be recorded in the Risk Register. The most appropriate control measures, training and communication must be maintained to ensure the highest possible level of health and safety protection.

Where risks to health & safety are identified, including exposure or perceived exposure to a contagious pathogen, an incident report must be completed. The report must include:
- Exact date and time
- Contact details of individuals who may be showing symptoms
- Contact details of any individual who may have been exposed
- Details surrounding the identification of health and safety risks
- Measures taken to reduce additional exposure or risk to health and safety

7.2.2   Isolate

If an individual is identified as a potential safety risk, the operating business will have procedures in place to isolate the individual/s from others to prevent or minimise additional exposure. This may include:
- Sending them home to isolate;
- Keeping distance between them and others; or
- Using physical barriers or Personal Protective Equipment.

7.2.3   Emergency Response

Where there is any significant risk to the individual/s, personnel, participants or the general public:

- **the Emergency Services will be contacted immediately; and**
- **the facility and equipment will be sterilised prior to re-use.**

7.2.4   Report

Where there is any risk to the individual/s, personnel, participants or the general public, the operating business will report the activity and individual to the local authority as required and willingly corporate with authorities in contact tracing procedures. This may include:

- **Providing records personnel or participant contact details**
- **Provide details of the business's safety management system and responsible individuals**
- **Provide any incident reports.**

7.3 Social Distancing

The social distancing methodology introduced during the COVID-19 pandemic strives to minimise the transmission of contagious pathogens by reducing contact between individuals. The operating business has developed facility use plans and activity guidelines to ensure compliance with the national authority guidance and safety regulations.

Please attach the appropriate COVID Safe Plan and/or completed checklist to this document.

8. Indemnity and Compliance

This Health & Safety Manual framework has been approved by the appropriate Health & Safety authorities for use and distribution by Ausdance QLD. Operating Businesses may submit this Health & Safety Manual template and any associated plans to Ausdance QLD for review. As the industry body, Ausdance QLD can:

- provide guidance around the use of the Health & Safety Manual and associated health and safety standards in alignment with Safework Australia and state Health Authorities
- promote and endorse businesses that have an Ausdance QLD approved Safety Management System in place
- report unsafe business practices to the appropriate health and workplace authorities

This Health & Safety Manual is a guide for Operating Businesses to develop their own health & safety policies and procedures specific to their business activities, facilities and services. Ausdance QLD is not responsible for:

- forcing Operating Businesses to comply with Ausdance QLD policies and procedures around health & safety practices
- developing or promoting health and safety practices that are not approved by the appropriate authorities
- any incidents, injuries or unsafe practices resulting from the misuse of this document

If an Operating Business wishes to be endorsed as a Safe Dance Business by Ausdance QLD, they agree to:

- use this manual for their health & safety management system
- provide true and accurate information to Ausdance QLD in their Safety Manual and associated documents
- monitor their own workplace to ensure their safety management system remains current
- agree to and cooperate with random inspections of their workplace or business premises.

8.1 Inspections

Inspections are conducted to verify that the Safety Management System submitted to Ausdance QLD by the (endorsed) Operating Business is in place and the information provided is accurate. Inspections are not used to review business performance or the quality of training practices or dance activities.

8.2 Reporting non-compliance

Operating Businesses who choose to use this manual will agree to provide personnel and participants with a means to report health & safety related concerns. The Operating Business will ensure that all personnel and participants are encouraged to submit direct or anonymous feedback or report issues to health authorities or an independent third party. Ausdance QLD agrees to act as an independent third party and will provide an anonymous feedback service. Personnel, participants and representatives of the Operating Business can also contact Ausdance QLD directly with any health and safety concerns. Ausdance QLD agrees to keep the complaint confidential and will investigate issues as an impartial third party or escalate issues to the appropriate authorities.

8.2 Investigation

Where Ausdance QLD chooses to follow up on an investigation of a non-compliance report, the Operating Business commits to working in good faith with Ausdance QLD throughout the process by being open, transparent and cooperative.

9. Forms

10. Sources & Local Authorities

The following sources have been used to assist in the development of this Safety Management System template:

- **Workplace Health and Safety Act 2011**
- **Safework Australia model code of practice (May 2018) 'How to manage health and safety risks'**
- **Safework Australia COVID-19 Information for workplaces 'www.safeworkaustralia.gov.au/collection/covid-19-resource-kit'**
- **Workplace health and safety QLD code of practice (2011) 'How to manage work health and safety risks'**
- **Worksafe VIC How safe is your workplace toolkit and guidance materials 'http://howsafeisyourworkplace.com.au'**
- **NT Worksafe Safety management – small business toolkit (Sept 2018)**

Local Authorities

Safework Australia
www.safeworkaustralia.gov.au

Workplace Health and Safety Queensland
www.worksafe.qld.gov.au

Worksafe Victoria
www.worksafe.vic.gov.au

NT Worksafe
www.worksafe.nt.gov.au

Worksafe ACT
www.accesscanberra.act.gov.au

Safework SA
www.safework.sa.gov.au

Worksafe Tasmainia
www.worksafe.tas.gov.au

Government of Western Australia Department of Mines, Industry Regulation and Safety
www.commerce.wa.gov.au/worksafe