

## Occupational Health and Safety Policy

### Purpose

The Ringwood Ballet Group (RBG) is committed to providing a physically and psychologically safe workplace. The purpose of the Occupational Health and Safety (OHS) policy is to outline the way in which RBG aims to remove or reduce OHS-related risks.

### Scope

This Policy applies to RBG employees, our school members (Committee of Management, parents and students), contractors, volunteers, people seconded from other organisations, people receiving on-the-job training, and visitors.

### Objectives

The objectives of this policy are to ensure that:

- All hazards and risks to physical and psychological health and safety in the RBG studios are identified, assessed on a regular basis (at least yearly) and, where they cannot be eliminated, are effectively controlled;
- Health and safety procedures are developed, implemented, monitored and evaluated on a yearly basis;
- Employees, members, volunteers and any other relevant persons associated with RBG participate in, and contribute to decisions made on OHS matters that may affect their health and safety at the RBG premises;
- All employees, volunteers, and contractors receive the information, and on-the-job instruction or supervision from qualified RBG members, they need to safely carry out their responsibilities.

As a non-profit organization, RBG is run by a volunteer committee of parents who work in close collaboration with the teaching staff to ensure these objectives are met. The teaching staff are hired, and paid by the Committee of Management.

This policy and related procedures comply with WorkSafe Victoria legislation and regulations governing OHS and risk management, and follows the Safety Guidelines for the Entertainment Industry (dance and ballet schools) published by Australian Entertainment Industry Association and Media Entertainment and Arts Alliance. Being located on Maroondah City Council premises, our school's operations are also guided by the Council's visiting and OHS policies and procedures.

## Communication of Policy

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New employees and members will be provided with a copy of the policy and related procedures as part of their induction and (re)enrolment documentation. A copy of the current policy is available on the [RBG website](#). RBG uses [Operoo](#) as the primary system to disseminate OHS information to its members including updates of its policies, and to record relevant medical and health information (i.e. allergies, injuries, disabilities, etc).

## Roles and Responsibilities

### Responsibility of the Employer

As Employer, the Committee of Management is responsible for:

- providing a healthy and safe workplace for the RBG employees, as well as its members and the wider community;
- ensuring that the safety of all studios and performance sites is maintained at all times;
- consulting with employees on all matters that may affect their personal safety;
- developing safe working procedures relevant to each hazardous activity in compliance with legislative requirements and involving RBG employees in the maintenance of a safe working environment and a risk register;
- ensuring appropriate emergency procedures are in place and that all employees understand the procedures;
- ensuring that employees and all relevant personnel (i.e. contractors, volunteers) have the necessary training, and/or are provided OHS related induction, instruction and supervision to effectively and safely undertake their tasks;
- providing appropriate protective equipment to comply with legislative and Maroondah City Council requirements;
- collaborate with the Council representatives in ensuring the maintenance of essential service (ie. fire equipment, exits) and in test and tagging of equipment
- ensuring appropriate procedures exist for the reporting and review of all safety incidents, that hazards and risks are regularly assessed and that effective controls are in place.

The Committee of Management is also responsible to ensure adequate resources are provided to meet RBG's health and safety objectives, and implement strategies to address any related issues or concerns.

### ***OHS induction, instruction and supervision***

The Committee of Management must ensure that all employees and relevant personnel (i.e. contractors, volunteers) are given an induction and/or relevant safety instruction and provided supervision prior to commencing work, covering the following aspects:

- location of safe access and exit points;

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- location of facilities and amenities;
- location of OHS equipment including personal protective equipment (PPE);
- identification of first aid, and emergency equipment;
- information about evacuation procedures;
- recognition and use of fire extinguishers;
- location of Emergency Contacts and an outline of emergency procedures.

### **Responsibility of Employees**

All employees are expected to adhere to this Policy and related procedures and programs, and to ensure their own health and safety, as well as the health and safety of others in the workplace. In particular, employees have a responsibility to identify, record and report workplace incidents and hazards. Specifically, they must:

- perform their work safely, and encourage others to do the same;
- ensure they do not endanger any other person through any act or omission at work;
- cooperate, consult on and promote OHS and wellbeing in the studios and/or performance spaces, including participation in any OHS training;
- report and work to rectify (where possible) any hazards in the studios and/or performance spaces;
- report any injuries or incidents to the Committee of Management as soon as possible after the incident, including near misses;
- ensure that all equipment is used correctly in accordance with the relevant standard operating procedures and instructions;
- ensure that they are not in a state that may endanger their own safety or the safety of any other person in the studio.

### **Responsibility of Contractors and Volunteers**

Volunteers and contractors engaged to perform work on RBG premises must comply with the OHS Policy and related procedures and observe directions on health and safety from responsible officers of the organisation, including employees and Committee of Management members. While at RBG premises, volunteers and contractors must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.

### **Responsibility of Students and Parents**

Students and Parents while attending the School must assume responsibility for their own safety and for that of their peers by following general reasonable instruction and by taking corrective action to halt or prevent unsafe acts and conditions within their control.

## OHS Risk Assessment

Our school conducts regular reviews of the safety of its studios and the safety of our work practices in the provision of our services, which are guided by WorkSafe Victoria's [worksafe guidelines for small business](#). The Committee of Management in consultation with teachers must do a risk assessment, considering every aspect of a dance lesson, rehearsal or performance, and every person involved.

Common OHS hazards and risks covered by this Policy include:

- Slips, trips and falls
- Sprains, strains and bruises
- Dehydration and overheating
- Handling and moving equipment
- Burns
- Fire
- Infection and illness (*new, due to COVID-19 pandemic*)

These hazards and risks are documented in the [risk register](#) that accompanies this policy. The management and effectiveness of existing controls is assessed, and monitored by the Committee of Management, and followed up with corrective action (treatment) to eliminate or reduce them.

## Recording, Reporting, Addressing and Monitoring Incidents

If anyone is injured, threatened, or becomes ill as a result of something happening on RBG premises or elsewhere in the course of doing work for RBG, this must be recorded into the Incident Register kept in the office by completion of an **Incident report form**. This register is located into the office in a visible and accessible place, and is maintained by the Office staff. All incidents, injuries and other emergencies must be reported to the Committee of Management (COM) for prompt resolution.

Risk management is a standing agenda item on the COM's agenda. Any arising issues or issues are discussed at the Committee's monthly meetings, and the responsibility for addressing them is allocated to one of the Committee's members and/or their delegates to ensure its adequate resolution, which should be documented in the minutes of the following meeting and updated in the Risk Register.

## Related Documents

- RBG Code of Conduct
- RBG Child Safe Policy
- RBG Bullying and Harassment Policy
- RBG First Aid Policy

## Approval and review

### Approved by

Title	Name	Date
xxx	xxx	xxx
xxx	xxx	xxx

### Review Cycle

This policy is scheduled for review in June 2025.

Risk Register

Risk Register

IDENTIFICATION			ANALYSIS				TREATMENT		
Nr	Hazard (could cause harm)	Description of risk and risk factors	Current Controls	Likelihood	Consequence (harm)	Current risk rating	Additional treatments	Action by	Due Date
1	Slips, trips and falls	<p>Bodily injury due to improper processes / procedures:</p> <ul style="list-style-type: none"> <li>• Inadequate induction, information, training, or supervision</li> </ul> <p>Improper housekeeping procedures</p> <ul style="list-style-type: none"> <li>• inadequate lighting.</li> <li>• lack of routine cleaning.</li> <li>• crowded studios</li> <li>• water spillages</li> </ul> <p>Environmental factors:</p> <ul style="list-style-type: none"> <li>• uneven floor, slippery internal floor surface, steps</li> <li>• external slippery surface due to rainfall, uneven paving</li> <li>• Contamination (spill of water/ food, litter)</li> <li>• Inadequate footwear</li> </ul> <p>Bodily fluids:</p> <ul style="list-style-type: none"> <li>• Blood</li> <li>• Sweat</li> <li>• saliva</li> </ul>	<ul style="list-style-type: none"> <li>• ensure that employees and all relevant personnel (i.e. contractors, volunteers) have the necessary training, and/or are provided OHS related induction, instruction and supervision to effectively and safely undertake their tasks;</li> <li>• communicate with employees and visitors about hazards</li> <li>• Replace, repair or clean lights before levels become too low to be safe</li> <li>• Ensure proper and regular cleaning of studios</li> <li>• Avoid overcrowding of rooms</li> <li>• Control the entry and exit of people from classes</li> <li>• Ensure good housekeeping around bins</li> <li>• Clear and open access and egress at all times</li> <li>• Use adequate cleaning product for the floor and for contamination removal</li> <li>• Spot clean small spillages and pick up spilt food immediately</li> <li>• Signpost any wet areas</li> <li>• Clean floors only when members have left the area</li> <li>• Ensure members wear appropriate footwear in and around studios</li> <li>• Ensure that materials are not left in the walkways or around equipment</li> <li>• Keep cupboard doors and drawers closed when not in use</li> <li>• Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity.</li> <li>• have sufficient and suitable containment material (bandages, etc) available</li> <li>• ensure that personal items (i.e. towels) are not shared.</li> </ul>	Possible  could happen or known to happen (frequency: once a year)	Minor  injury requiring first aid, or minor property damage	Medium  requires attention - controls to be established through consultation			



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2	<b>Sprains, strains and bruises</b>	<p>Teaching related:</p> <ul style="list-style-type: none"> <li>• Inadequate explanation of technique</li> </ul> <p>Individual related factors:</p> <ul style="list-style-type: none"> <li>• Poor fitness</li> <li>• Poor posture or technique</li> <li>• Fatigue</li> <li>• Overtraining (returning to dance before an existing injury has healed)</li> <li>• Ill-fitted shoes</li> <li>• Undeclared injury</li> <li>• Unsafe/early return to work/practice</li> </ul> <p>Environmental factors:</p> <ul style="list-style-type: none"> <li>• Hazardous environment (hard floor, uneven floor)</li> <li>• Student numbers too high / overcrowded studio</li> </ul> <p>Inadequate first aid</p>	<ul style="list-style-type: none"> <li>• Warm-up at the beginning of every class to avoid overstretching or twisting of muscles/ligaments and prevent injury. Ensure exercises focus on the muscles that are going to be used in the class or dance that is to follow.</li> <li>• Provide a period of cool down within each lesson</li> <li>• incorporate stretching and strengthening exercises in lessons</li> <li>• Teachers to ask their students if there are any injuries they should be aware of before a class commences</li> <li>• Students are late and who miss the warm-up may not be permitted to participate in class.</li> <li>• Adapt the exercises or activities to match students' age, strength, flexibility and coordination, particularly for those that require a high degree of control, strength or coordination (e.g. lifts, jumps).</li> <li>• advise students on movements/ practices which are potentially dangerous</li> <li>• ensuring that teaching/rehearsal is structured to avoid excessive repetition and over-use of specific parts of the body</li> <li>• ensure that students are appropriately dressed for dance class</li> <li>• Require medical certificate to returning staff/students to ensure they are fit to dance</li> <li>• refer students to specialist shops where they can have professionally fitted shoes appropriate to the style of dance.</li> <li>• encourage students to share with the teacher results of any professional diagnosis</li> <li>• where applicable, coordinate movements/exercises with specialist advice</li> <li>• Ensure all props are properly secured to avoid tripping over them</li> <li>• Ensure students keep a safe distance to avoid falling over, or bumping into another dancer</li> <li>• Ensure tarket is properly fitted and replaced when required</li> <li>• Maintain ice packs in the freezer and use them when needed</li> </ul>	Likely  could easily happen or has occurred (frequency: once a month)	Minor  injury requiring first aid, or minor property damage	Medium  requires attention - controls to be established through consultation			



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			<ul style="list-style-type: none"> <li>treat all soft tissue injuries (such as bruises, sprains and strains) with Rest, Ice, Compression (bandage the swollen area) and Elevation (R.I.C.E.)</li> </ul>						
3	<b>Dehydration and overheating</b>	<p>Mild symptoms:</p> <ul style="list-style-type: none"> <li>Thirst, irritability, general discomfort, color of skin, lack of concentration, lack of coordination/timing</li> </ul> <p>Moderate symptoms:</p> <ul style="list-style-type: none"> <li>Headache, general weakness, dizziness, cramps, chills, head or neck heat sensations, reduced performance ability</li> </ul> <p>Severe symptoms:</p> <ul style="list-style-type: none"> <li>vomiting, nausea, rapid heartrate, rapid breathing</li> </ul>	<ul style="list-style-type: none"> <li>ensure that water is readily available, and easily accessible</li> <li>promote fluid (water, tea) consumption in particular during periods of high temperatures.</li> <li>ensure adequate ventilation and temperatures that are within the dance industry recommendations.</li> <li>Monitor weather and temperature conditions, and modify activity and provide/take more frequent breaks when required</li> <li>Staff members working with students are responsible for knowing and promptly identifying the symptoms of dehydration</li> <li>Be aware of, and address promptly the symptoms and signs linked to dehydration</li> <li>Stop any exercise and offer first aid if a member shows signs of severe dehydration (rapid heartrate, rapid breathing, nausea)</li> </ul>	<b>Likely</b> could easily happen or has occurred (frequency: once a month)	<b>Insignificant</b> no personal injury, no property damage	<b>Low</b> requires monitoring			
4	<b>Handling and moving equipment</b>	<ul style="list-style-type: none"> <li>Unsafe/inadequate storage above head height or too deep, that require bending or stretching to reach in.</li> <li>Unsecure top heavy racking</li> <li>ladders with damaged or broken rungs.</li> <li>standing on, or using boxes instead of ladders to reach items on shelves.</li> <li>Moving heavy objects (20+ kg)</li> <li>Carrying heavy materials without the use of a trolley</li> </ul>	<p>Most costume items at RBG are stored in a loft, in tubs above head height or hanging from ceiling hooks/bars. Some set/prop items are also stored in this manner. A weight dropped from above shoulder height can present six times the level of impact as a weight and twice the size at waist level.</p> <ul style="list-style-type: none"> <li>Redesign shelving and/or relocate items/props between knuckle and shoulder height where possible</li> <li>Ensure all props are safely secured and are not at risk of falling off the racks</li> <li>Where possible, store large or heavy items at easily accessible heights to minimise the demands of handling, and store smaller, lightweight and infrequently handled items in the lower or higher areas of a storage system.</li> <li>Anything above a person's shoulder height will require the use of a ladder or steps, and an additional person to ensure the safety of personnel</li> <li>Anything above 10kg at shoulder height requires someone to foot the ladder while the item is passed down.</li> </ul>	<b>Possible</b> could happen or known to happen (frequency: once a year)	<b>Minor</b> injury requiring first aid, or minor property damage	<b>Medium</b> requires attention - controls to be established through consultation	<ul style="list-style-type: none"> <li>develop process to monitor contractor visits/work – currently, most maintenance is done by council trades, who are the responsibility of the council.</li> </ul>		



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			<ul style="list-style-type: none"> <li>• Moving of any heavy object 20kg or more requires 2 or more persons of appropriate physical strength and competency.</li> <li>• ensure members, particularly volunteers, are provided with, wear and use appropriate personal protective equipment (PPE) (i.e. clothing, safety boots, safety glasses) when necessary</li> <li>• Use a waist-height trolley to handle transportation of props/materials</li> <li>• maintain a list of people volunteering when running working bees, and other events so we know who is on site</li> </ul>						
5	Burns	<ul style="list-style-type: none"> <li>• Use of wall urn in the kitchen</li> <li>• use of heaters in the studios in cold weather</li> <li>• use of irons</li> <li>• spills of hot liquids</li> <li>• use of the barbeque</li> <li>• Heaters require adequate floor space and teachers should ensure students are not permitted to encroach that floor space.</li> </ul>	<ul style="list-style-type: none"> <li>• ensure members only use equipment they are authorised and competent to use</li> <li>• Only adults and senior students are permitted to use the urn, barbeque and iron with appropriate manual handling techniques, personal protective equipment (PPE) (i.e. gloves, aprons) and induction/supervision.</li> <li>• ensure that the space is clean and clear of obstacles (especially electrical ones)</li> </ul>	Unlikely  hasn't happened as yet or could occur at some point in time (frequency: once every 10 years)	Minor  injury requiring first aid, or minor property damage	Low  requires monitoring			
6	Fire	<ul style="list-style-type: none"> <li>• smoking near flammable goods.</li> <li>• Not testing electrical equipment before use (i.e during performances)</li> <li>• improper storage of liquid petroleum gas.</li> <li>• Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• There is strictly no smoking permitted in the building or on site.</li> <li>• All electrical equipment must be checked before use and PAT tested (Portable appliance testing) on a regular interval</li> <li>• Any power cables must be out of reach of students</li> <li>• Ensure temporary cabling is routed safely and protected from damage</li> <li>• All studios have clearly marked illuminated fire exits, and a meeting point has been established across the car park. Should there be a need to evacuate, anyone on the premises will be asked to leave their belongings and calmly leave the building, convening at the meeting point for registration.</li> <li>• Evacuation drills will be held at a time designated by Maroondah City Council (usually every 6 months).</li> </ul>	Rare  may only occur in exceptional circumstances (frequency: once in 100 years)	Critical / catastrophic  death, life threatening injury, or loss of property	Medium  requires attention - controls to be established through consultation			





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			<ul style="list-style-type: none"> <li>• All RBG employees are familiar with the fire safety procedures and fire extinguishers and fire blankets are accessible in the storage room near the office.</li> <li>• A site-specific emergency plan is in place and is communicated to all teaching staff through visual display, training and emergency practice.</li> </ul> <p>Basic emergency evacuation procedures must be discussed with staff, tested at least on a yearly basis and amended as/if required. The emergency procedures must include:</p> <ul style="list-style-type: none"> <li>• an effective response to an emergency</li> <li>• arrangements made for testing the emergency procedures and the frequency of testing</li> <li>• evacuation procedures</li> <li>• staff responsibilities</li> <li>• notifying emergency services organisations at the earliest opportunity</li> <li>• arrangements made for medical treatment and assistance</li> <li>• arrangements made for effective communication between the emergency response coordinator and everyone else in RBG</li> <li>• information, training and instruction to relevant members and teaching staff in relation to implementing the emergency procedures, and</li> <li>• the maintenance of fire detection and prevention equipment.</li> </ul> <p>The Committee of Management will check with the owner (Maroondah City Council) at regular intervals (every quarter) to determine whether emergency procedures have been developed and when regular evacuation drills are being conducted.</p>						
7	<b>Infection and illness</b>	<p>COVID-19 and flu symptoms:</p> <ul style="list-style-type: none"> <li>• fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting, extreme tiredness, unexplained</li> </ul>	<ul style="list-style-type: none"> <li>• Display signage and communicate to staff, students and parents any changes to public health measures and guidelines via Operoo, emails, newsletters.</li> <li>• Anyone who is feeling unwell is asked not to attend the classes until their full recovery to avoid infecting others</li> <li>• Teachers have the right to restrict student participation or request medical clearance for safety purposes if deemed necessary due to illness.</li> </ul>	<b>Almost certain</b>  Occurs often (frequency: once a week)	<b>Minor</b>  injury requiring first aid, or minor property damage	<b>Medium</b>  requires attention - controls to be established	<ul style="list-style-type: none"> <li>• Advice on COVID-19 management changes regularly. We will abide by all current government guidelines in Victoria (i.e.</li> </ul>		



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		chest pain or conjunctivitis (eye infection).	<ul style="list-style-type: none"> <li>• Ensure hand sanitisers are available throughout the venue, and encourage their use through visual display (i.e. before entering class and after toilet breaks).</li> <li>• Communicate to students not to share food</li> <li>• Clean and disinfect studios every evening</li> </ul> <p>During rehearsal and performance periods</p> <ul style="list-style-type: none"> <li>• Ask staff/students to monitor / take daily temperature checks</li> <li>• Ensure staff/students to self-monitor and test temperature and if they develop any COVID-19 and/or flu like symptoms, that they do not attend premises.</li> </ul>			through consultation	use of face masks, testing, isolation).		



## Risk Register

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### Likelihood and Consequence Matrix

#### Likelihood – description:

**Rare** – may only occur in exceptional circumstances (frequency: once in 100 years)

**Unlikely** – hasn't happened as yet or could occur at some point in time (frequency: once every 10 years)

**Possible** – could happen or known to happen (frequency: once a year)

**Likely** - could easily happen or has occurred (frequency: once a month)

**Almost certain** –occurs often (frequency: once a week)

#### Consequence / impact – description:

**Insignificant** – no personal injury, no property damage

**Minor** – injury requiring first aid, or minor property damage

**Moderate** – significant injury requiring medical treatment and some time off-work/exercise or supervision, or significant property damage

**Major** – severe injury requiring significant time off-work/exercise and hospitalisation, or severe property damage

**Critical / catastrophic** – death, life threatening injury, or loss of property

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

#### Response required

**Low** – requires monitoring

**Medium** – requires attention - controls to be established through consultation

**High** – requires urgent attention – controls need to be in place and additional treatments need to be established through consultation

**Extreme** – highest priority requiring immediate attention – treatments need to be developed and implemented immediately