

Overview

Bellchambers Music School (BMS) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its employees, volunteers, contractors, students and visitors to its premises. This document also details the process employees and other workplace participants are to take in the event of a dangerous occurrence, accident or near miss.

Scope

This Policy applies to all 'workplace participants' as detailed above.

Definitions

In this policy, 'workplace' is the BMS premises. Workplace participants include employees, contractors, volunteers, students and visitors.

Incident refers to any event which causes injury, illness, damage to plant, equipment, vehicles, property, material, the environment or public alarm.

Near Miss or **Dangerous Occurrence** refers to any event which **could have** caused injury, illness, damage to plant, equipment, vehicles, property, material, the environment or public alarm.

Policy

BMS aims to provide an environment for our workplace participants that is safe and without risks to health, as far as is reasonably practicable.

BMS promotes workplace consultation and resolution of Work Health and Safety issues.

BMS seeks to improve health and safety for all people in our workplace. We achieve this through the ongoing development of systems and procedures which, where reasonably practicable:

- Identify, assess and control workplace hazards
- Reduce the incidence and cost of injury and illness
- Work with those affected by injury or illness to return to work in an appropriate timeframe.

We consider Work Health and Safety statutory requirements (including regulations and codes of practice) to be minimum standards and so we aim to improve on these where we can.

Roles and Responsibilities

The Director takes all practical steps to protect the health and safety of its workplace participants and work-related activities by monitoring and improving systems and processes which:

- Encourage workplace participants to fully support and promote injury and illness prevention
- Assist identifying and assessing hazards
- Support consulting with others to eliminate or control identified hazards
- Undertakes health and safety inspections and documents the results
- Requires prompt workplace injury, accident or illness investigation
- Resolves workplace health and safety issues
- Consults and informs with workplace participants about changes in the workplace that may affect the health and safety of all.

Employees will:

- Commit to and work toward providing and maintaining a healthy and safe workplace
- Make themselves aware of this WHS policy
- Identify and assess risks, and seek to manage and control these risks
- Work in ways that does not endanger the health or safety of themselves or others
- Consult and participate in any health and safety program established by BMS

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- Follow reasonable health and safety instructions from authorised persons (Director, Class Leaders etc.)
- Report any incidents, accidents, injuries or hazards in the workplace using the reporting form and submit to the appropriate person
- Properly use equipment
- Report unsafe or defective equipment and isolate it (if safe) from other workers
- Make sure students and other visitors follow safety rules in the workplace, and
- Participate in BMS's induction programs and implement all required safety procedures
- In the event of an injury, work with all applicable people with the aim of returning the person back to work/class as quickly as possible. Supported, graduated return to work has been shown to have positive benefits for injured workers in terms of mental wellbeing

Contractors and visitors to BMS premises or at BMS events will:

- Assess potential risks to their own health and safety
- Comply with any relevant BMS policies and practices.

Procedure

Any accidents or incidents that result/could have resulted in an injury or illness at work must be reported within 24 hours of the occurrence using the relevant report form.

Injury and Illness

Any injuries/illnesses must be assessed by a **First Aid Officer** to determine whether medical treatment is required. The Director must be advised of all injuries or illnesses. Where medical treatment is required, the Director (or their delegate in their absence) arranges suitable transport to hospital.

If the injury/illness involves any chemicals, a relevant Safety Data Sheet and other information which may have been prepared must accompany the injured person to the hospital.

Notify Worksafe ACT and any other required authority of any incident/accidents (as appropriate and as required).

An [Incident/Injury/Hazard Report form](#) and [Incident Register](#) must be completed for any incidents, injuries and near misses involving employees, volunteers, contractors, visitors or the general public:

A copy of the completed incident report form must be forwarded to the Director for record keeping

Where the incident/injury results in a Worker's Compensation claim, the relevant Workers Compensation forms need to be completed, the insurer's notified, and the appropriate Workers Compensation medical certificate obtained.

The Director will ensure that an appropriate incident investigation is conducted and that corrective / preventative actions occur as appropriate.

Return to work

We commit to working with injured employees/contractors/students to return to the workplace as soon as possible. We will endeavour to make reasonable adjustments to the work and workplace environment to support their return which includes equipment, alternate duties and graduated return (returning on reduced hours and building up as capable)

Any return to work actions will be undertaken in consultation with the person's medical practitioner and insurance company.

In The Event of A Death

In a serious event advise Emergency Services on 000 as appropriate.

If an incident results in a death, the site must not be disturbed until an inspector arrives at the site of the incident directs otherwise.

The exception to this is where the site has to be disturbed to protect the health and safety of any person;

Work Health and Safety

aiding an injured person involved in an incident; or to take urgent action to render the scene safe/to prevent a further occurrence.

The person who assumes control in an emergency situation should notify the BMS Director as soon as possible so that all associated matters can be appropriately managed.

Review of Policy and Procedure

This procedure will be reviewed annually by the Director

The review will assess the effectiveness of the procedures by (among other things):

- reviewing overall health and safety performance, and
- monitoring the effectiveness of policies and procedures

Dissemination of Policy and Procedure

- The Workplace Health & Safety Policy and related procedures are available in the workplace and all workplace participants need to familiarise themselves with these documents.
- The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

Breaches of this Policy

Any breach of this policy may result in disciplinary action including termination of employment, or exclusion from classes.

Related Documents

- Incident & Injury report form
- Incident register

BMS reserves the right to vary, replace or terminate this policy from time to time.

Version No:	1.00	Replaces		Approval	Director
Reviewed:	Xx/xx/xxxx	Next review:	Xx/xx/xxxx	Owner	Director