

Occupational Health and Safety Policy



1. Introduction

JellyBeans Music strives to achieve high standards of health and safety in all procedures and operations for all its employees and customers. JellyBeans Music is committed to providing a safe and healthy work environment for their employees and contractors. This document provides guidelines for the health and safety policy for all JellyBeans Music work places

Employees are required to adhere to all Occupational Health and Safety policies of JellyBeans Music and of the clients at whose premises we conduct our business.

If you do not adhere to these all these policies and procedures, you could be prosecuted, terminated or fined.

A positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position, is demanded at all times.

Under occupational health and safety legislation JellyBeans Music are obliged to provide:

- A suitable safe working environment in which to conduct your lessons
- Safe equipment and materials
- Safe systems of work
- Information, instruction, and training

2. What this Policy means

The Primary responsibility for health and safety is placed on the employer to provide an appropriate work environment. JellyBeans Music aims to have zero injuries to employees. As the work performed by JellyBeans Music employees and contractors is conducted on client's facilities it is important that you adhere to the individual policies and procedures for each work site.

Employees are expected to ensure their actions at work do not result in harm. Responsibilities include following instructions from staff at each clients premises, using protective equipment when directed to or required and taking practicable steps to ensure personal safety and the safety of others.

The regulations set out minimum standards every employer must meet to ensure that they have taken all practicable steps to protect employee's ad others from harm in a workplace. The regulations cover all work activities and regulations are enforceable, meaning breaches may result in prosecution and fines.

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The clients in whose work place you will conduct your work must ensure provision for:

- Identification of any work place hazard, assessment of that risk and action to eliminate or control it
- Music instruments and other equipment is regularly checked and maintained
- Safe entrances and exits
- Safe work environment - such as ventilation to control fumes and maintaining clear passageways

3.Roles and Responsibilities

Employees have the responsibility to:

- report or rectify any unsafe conditions that come to their attention and to report any such conditions to the school or client immediately, also notifying your manager or franchisee as soon as possible
- not to wilfully or recklessly interfere with or misuse anything provided for workplace safety;
- not to wilfully place at risk with workplace health and safety of any person;
- not to wilfully injure themselves;
- work in a manner which ensures the health and safety of themselves and others;
- participate in adequate safety information, training and supervision as required by JellyBeans Music or the school or client.

JellyBeans Music has the responsibility to:

- Identifying and reduce the risks of work activities that have the potential to produce personal injury or occupational illness.
- Providing instruction, training and supervision to improve staff and managers understanding of workplace hazards, including safe work practices and emergency procedures
- Involving employees in all occupational health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards.
- Ensuring that everyone (including customers) complies with appropriate standards and workplace directions to protect their own and others health and safety at work.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

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4. Occupational Health and Safety Consultation

JellyBeans Music will consult regularly with its employees concerning occupational health and safety in the workplace using a variety of methods and channels.

Each staff member may be requested to attend a meeting at which occupational health and safety information will be disseminated and workplace occupational health and safety matters will be discussed. A record of such meetings will be kept.

Issues arising from such meetings will be referred to management for determination and action with a record being kept of the outcomes.

Notice boards (electronic) will be used to assist in the dissemination of information relating to occupational health and safety.

5. Occupational Health and Safety Program

JellyBeans Music will implement and maintain a program of activities and procedures which will be continually reviewed and effectively carried out aimed at preventing accidents and incidents.

This program relates to all aspects of occupational health and safety including:

- occupational health and safety training and education;
- review of work design and standard work methods;
- changes to work methods and practice, including those associated with technological change;
- safety rules, including penalties;
- reporting and recording of incidents, accidents, injuries and illnesses to schools and clients; and
- Provision of information to employees.

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6. First Aid and Injury Management

First aid at work can save lives and prevent minor injuries from becoming major ones. Employees should familiarise themselves with the location of the First Aid Kit and First Aid Officers at the school or premises they are teaching. Employees are to adhere to the First Aid and Injury Management policy of the school or client.

6.1. Hygiene and First Aid

If you are assisting or cleaning up after an incident, you must:

- Wash hands with soap, disinfectant and warm water if you come into contact with blood
- Wear gloves
- Dispose of all waste appropriately
- Do not share personal use items such as gloves, razors, nail scissors or towels
- Not vomit or spit into bins or sinks

6.2. Injury Management

It is important that in the case of any injury occurring, that you fill out any appropriate documentation as required by the school or client. Employees should take a photocopy of any forms requested to be completed by the school or client and provide this to your manager or franchisee. If the school or client does not require you to complete a form when there has been an injury JellyBeans Music required the employees to complete a JellyBeans Music **Employee Injury Form**.

All injuries no matter how minor should be reported to the school or client and JellyBeans Music management. You will need to inform JellyBeans Music as soon as possible after the injury has occurred. and provide the written documentation as noted above.