



Leanne Hoad  
Singing Studio

Singing Lessons

**Bring Out Your Voice!**

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## Occupational Health & Safety

Do you have a singing studio or are you interested in starting one?  
Like to know what is involved in establishing a successful Studio?

Today we look at one of the aspects of running a business,  
*Occupational Health & Safety*.

Employers have a duty to each employee to "ensure so far as is reasonably practicable that the employee is, while at work, safe from injury risks associated with hazards in the workplace"

Four Key Steps for Employers:

- Step 1 - Commitment to a Safe Workplace
- Step 2 - Recognising and removing Dangers
- Step 3 - Maintaining a Safe Workplace
- Step 4 - Safety records and Information

### How the Leanne Hoad Singing Studio approaches Occ H & S

Leanne holds a meeting annually with employees and discusses the following:

- The LHSS Occ H & S Policies and Workplace Safety document which includes statement of intent, objectives, Strategies, employee and employer roles and responsibilities, a review of the current policy
- The LHSS Workplace Health and Safety Guide outlining the physical and emotional hazards in the LHSS workplace.
- Combines the meeting with the beginning of the year staff kick-start meeting over lunch at a local restaurant

The *Occupational Health, Safety and Welfares Act, 1986* sets out the general requirements for protecting health and safety in the workplace. It is important that every organisation has a copy.

Contact *WorkCover Corporation* in your State for all information and your free Workplace Health & Safety Handbook.