

# Breakneck Records Songwriters Studio

## Work Health and Safety (WHS) Policy

**Policy Owner:** Mightyfine.net Pty Ltd

**Applies To:** Songwriters Studio Workshop, Concerts and Associated Activities

**Version:** 16.0

**Effective Date:** 1 July 2026

**Review Date:** 1 July 2027

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## 1. Purpose

Breakneck Records is committed to providing a safe, healthy and supportive environment for all participants, staff, volunteers, contractors, tutors, performers and visitors attending the Songwriters Studio program.

The purpose of this policy is to:

- minimise the risk of injury, illness and harm arising from workshop activities;
- comply with applicable Australian Work Health and Safety legislation and regulations;
- establish clear responsibilities for managing health and safety;
- promote a positive culture of safety, wellbeing and mutual responsibility;
- ensure risks are identified, assessed and controlled before and throughout the event; and
- support the physical and psychological wellbeing of all participants.

Songwriters Studio recognises that many attendees are young people and that additional duty of care is required when delivering educational and live performance activities.

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## 2. Scope

This policy applies to all persons involved in the planning, delivery and participation of Songwriters Studio, including:

- Breakneck Records Directors
- Event Coordinators
- Workshop Facilitators

- Guest Artists
- Employees
- Volunteers
- Contractors
- Technical Production Staff
- Venue Staff (where applicable)
- Workshop Participants
- Parents and Guardians (where relevant)
- Audience members attending associated performances
- Visitors to workshop venues.

The policy applies to all workshop venues, rehearsal spaces, accommodation arranged by Breakneck Records (if applicable), transport organised by Breakneck Records and public performances associated with Songwriters Studio.

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### 3. Policy Statement

Breakneck Records believes that every person has the right to participate in Songwriters Studio in an environment that is safe, inclusive and free from unnecessary risk.

Breakneck Records will:

- comply with all applicable Work Health and Safety legislation;
- provide safe venues and facilities wherever reasonably practicable;
- identify hazards before activities commence;
- implement appropriate risk controls;
- maintain emergency procedures appropriate to each venue;
- provide appropriate supervision of participants;
- ensure facilitators are suitably qualified and experienced;
- encourage all participants to report hazards, incidents and near misses;
- maintain appropriate public liability and professional insurance;
- promote respectful behaviour that supports psychological safety;
- provide safe systems for manual handling of equipment;
- ensure electrical equipment is tested and tagged where required;
- maintain safe performance environments for rehearsals and concerts;
- consider weather conditions for any outdoor activities;
- manage fatigue through appropriate scheduling and breaks;
- ensure first aid resources are available throughout the event.

Breakneck Records recognises that effective health and safety management is everyone's responsibility.

No activity will knowingly proceed where unacceptable risks remain uncontrolled.

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## 4. Implementation – Responsibilities

### Breakneck Records Directors

The Directors are responsible for:

- demonstrating leadership in WHS;
  - ensuring adequate resources are available to implement this policy;
  - approving risk management plans;
  - ensuring appropriate insurance is maintained;
  - reviewing significant incidents and corrective actions.
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### Event Coordinator

The Event Coordinator is responsible for:

- implementing this policy;
  - conducting pre-event risk assessments;
  - liaising with venue management regarding emergency procedures;
  - ensuring emergency contacts are available;
  - coordinating incident reporting;
  - ensuring participant registration information includes relevant medical information where appropriate;
  - ensuring all facilitators understand emergency procedures;
  - monitoring safety throughout the event.
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### Workshop Facilitators

Facilitators are responsible for:

- supervising participants appropriately;
- maintaining safe learning environments;
- identifying hazards during activities;
- reporting incidents immediately;

- ensuring equipment is used safely;
  - encouraging safe behaviour and respectful interactions;
  - stopping any activity that presents an immediate safety risk.
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## Volunteers

Volunteers are responsible for:

- following all WHS instructions;
  - reporting hazards immediately;
  - assisting within the limits of their training;
  - supporting emergency procedures if required.
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## Participants

Participants are expected to:

- take reasonable care of their own health and safety;
  - behave respectfully towards others;
  - follow reasonable instructions from staff;
  - use equipment safely;
  - immediately report injuries, hazards or unsafe behaviour;
  - refrain from behaviour that may place others at risk.
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## Contractors and Technical Personnel

Contractors are responsible for:

- complying with applicable WHS legislation;
  - providing safe equipment;
  - ensuring electrical equipment complies with relevant standards;
  - maintaining safe stage, lighting and sound operations;
  - immediately reporting hazards.
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## 5. Procedures

### Risk Assessment

Prior to each Songwriters Studio event, Breakneck Records will complete documented risk assessments covering:

- workshop activities;
  - live performances;
  - stage and production equipment;
  - manual handling;
  - electrical safety;
  - participant movement;
  - emergency access;
  - weather impacts;
  - transport (where applicable);
  - child safety considerations;
  - psychological wellbeing risks.
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### Venue Safety

Prior to commencement:

- emergency exits will be identified;
  - evacuation procedures reviewed;
  - first aid facilities confirmed;
  - fire safety equipment identified;
  - assembly areas communicated to staff.
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### Incident Reporting

All incidents, injuries, hazards and near misses must be reported immediately to the Event Coordinator.

Incident reports will include:

- date and time;
- persons involved;
- description of incident;
- immediate actions taken;

- recommended corrective actions.

Serious incidents will be managed in accordance with legislative notification requirements.

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## First Aid

Breakneck Records will ensure:

- appropriately stocked first aid kits are available;
  - nominated first aid personnel are identified;
  - emergency services can be contacted immediately;
  - participant emergency contact details are accessible.
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## Electrical Safety

All electrical equipment supplied by Breakneck Records will:

- be maintained in safe condition;
- be tested and tagged where required;
- be installed safely;
- not create trip hazards.

Only authorised personnel may modify electrical installations.

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## Manual Handling

Staff and volunteers will:

- use correct lifting techniques;
  - seek assistance for heavy items;
  - use trolleys where available;
  - avoid unnecessary manual handling.
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## Participant Wellbeing

Songwriters Studio promotes a positive learning environment by:

- encouraging respectful communication;
- preventing bullying, harassment and discrimination;

- supporting participant wellbeing;
  - encouraging regular hydration and meal breaks;
  - recognising signs of fatigue or distress.
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## Emergency Response

In the event of an emergency:

1. Protect people from immediate danger.
  2. Contact emergency services where required.
  3. Notify the Event Coordinator.
  4. Follow venue evacuation procedures.
  5. Account for participants.
  6. Complete an incident report.
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## 6. Related Policy Documents and References

### Internal Policies

- Child Safety and Wellbeing Policy
  - Code of Conduct
  - Emergency Management Plan
  - Risk Management Policy
  - Incident Reporting Procedure
  - Volunteer Management Policy
  - Privacy Policy
  - Participant Behaviour Policy
  - Contractor Management Policy
  - First Aid Procedure
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### External Legislation and Guidance

- Work Health and Safety Act (or relevant State/Territory WHS or OHS legislation)
- Work Health and Safety Regulations (or equivalent)
- Safe Work Australia Codes of Practice
- Safe Work Australia – *How to Manage Work Health and Safety Risks*
- Safe Work Australia – *Managing the Work Environment and Facilities*
- Safe Work Australia – *First Aid in the Workplace Code of Practice*

- Child Safe Standards (relevant State or Territory)
  - National Principles for Child Safe Organisations
  - Disability Discrimination Act 1992 (Cth)
  - Equal Opportunity legislation applicable within the relevant State or Territory
  - Australian Standards relating to electrical safety and emergency planning where applicable.
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## 7. Review

This policy will be reviewed:

- at least annually;
- following any significant incident or near miss;
- following changes to legislation;
- following changes to venues or event operations;
- following feedback from participants, staff or facilitators;
- following any recommendations arising from risk assessments or audits.

The Directors of Breakneck Records are responsible for approving policy updates.

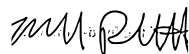
All staff, volunteers, facilitators and contractors will be advised of any amendments and provided with appropriate training or briefing prior to future Songwriters Studio events.

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### Approval

Approved by: Michael Pollitt

Position: Director, Breakneck Records

Signature: 

Date: 1 July 2026