

BÜCHNER HAUS ACADEMY

Work Health and Safety Policy

A safe and healthy learning environment

Effective: 14 August 2026
Noosa, QLD, Australia

BÜCHNER HAUS
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Policy owner	Academy Director	Applies to	Students, staff and relevant third parties

Buchner Haus Pty Ltd (ABN 18 700 492 717) trading as Büchner Haus Academy

Büchner Haus Academy is committed to professional, transparent and student-centred education. This policy applies to the Academy's makeup and beauty courses, masterclasses and workshops, and is designed to meet our obligations under Australian consumer, privacy, anti-discrimination and work health and safety law.

01

Purpose

To provide a safe and healthy learning and working environment by identifying hazards, managing risks and establishing clear responsibilities for work health and safety across makeup, beauty, hair, studio, classroom, online and practical training activities.

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Scope

This policy applies to students, staff, trainers, contractors, models, visitors and third parties participating in or affected by Academy activities at Academy premises or approved external training locations.

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WHS commitment

- The Academy will eliminate health and safety risks so far as is reasonably practicable, or minimise risks where elimination is not reasonably practicable.
- Training and practical activities will be planned with appropriate facilities, equipment, supervision and controls.
- Students and workers will receive relevant information, instruction and supervision to work safely.
- Hazards, incidents and near misses are to be reported promptly and used to improve controls.
- No person will be required to continue an activity where there is an uncontrolled immediate risk to health or safety.

04

Responsibilities

Academy management

- maintain WHS systems, risk assessments, emergency arrangements and appropriate insurance;
- provide suitable facilities, equipment, training, supervision and access to safety information;

- consult with workers and, where relevant, students about health and safety matters; and
- respond to reported hazards, incidents and identified psychosocial risks.

Trainers

- model and enforce safe working practices;
- provide safety instructions before practical activities and intervene when unsafe practice is observed;
- check that equipment, products and environments are suitable for planned activities; and
- report hazards, incidents and required corrective actions.

Students and participants

- take reasonable care for their own health and safety and that of others;
- follow reasonable safety instructions, hygiene requirements and emergency procedures;
- use products, tools, equipment and personal protective equipment as instructed;
- not attend or participate while impaired in a way that creates an unacceptable safety risk; and
- report hazards, injuries, near misses, damaged equipment or unsafe behaviour promptly.

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Risk management

The Academy will identify hazards, assess risk where required, implement controls using the hierarchy of controls, monitor effectiveness and review controls when circumstances change or after an incident. Course-specific risk assessments may be used for practical activities, events and off-site delivery.

06

Makeup and beauty specific safety controls

- **Hygiene and infection control:** hand hygiene, cleaning and disinfection of tools and work areas, avoiding cross-contamination, appropriate single-use items and safe handling of products used around the eyes, lips and skin.
- **Cosmetic and chemical safety:** products are used according to manufacturer directions and safety information; labels are retained; Safety Data Sheets are available where required; and damaged, contaminated or expired products are removed from use.
- **Skin sensitivities and allergies:** products and procedures are selected and used in accordance with training protocols and manufacturer instructions, including patch testing where required. Participants should communicate relevant sensitivities where they are able and comfortable to do so.
- **Electrical and lighting safety:** electrical equipment, lighting, extension leads, mirrors and chargers are visually checked and used safely. Faulty equipment is isolated from use.
- **Hot tools and hair equipment:** heated tools are placed on heat-safe surfaces, used under appropriate supervision and stored safely after use.
- **Sharps and blades:** where relevant to an approved activity, sharps are used only under appropriate instruction, never recapped or handled unsafely, and disposed of in an approved container.
- **Slips, trips and manual handling:** cords, cases, stools, kits and furniture are positioned to reduce trip hazards, and safe lifting or team lifting is used for heavier items.

- **Ergonomics and fatigue:** workstations, chairs and working height are adjusted where practicable, and suitable breaks are built into extended practical sessions.
- **Psychosocial safety:** bullying, harassment, sexual harassment, discrimination, intimidation and violence are not accepted, and workload, conflict and other psychosocial hazards will be managed as part of the Academy's WHS approach.

07

Emergency preparedness

The Academy will maintain emergency procedures appropriate to each training location, including evacuation arrangements, emergency contacts, first aid access and procedures for fire, serious injury, severe allergic reaction or other foreseeable emergencies. Students will be informed of relevant procedures during orientation or site induction.

08

Incident and hazard reporting

All incidents, injuries, near misses and hazards should be reported to the trainer or Academy contact as soon as possible. The Academy will provide first aid or emergency assistance where required, record and investigate the matter proportionately, implement corrective action and make any legally required notification to the relevant authority.

09

Off-site and third-party environments

Where training, events or practical activities occur off site or through a third party, the Academy will take reasonable steps to assess the environment, clarify responsibilities and ensure appropriate WHS controls are in place. Students must also follow the host site's lawful safety requirements.

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Non-compliance with safety requirements

A person who refuses to follow reasonable safety instructions or creates an unacceptable risk may be removed from an activity or site. Any disciplinary response will be proportionate, documented and subject to applicable complaint or appeal rights.

Related legislation and standards

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Applicable Queensland Codes of Practice and safety guidance

Note. This policy is intended to operate alongside all laws and contractual obligations that apply to Büchner Haus Academy at the relevant time. If there is an inconsistency, the applicable law prevails.

Policy review and continuous improvement

This policy will be reviewed at least annually, and earlier where legislation, course offerings, delivery arrangements, student feedback, incidents, complaints or identified risks indicate that a change is required. Material changes will be communicated to affected students as soon as practicable.

Contact us

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