

# **HEALTH & SAFETY Policy**

**Community Radio Broadcasting Codes of Practice**

**Code 1.4: Written policies in place outlining rights and responsibilities of members and the station**

**Review: September 2020**

# WYNFM Health and Safety Policy

WynFM Community Radio will actively promote the health, safety and wellbeing of its members, volunteers and visitors. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with Management. Members also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Occupational Health and Safety Act 2004*, codes of practice and other safety guidance material.

## 1. WynFM Responsibilities

We will:

- a) ensure we comply with all legislation relating to health and safety;
- b) eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- c) provide information, instruction and training to enable all members to take reasonable care for their own health and safety and those around them;
- d) supervise workers to ensure work activities are performed safely;
- e) consult with and involve members on matters relating to health, safety and wellbeing;
- f) provide appropriate safety equipment and personal protective equipment (where applicable);
- g) consult with volunteers on any proposed changes to the workplace that affect health, safety and wellbeing.
- h) improve OH&S competency and awareness through training, induction;
- i) train and prepare for the effective management of incidents and emergencies;
- j) recognise achievements in health, safety and wellbeing initiatives;
- k) take immediate corrective action for unsafe equipment and practices;
- l) investigate all Hazard reports and document outcomes;
- m) investigate all Incident reports and document outcomes;
- n) ensure that all processes are documented, and followed by all members; and
- o) provide induction to all new members and/or volunteers, and regular refresher training to members and/or volunteers.

## 2. Member and Volunteer Responsibilities

All Members must:

- a) take reasonable care for their own health and safety and others around them.
- b) co-operate with management with respect to any action taken by the management to comply with health and safety;
- c) be accountable for complying with this policy at all times while at the WynFM station;

- d) pro-actively identify hazards in the workplace and take immediate corrective action for unsafe equipment and practices;
- e) participate in the Emergency Plan as developed by Victoria University, Werribee Campus
- f) report all incidents or hazards to WynFM management.  
See attachment 1: Hazard Alert Form  
See attachment 2: Incident Report Form

### **3. Procedure for Reporting a Hazard/Incident**

If there is an injury or incident or hazard:

1. The first priority is medical attention (if applicable). The injured person or nearest person should contact the Secretary of WynFm. For a serious injury also call an ambulance.
2. The Secretary must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:
  - person's name and role
  - time and date of injury
  - exact location the injury/incident occurred
  - how the injury/incident happened
  - details of the injury/illness and the part/s of the body injured
  - names of any witnesses
  - name of the person entering details in the Register
  - date WynFm was notified
3. WynFM will let the injured person know in writing that we have received notification of any injury or illness reported in the Register.
4. The Secretary must also report serious injuries to WorkSafe immediately.

## **Documents relating to this policy**

Community Radio Broadcasting: Codes of Practice

Code 1.4: We will have written policy documents that outline

- . the rights and responsibilities of financial members within the organisation and
- . the rights and responsibilities of the organisation to financial members

Code 2: Principles of diversity and Independence

WYNFM Community Radio Inc Constitution

WYNFM Community Radio Inc Policies

- Volunteer Policy
- Complaints Policy
- Social media Policy
- Computer and Internet Usage
- Anti Bullying Policy
- Anti Discrimination and Harassment Policy
- Drugs and Alcohol Policy

# WYN-FM COMMUNITY RADIO INC

## HAZARD ALERT FORM

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Date

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Time

Exact Location

Reported by

Reported to

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### CATEGORY

Chemical

Psychological

Ergonomic

Physical

Microbiological

Mechanical

### BRIEF DESCRIPTION OF HAZARD

### Immediate Action Taken

Hazard controlled                      Date

Received by COM                      Date

Hazard resolved                      Date

Action by COM

WYN-FM COMMUNITY RADIO INC

**INCIDENT REPORT FORM**

**PERSONAL INJURY / PROPERTY DAMAGE**

**Name of injured person contact details / property damage**

**Date**

**Time**

**How did incident occur**

**Describe any injury or property damage**

**Exact place where injury/ incident occurred**

**What action was taken immediately after the incident**

**Witness**

Name[s] and contact number

**Was COM notified**

**No**

**Yes**

**Date**

**Was injured person**

**Announcer**

**Visitor**

**Member**

**Person completing form**

Print name

Signature

Date

**Review of incident**

Date

Action taken/ recommended action

Conducted by

**Recommended Action Completed**

Date

## WYN-FM COMMUNITY RADIO

### HAZARD IDENTIFICATION

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#### 1. WHAT IS A HAZARD

A Hazard is a situation or event that could give rise to personal injury, illness or damage to plant or property.

*A Hazard is an Incident waiting to happen*

#### 2. CLASSIFICATIONS OF HAZARDS

a] Obvious

*anything visible eg frayed carpet*

b] Hidden

*unable to visually detect eg slippery surfaces/ gas leak/ chemical leak*

c] Acute

*maximum damage straight away – an injury occurs immediately*

d] Chronic

*long period of time for damage to be detected eg hearing loss*

e] Unsafe acts

*involves people eg using equipment inappropriately*

f] Unsafe conditions

*may involve equipment eg continuing to use damaged equipment*

#### 3. HAZARD ALERT CATEGORIES

A] Chemical

*Spillage/ improper storage of items that have an MSDS*

B] Psychological

*Bullying/ harassment/ aggression*

C] Ergonomic

*Design of task or equipment to match the human body*

D] Physical

*Frayed carpet that may cause a trip/ Manual Handling of persons or equipment*

E] Microbiological

*Airborne virus or bacteria*

F] Mechanical

*Faulty door handle/ broken chair*