



WORKPLACE HEALTH AND SAFETY POLICY

Drafted by:	John Poole	Approved by Management Committee on:	22 September 2018
Responsible Person:	Station Manager	Scheduled review date:	September 2019

PURPOSE

1. Cairns FM 89.1 (the Station) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

SCOPE

2. This policy applies to:
 - All staff members; and
 - Contractors, volunteers and visitors to Cairns FM 89.1's premises, to the extent it is relevant to them.
3. In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a work-related event, including outside broadcasts, events intended to increase the Station's profile in the community together with social events involving Cairns FM 89.1 people and supported and / or encouraged by the Station.

POLICY

Overview

4. Cairns FM 89.1 supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.
5. Cairns FM 89.1 is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.
6. Cairns FM 89.1 is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with interested Cairns FM 89.1 members and volunteers, of management systems and procedures designed to, so far as is reasonably practicable:
 - identify, assess and control workplace hazards;
 - reduce the incidence and cost of occupational injury and illness; and
 - provide a rehabilitation system for those affected by occupational injury or illness.

7. Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

Bullying and violence at work

8. Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety. This policy should be read in conjunction with the Station's Anti-bullying Policy which deals with particular Health and Safety issues involving bullying in the workplace.

Child Protection

9. This policy should be read in conjunction with the Station's Child Protection Policy which deals with particular Health and Safety issues involving children in the workplace.

Breach of this Policy

10. Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.
11. Any breach of this policy by a contractor may result in cancellation by Cairns FM 89.1 of the services provided by that contractor.

Work Health and Safety Coordinator

12. The Cairns FM 89.1 Station Manager will be held accountable for coordinating Cairns FM 89.1's management of health and safety on behalf of the Management Committee.

Health and Safety Representatives

13. Cairns FM 89.1 encourages the involvement of employees and volunteers in Work Health and Safety matters and will facilitate the formation of working groups to address relevant concerns and improve health and safety arrangements.
14. In addition, any employee or volunteer is entitled to raise matters of concern regarding Work Health and Safety issues directly with the Station Manager or failing that with any member of the Management Committee.
15. Work Health and Safety matters triggering disputes or complaints may also be addressed in terms of the Station's Internal Conflicts and Complaints Policy.

PROCEDURES

16. Consistent with the Cairns FM 89.1 Policies and Procedures Principles established by the Management Committee in November 2017, procedures consistent with this policy are to be developed under the direction of and approved by the Station Manager and their existence noted by the Management Committee.

AUTHORISATION

Phil Ackman
Secretary
22 September 2018