



## WORK HEALTH AND SAFETY PROCEDURES

Drafted by:	Annette Gaborit	Approved by Station Manager on:	22 September 2019
Responsible Person:	Station Manager	Scheduled review date:	September 2019

### INTRODUCTION

1. These procedures have been drafted so as to be consistent with the Cairns FM 89.1 Policy on Work Health and Safety. Relevant legal background is also included but is intended as general guidance only, provided in good faith and is not a substitute for professional advice.

### DUTIES OF WORKERS

2. Under the WHS Act, volunteers are workers if they carry out work in any capacity for a Person Conducting a Business or Undertaking (PCBU). Cairns FM89.1 is considered a PCBU as it has paid staff.
3. Volunteers who carry out work for PCBUs are required to take reasonable care for their own health and safety and not to create risks to others. Volunteer workers can be prosecuted for failing to comply with their duties.

**Cairns FM89.1 Volunteers are Workers under the WHS Act**

4. Workers have a duty to:
  - take reasonable care for their own health and safety and for the health and safety of others, while at work;
  - take reasonable care that their conduct, acts or omissions does not adversely affect the health and safety of others or adversely affect the electrical safety of other persons or property;
  - comply, so far as they are reasonably able with instructions; and
  - cooperate with reasonable health and safety and electrical safety policies or procedures that have been notified to workers.
5. A worker must not:
  - Intentionally or recklessly interfere with or misuse safety equipment provided by the worker's employer, or,
  - Intentionally create a risk to the health or safety of another at the worker's workplace.

## **DUTIES OF VISITORS (INCLUDING CONTRACTORS)**

6. Visitors to the station have the following obligations under the Work Health and Safety Act 2011 (Qld):
  - to comply with instructions given for health and safety at the station;
  - not to willfully or recklessly interfere with or misuse any health and safety equipment;
  - not to willfully place at risk the health and safety of anyone at the station and
  - not to willfully injure themselves.

## **ACCIDENTS AND INJURIES**

7. If workers are injured at the Station, the provisions of the Workers' Compensation Act may apply in certain circumstances. In any other case, the incident may be covered by the station's Public Liability Insurance.
8. It is the worker's responsibility to note any accidents in the Incidents Report Book located in the Presenters' Area.
9. If it is necessary for a claim to be made either under the Workers' Compensation Act or the station's Public Liability Insurance, it is a requirement that all the relevant initial documentation and reports be submitted to the Insurer within three days of the incident and your co-operation in this regard is essential.

## **FIRST AID**

10. A First Aid Kit is provided by the Station, located on the wall of the presenter's room.
11. The Admin Officer is responsible for ensuring missing items are replaced promptly.

## **FIRE EXTINGUISHERS**

12. Fire extinguishers are located throughout the building. Care and maintenance of these extinguishers are the responsibility of the Station Manager. Any damage to these extinguishers is to be reported immediately to the Station Manager. You should familiarise yourself with the location of fire extinguishers and the procedures to be followed.

## **BULLYING AND HARASSMENT**

13. Refer to the special procedures applicable to Bullying and Harassment

## **GROUNDINGS FOR SUMMARY TERMINATION OF SERVICES AND / OR SUSPENSION**

14. Consistent with the Station's policy of ensuring the health, safety and welfare of the working environment for its staff, the following actions in the Cairns FM 89.1 workplace<sup>1</sup> are grounds for summary termination of a worker's services and in the case of a member grounds for suspension of membership of Cairns Community Broadcasters Inc:
  - The display or audibility of sexually explicit material,
  - Physical violence in any form whilst, and
  - Use of alcohol, drugs or any intoxicating substance
15. Smoking is not permitted anywhere on the Station's premises and would trigger action under the Station's Complaints Policy.

## **SAFE MANUAL HANDLING**

16. Cairns FM 89.1 recommends and expects all workers to follow safe handling techniques as recommended by the Department of Industrial Relations. It is everyone's responsibility to know and practise these techniques.

## **OFFICE / STUDIOS**

17. The station will use the standards and advisory codes to ensure that it meets all required obligations in this area. Refer to Risk Assessment document attached.

## **REPORTING OF INCIDENTS**

18. All incidents should be reported to the station manager immediately.

## **HAZARDS / RISK CONTROL**

19. All workers have a responsibility to guard against the creation of hazardous conditions and to ensure that safe work practices are implemented.
20. Workers must adopt a responsible attitude to the safety of themselves and others.
21. A Risk Assessment plan is attached to this document (appendix 1), and is also included in the Presenters Handbook, which all Presenters receive at the start of their involvement with the station.

## **EVACUATION**

22. In the event of fire, the presence of a hazardous substance or an emergency situation, the designated evacuation point is behind Block K, as per TAFE's evacuation procedure.
23. All workers and visitors are to immediately leave the building and go to the identified evacuation point. They are not to return to the building until emergency personnel have agreed

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<sup>1</sup> '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.

to this. The presenter should make all reasonable efforts to advise the Station Manager of the situation, AFTER they have left the building.

24. All workers and visitors are to follow TAFE's instructions in case of evacuation:

- Leave via the nearest exit
- Do not run while evacuating
- If possible, close the windows and doors behind you
- Report to your designated Assembly Area (behind Block K)
- Advise the TAFE Chief Warden if you know of any persons still left in the building

25. If you are on air when evacuation is necessary:

- calmly advise that "we have been asked to vacate the building as soon as possible - we will be back as soon as we safely can - in the meantime, here is some music to keep you company",
- press the Green Button and
- evacuate the building.

## **EMERGENCIES**

26. Out of Hours presenters need to be aware of the TAFE's Out of Hours security number to call in case of emergency, or if you don't feel safe in the studio - 0418 156 402.

27. All workers and visitors are to follow TAFE's instructions in case of emergency.

### **Medical Emergency**

28. In the event of a medical emergency:

- Remove danger if present
- Call 000
- Call TAFE Duty Officer (and / or First Aid Officer numbers are displayed throughout the station and in the corridor)
- If qualified to do so, TAFE staff member to commence first aid
- Remain with the patient until help arrives

### **Fire Emergency**

29. On - seeing smoke or fire:

- Remain calm and shout "Fire, Fire, Fire"
- Close doors and windows if possible to contain fire
- Activate a Manual Call Point (if alarm hasn't already been activated)
- Advise a warden (numbers are displayed throughout the station and in the corridor)
- Proceed to the designated Assembly Area (behind Block K)
- Follow evacuation procedure

## **Lock Down**

30. On hearing the lockdown alert, or being advised to lockdown:
- Immediately close and lock all doors and windows
  - Remain inside, away from doors and windows
  - If outside, move quickly to nearest room
  - Turn off mobile phones
  - Remain inside until give the ALL CLEAR by the Chief Warden

## **NATURAL DISASTERS**

31. The Cairns region may be affected by any or all of the following natural disasters:
- Tropical cyclones (may be accompanied by a storm surge);
  - Flooding (rain, high river levels, king tides – can happen with or without a cyclone);
  - Landslips;
  - Earthquakes;
  - Wild/bush fires ;
  - Tsunami.
32. As a community radio station, Cairns FM 89.1 is responsible for:
- The safety of its staff and presenters;
  - Protection of its equipment, assets and infrastructure;
  - Broadcasting accurate, timely information about the event to the receiving area.
33. All decisions relating to operations before, during and after a natural disaster will be made in the first instance by the Station Manager, in liaison with the chair of the management committee. Staff and presenters must follow the directions which come from the station manager.

## **APPLICATION OF THESE PROCEDURES**

34. We seek the co-operation of all workers, visitors and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

## **AUTHORISATION**

Peter Ricketts  
Station Manager  
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