

Tasman FM Workplace Health and Safety Policy

Last updated March 2025

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| Policy number | 001 | Version | 1.1 |
| Drafted by | A.Siewert | Approved by Committee | 8.3.25 |
| Responsible person | Tasman FM | Scheduled review date | 8.3.27 |

[Please note: this policy has been drafted for the risk level generally associated with office work]

1. Introduction

- 1.1 Tasman Community Broadcasters Association (herewith referred to as Tasman FM) is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and discharging its workplace health and safety obligations.
- 1.2 This policy falls within the field of operation of Tasman FM overall Risk Management Processes, under the general supervision of the organisation's Management Committee.

2. Purpose

- 2.1 Tasman FM recognises that workplace health and safety is integral to achieving excellence in community broadcasting and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:
 - prevent workplace injuries and illnesses
 - promote a safe and healthy workplace culture
 - provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
 - consider workplace health and safety in project planning and work activities
 - allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
 - ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
 - drive continuous improvement in workplace health and safety.
- 2.2 This policy applies to all employees, contractors, consultants, and volunteers at Tasman FM, including all personnel affiliated with third parties.

3. Definitions

- 3.1 For the purpose of this policy, employees, contractors, consultants and volunteers will be referred to as **'staff' or 'staff members'**.
- 3.2 In this policy, **'workplace'** means places where people undertake work in connection with Tasman FM, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.
- 3.3 **'Occupational violence'** refers to any incident where a person is physically or emotionally attacked, abused, assaulted, or threatened in the workplace.

4. Policy

- 4.1 This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 3.2

Commitment to workplace health and safety

- 4.2 Tasman FM aims to safeguard the rights of all people to work in an environment that is safe and without risks to health and safety, to the extent reasonably practicable.
- 4.3 Tasman FM is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.
- 4.4 Tasman FM is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
- identify, assess and control workplace hazards
 - reduce the incidence and cost of occupational injury and illness
- 4.5 Tasman FM is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.
- 4.6 Tasman FM is committed to ensuring all workers are free from bullying, psychosocial harm and occupational violence in the workplace.

Workplace Health and Safety Committee and representatives

- 4.7 Where a Workplace Health and Safety Committee is required by legislation, or where the Management Committee otherwise deems it necessary, Tasman FM will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.
- 4.8 Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the Committee before the meeting. A designated note-taker will take minutes of the meeting.
- 4.9 Where required by law, or deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.
- 4.10 Where feasible, the workplace health and safety co-ordinator shall be a member of the Committee.
- 4.11 Where feasible, the risk management officer shall be a member of the Committee.
- 4.12 Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, Tasman FM may conduct regular health and safety forums.

Review

- 4.13 Tasman FM's Workplace Health and Safety Policy and Procedures will be reviewed at least every two years. The review will involve assessing the effectiveness of the policy and procedures by (among other things):

- reviewing overall health and safety performance
- ensuring continued compliance with the relevant legislation.

5. Above and beyond provisions

5.1 Tasman FM is committed to ensuring its safety procedures exceed minimum statutory requirements.

6. Legislation and industrial instruments

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- Workplace health and safety laws that operate in Tasmania
- Workers' compensation legislation that operates in each state and territory
- Criminal laws, including recently introduced industrial manslaughter offences
- Anti-discrimination laws
- Employment laws (including measures to address bullying at work under the Fair Work Act 2009).

Workplace Health and Safety Procedures

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1. Responsibilities

1.1 The **President and other committee officers** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- appoint a workplace health and safety co-ordinator
- consult with workers about, and participate in, Tasman FM's workplace health and safety program
- use risk identification, assessment and control principles to reach Tasman FM's health and safety objectives
- ensure that all workers receive appropriate information on the policy and related procedures, and on their obligations under workplace health and safety laws.

1.2 The **Committee** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- coordinate the identification, development, implementation and review of workplace health and safety policies and procedures
- assist the station manager to identify, assess and select measures to control hazards and risks to health and safety in the workplace, and to others as a result of the Tasman FM's undertaking and work
- assist the station managers to monitor and evaluate hazard- and risk-control measures
- assist the station manager to identify, develop and provide appropriate workplace health and safety-related information, instruction and training
- monitor and advise on legislative and technical changes relating to workplace health and safety
- monitor and provide regular reports to the President on Tasman FM's workplace health and safety performance
- help employees and health and safety representatives to follow policies and safe work procedures.

1.3 The **station manager** is responsible for coordinating management of health and safety on behalf of the committee. The station manager will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- review relevant workplace health and safety legislation to determine whether a Workplace Health and Safety Committee is required for the workplace and/or at any particular site
- consult with volunteers about, and participate in, Tasman FM's workplace health and safety program
- use risk identification, assessment and control principles to achieve Tasman FM's workplace health and safety objectives
- provide information to volunteers on relevant policies, procedures and workplace health and safety obligations.

1.4 **Employees and volunteers** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- participate in workplace health and safety training, actions and activities and support Tasman FM in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
- follow lawful and reasonable workplace health and safety instructions from managers or supervisors
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives
- work in a way that does not endanger the health or safety of themselves or others
- properly use and maintain safety equipment
- make sure visitors follow safety rules in the workplace.

1.5 **Contractors of, visitors to and volunteers** of Tasman FM will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- follow lawful and reasonable workplace health and safety instructions from Tasman FM
- report any serious incidents, accidents, injuries or hazards in the workplace to Tasman FM
- assess risks to their health and safety arising from the provision of community broadcasting
- have control measures in place to address those risks, including complying with any relevant policies and practices.

1.6 The role of the **Workplace Health and Safety Committee** is to:

- assist in developing, monitoring and reviewing health and safety policies and procedures
- consider any proposed or actual changes to the workplace, policies, work practices or procedures which may affect the health and safety of workers
- promote the importance of health and safety among workers
- monitor Tasman FM's health and safety performance
- monitor the rehabilitation of injured workers
- assist in the resolution of health and safety disputes.

2. Processes

2.1 This procedure outlines the process that Tasman FM and its workers should use to raise workplace health and safety concerns, and how Tasman FM will respond.

2.2 A copy of the Workplace Health and Safety Policy and related procedures will be provided to new employees/volunteers as part of their induction.

Emergency evacuation

2.3 Fires, bomb threats, gas leaks and similar incidents are risks in all workplaces. Tasman FM will provide workers with information on emergency evacuation procedures to cover all identified scenarios relevant to the workplace.

2.4 It is imperative that all workers are aware of the procedures to follow in the event that evacuation is required and follow any direction given by employer representatives in the event of an evacuation. All workers must participate as directed in any emergency evacuation drills.

Reporting

- 2.5 If a worker identifies:
- a workplace health or safety incident, accident, injury or hazard, including a near miss
 - any non-compliance with Tasman FM's Workplace Health and Safety Policy or Procedures,

they must report it to the station manager as soon as possible.

- 2.6 Where a hazard or near miss is identified and/or reported, the worker must submit an incident report to the station manager, who will work with the worker and the workplace health and safety committee to:
- identify, assess and select measures to control hazards and risks to health and safety
 - monitor and evaluate hazard- and risk-control measures.

- 2.7 Incident reports are available from the Tasman FM committee.

Workers' compensation

- 2.8 If an employee develops an illness or injury in connection with work, they should report the incident to the station manager as soon as possible and consider whether to submit a worker's compensation claim.

Breaches

- 2.9 Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with Tasman FM.

First aid

- 2.10 A first aid kit is located in the kitchenette attached to the entry area of Tasman FM.

Emergency contact

- 2.11 It is important that Tasman FM has details of the person/s whom each volunteer would wish to be notified in the event of any emergency at work. Details will be noted in each volunteer's personnel file. Employees should notify the station manager of any changes.

Workers' compensation

- 2.12 Any worker who is injured at work should report the incident to the station manager as soon as possible and consider whether to submit a worker's compensation claim.