

Tasman FM Health and Safety Policy

Tasman Community Broadcasters Association Inc (Tasman FM 97.7)

Policy number	08 (replaces Workplace Health and Safety Policy 001)
Approved by the Committee on	31 August 2026
Responsible person	Station Manager
Review date	31 August 2027

Goals

Tasman FM will provide a studio and workplace that is free from risks to health and safety, so far as is reasonably practicable, for everyone who volunteers, visits or broadcasts with us. We consult volunteers about hazards, and we encourage and support anyone to raise a safety issue.

Obligations

We comply with the Work Health and Safety Act 2012 (Tas) and the Work Health and Safety Regulations 2022. The Committee is the "person conducting a business or undertaking" under that Act; our volunteers are "workers" and have the same protection as paid workers. We also comply with our obligations under the Anti-Discrimination Act 1998 (Tas), and we will provide reasonable adjustments where required so that people with a disability, a health condition or other needs can volunteer and broadcast safely.

Scope

Committee members, the Station Manager, presenters, volunteers, guests and visitors, at the studio on the grounds of Tasman District School, at the transmitter site, and at station events and outside broadcasts.

Responsibilities

The Committee will, so far as is reasonably practicable: provide and maintain a safe studio, safe equipment and safe ways of working; provide the information, training and supervision needed to work safely; consult volunteers on health and safety matters; keep the station's insurance current; and notify WorkSafe Tasmania of any notifiable incident.

The Station Manager manages health and safety day to day: inducts every new volunteer, keeps the hazard register and incident records, fixes or reports hazards, keeps the first aid kit stocked, and reports health and safety matters to each Committee meeting.

Everyone at Tasman FM must: take reasonable care for their own health and safety and not put others at risk; follow reasonable instructions and safe ways of working; not misuse anything provided

for safety; and report every hazard, incident and near miss to the Station Manager, no matter how small.

How we manage hazards

We use WorkSafe Tasmania's four steps: **spot** the hazard, **assess** the risk, **fix** the problem, **evaluate** the result. The Station Manager keeps a simple Hazard Register (F5) and brings it to Committee meetings.

- **Reporting.** Tell the Station Manager the same day about any injury, incident, near miss or hazard, in person, by phone or by message. The Station Manager records it on the Hazard and Incident Report (F4). The Committee reports serious injuries and dangerous incidents to WorkSafe Tasmania (1300 366 322) as the Act requires, and keeps the record for five years.
- **First aid.** The first aid kit is at the signposted spot in the studio. Call 000 for any emergency. Ron Smith is the station's first aider and is obtaining a current first aid certificate.
- **Emergency and evacuation.** The studio follows the school site's emergency procedure. The emergency assembly point is the school's main sign outside the main school office on Nubeena Back Road; the safe route from the studio is the path past the Tasman Library along the front of the buildings (see the map below). Exits and the assembly point are shown at induction and on the Emergency Notice (F7) in the studio. If the building must be evacuated during a broadcast, put the station to automation if it is safe to do so, then leave.
- **Working alone.** Presenters often broadcast alone, including at night. Keep the studio door secured, keep a phone to hand, and know who to call (the Station Manager; the number is displayed in the studio). Tell the Station Manager if you feel unsafe at the studio at any time.
- **Electrical and equipment.** Do not open or alter station equipment. Report damaged leads, plugs or equipment and do not use them. The Station Manager arranges repairs and testing.
- **Alcohol, drugs and smoking.** No one broadcasts or works at the station under the influence of alcohol or drugs. The school grounds are smoke-free. (See the Code of Conduct.)
- **Bullying, harassment and stress.** These are hazards and are managed like any other. Bullying and harassment are dealt with under the Anti-Discrimination and Respect Policy. Anyone feeling stressed, fatigued or unsafe because of their role should talk to the Station Manager or any committee member.
- **Cameras.** A security camera operates at the studio for the security of the premises and equipment. Signage is displayed. Footage is viewed only if there is an incident and is overwritten in the normal cycle. The camera does not record audio.

Emergency assembly point and safe access

Assembly point: the school's main sign outside the main school office, Nubeena Back Road (marker 1). Safe access from the studio: the red route, along the path past the Tasman Library and the front of the buildings. Do not cross the car park.



Emergency assembly point (marker 1) and safe access route (red) from the studio. Source: satellite image, August 2026.

Induction and training

Every new volunteer receives a health and safety induction from the Station Manager using the Induction Record (facilities, exits and assembly point, first aid, hazards and how to report them, the camera, and this policy) and signs for it. Presenters are trained on the equipment using the Studio Broadcasting Form.

Consultation and review

Health and safety is a standing item at Committee meetings. We review this policy every year with volunteers and after any serious incident. The Committee will invite a WorkSafe Tasmania Advisor (free service, worksafe.tas.gov.au/advisoryservice) to visit the studio and check our arrangements.

Communicating this policy

This policy is displayed in the studio and on the website. Every committee member and volunteer is given a copy and signs for it at induction. New volunteers receive it as part of their induction.

Related documents

Code of Conduct and Volunteer Agreement; Getting Involved Policy; Anti-Discrimination and Respect Policy; Complaints and Disputes Policy and Procedure; Induction Record; Hazard and Incident Report (F4); Hazard Register (F5); Emergency Notice (F7); Work Health and Safety Act 2012 (Tas); Work Health and Safety Regulations 2022; Anti-Discrimination Act 1998 (Tas).