OCR FM OCCUPATIONAL HEALTH AND SAFETY POLICY

AIM

The purpose of this policy is to outline the occupational health and safety standards to be upheld by all volunteers and staff of OCR FM community radio station.

INTRODUCTION

The Occupational Health and Safety (O.H.& S.) management system is to apply to all sites and offices of OCR FM Incorporated under management of the station (including Outside Broadcasting facilities and Transmission Sites) with any project involving its members, guests and tradesmen. Failure to comply with the requirements of the OH&S management system will lead to disciplinary action.

The purpose of this system is to establish and maintain effective management of OH&S. It is designed to provide compliance with all OH&S legislative requirements and promote excellence in occupational health and safety management through a process of continual improvement.

OCR FM Incorporated has implemented safety management and procedures to achieve a consistently high standard of safety performance.

OCR FM Incorporated will review the system regularly in order to provide guidance for consultation, development and improvement processes. More frequent reviews will take place in response to organizational and legislative changes.

OCR FM Incorporated recognises that the success of the system depends on the commitment from all levels and functions particularly the leadership of OCR FMs board of management. The board of management has defined an OH&S policy and objectives and plans to implement, monitor and evaluate its procedures which give effect to OH&S policy and objectives and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the OCR FM Board of Management by signing the document. The OH&S management system will be a controlled document and the controlling authority shall be the OH&S representative. This policy will be monitored, managed and controlled by the executive committee of OCR FM's board.

POLICY

What we will do

OCR FM Incorporated recognises its moral and legal responsibilities under occupational health and safety (OH&S) legislation to provide a safe and healthy work environment.

This commitment means that we will:

- Provide a safe and healthy workplace and working conditions for all, including members, contractors, customers and visitors.
- Provide training to enable all members to work safely.
- Comply with all relevant legislation and industry standards.
- Provide support and assistance to everyone.
- Consult with members and contractors where relevant to enhance the effectiveness of procedures.
- Provide adequate resources to aid members in fulfilling their responsibilities.
- Conduct investigations into all reported incidents.
- Conduct regular reviews and evaluations of the health and safety systems in place.

What the volunteers are expected to do

While at work, all personnel – irrespective of their position – will:
- Take reasonable care to ensure good health and safety procedures are implemented at all times
- Identify and support measures to eliminate or minimise unsafe conditions
- Assume personal responsibility for their own safety and for those of other work colleagues by always operating in a safe and appropriate manner.

Workplace Bullying

Principles

OCR FM Incorporated (hereto named 'the station') is committed to providing a workplace that is free from bullying.

Working relationships and standards of behaviour between all members whether work place members or committee members are important workplace issues. The Code of Conduct, endorsed by the station, sets out principles for behaviour required in the workplace, including that:
- all people should be treated with respect; and
- all members should develop an awareness about the impact of their behaviour on others.

Further, the station considers it to be a fundamental obligation of all members to behave appropriately in the workplace.

The Station considers that bullying in the workplace is inappropriate and unacceptable behaviour and that members found to have either committed or condoned such behaviour in the workplace may be subject to disciplinary action.

What is Bullying?

Bullying is defined as the repeated less favourable treatment of a person by another or others in the workplace which may be considered unreasonable and inappropriate in workplace practice. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate undermine or threaten.

Bullying is physical or psychological behaviour or conduct where strength (including strength of personality) and/or a position of power is misused by a person in a position of authority or by a person who perceives that they are in a position of power or authority.

Bullying is normally associated with an ongoing systematic pattern of behaviour. An isolated incident of behaviour is not considered bullying, but may of course lead to action being taken against the perpetrator based on that single incident.

Bullying may be perpetrated by an individual who may be a work colleague, a supervisor, a more senior manager or a person who reports to the individual subject to the alleged bullying.
A bully is equally likely to be male or female.
Bullying may be overt or covert.

Overt Bullying
Examples of overt bullying may include:
- abusive behaviour towards another member such as threatening gestures or actual violence
- aggressive or abusive or offensive language, including threats or shouting demeaning remarks
- constant unreasonable and unconstructive criticism

Covert Bullying
Examples of covert bullying may include:
- deliberate exclusion, isolation or alienation of the employee from normal work interaction, such as intentionally excluding the member from meetings
- placing unreasonably high work demands on one member but not on others
- allocation of demeaning jobs or meaningless tasks only
- unreasonably ignoring the member
- undermining another member, including encouraging others to "gang up" on the member
- deliberately withholding information that a person needs to exercise her or his role or entitlements
- repeated refusal of requests for leave or training without adequate explanation and suggestion of alternatives.

Providing guidance, conducting performance counseling, invoking unsatisfactory performance procedures or misconduct procedures does not in itself constitute bullying.

Supervisors and managers are expected to offer constructive advice and comment as part of their role in a way that does not de-mean or humiliate.

Effects of Bullying

Bullying in the workplace can result in absenteeism, reduced productivity and motivation, and loss of experienced and skilled members through resignation.

Bullying may also have significant social and health costs for individual member's, including loss of confidence, increased anxiety, depression, loss of sleep, headaches and increased blood pressure.

Bullying can also affect others in the workplace in a similar way, even when they are only witnesses to the bullying and are not subject to the bullying themselves.

In addition to productivity and member turnover issues, bullying has a seriously negative effect on the station through both committee time in dealing with the problem and potential legal implications.

Responsibilities of Members
Members have a responsibility to ensure that their actions do not negatively affect another member's health or well-being and are consistent with the Station's Code of Conduct.

This includes not condoning bullying by failing to do anything about it, such as raising the matter with the bully and/committee.

A member found to have bullied another member or to have condoned workplace bullying may be subject to disciplinary action.

Ideally, the member should attempt to resolve issues of workplace bullying at the local level by:
- Raising the issue directly with the person they believe is responsible for bullying. Often, an informal approach can quickly resolve an instance of workplace bullying; or

If the issue is not resolved in this way, a member may:

- Lodge a formal complaint in accordance with the stations Complaint Procedure. The policy is available from the secretary or treasurer.

- Seek advice from Human Resources;

Responsibilities of Committee
The committee has a responsibility to provide a safe work environment that enables members to carry out their work responsibilities free from bullying.

This includes investigating complaints of bullying expeditiously, thoroughly and in accordance with due process by the Executive committee. They should be fully aware of the adverse consequences of not dealing with instances of bullying as outlined above.

The committee should be alert to the possibility of workplace bullying and should monitor key indicators such as workplace culture factors, high absenteeism and abrupt resignations without reasonable explanations.

The committee is encouraged to identify training needs for themselves and the members.

OCCUPATIONAL, HEALTH AND SAFETY REQUIREMENTS FOR OCR FM TECHNICAL AREAS.

OVERVIEW – CONTROL ROOM
The Control Room houses all transmission and information technology equipment. Safety and security of this area is of utmost importance as its operation is pivotal to the operation of the station.

The Control Room is **only** to be entered by **authorised personnel**. Entry by others is only by approval and escort by authorised personnel.

Under **no circumstances** are **unauthorised personnel** to make any adjustments to the equipment in the Control Room.

A CO_2 fire extinguisher is located near the Control Room in the event of a fault occurring that causes equipment to overheat resulting in fire.
SEE APPENDIX FOR CORRECT USE INSTRUCTIONS

OVERVIEW - TRANSMISSION SITE.

The Transmission Site at Warrion Hill transmits the signal from the station studio. The site is necessarily located at a remote hilltop to maximise coverage of the service.

Access to the site is via an earth formed track which is subject to change in line with weather conditions. Four wheel drive access is recommended in all but ideal conditions.

The site will only be attended by authorised personnel. Access by others will only be by escort with an authorised person.

Hazards at the site include:
- Snake and spider bites,
- Damage to vehicle tyres due infestation of Box Thorn,
- Strong winds
- Fire, and
- Trip hazards.

All vehicles attending the site are required to carry first aid kits and fire extinguishers.

Attendees at the site are to be aware of the box thorn due to the possibility of tripping over protruding root stumps and injury from the thorns.
In the event of major works, a Job Safety Analysis will need to be raised and signed off by all staff attending.

Other Site Issues Hazards:
- The site has a 15 metre self-supporting tower. Under no circumstances is the tower to be climbed.

Work on the tower will only be done by Authorised Personnel. The tower transmission equipment will be switched off when any work is carried out on the tower.

*Footnote – An Authorised Person is one nominated by the OCR FM committee to act in that capacity. *

This policy was reviewed by the OCR FM Committee of Management on 18th May 2022

Signed *Tyson Graham*   Date 18th May 2022

This Policy is due for review within 18 months of the date shown above.

How to operate a fire extinguisher

There are four (4) basic steps for using modern portable fire extinguishers.
The acronym PASS is used to describe these four basic steps.

1. Pull Pin: Pull pin at the top of the extinguisher, breaking the seal. When in place, the pin keeps the handle from being pressed and accidentally operating the extinguisher. Immediately test the extinguisher. (Aiming away from the operator) This is to ensure the extinguisher works and also shows the operator how far the stream travels.

2. Aim: Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire.

3. Squeeze: Squeeze the handles together to discharge the extinguishing agent inside. To stop discharge, release the handles.

4. Sweep: Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames. After an A Class fire is extinguished, probe for smouldering hot spots that could reignite the fuel.

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for Pull, Aim, Squeeze, and Sweep.
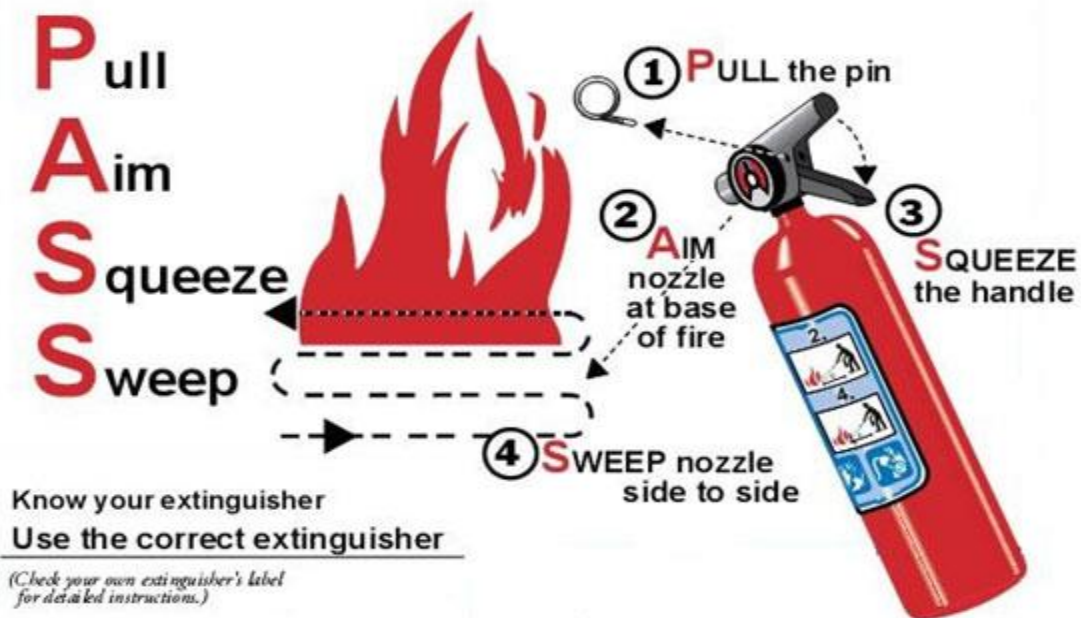
Type of Fire, Class and Suitability

Pre 1997	Current	Extinguishing Agent		A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats	Comments	D Metal Fires
		Water		✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires	Use only special purpose extinguishers and seek expert advice.
		Wet Chemical		✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment	
		Foam*		✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment	
		Powder	(ABE)	✓	✓	✓	✓	✗	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different	
			(BE)	✗	✓	✓	✓	✓		
		Carbon Dioxide		LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires	
		Vaporising Liquid		✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS &SGG licenced persons.	
		Fire Blanket		LIMITED*	LIMITED	✗	✗	✓	* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.	

LEGEND
✓ = the class or classes in which agent is most effective
✗ = not recommend for these class of fires
For more information go to: www.fpaa.com.au

LIMITED = indicates that the Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability
* Solvents such as alcohol or acetone mix with water and therefore require special foam

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First Aid Kit Checklist

Yes	No	
❏	❏	Band Aids
❏	❏	Antiseptic wipes
❏	❏	Alcohol wipes
❏	❏	Tape
❏	❏	Sterile gloves
❏	❏	Small gauze swabs
❏	❏	Crepe bandages – 5 cm
❏	❏	Crepe bandages – 10 cm
❏	❏	Triangular bandages
❏	❏	Bleeding control pads
❏	❏	Non-stick pads
❏	❏	Waterproof dressings
❏	❏	Burns blanket
❏	❏	Resuscitation face mask
❏	❏	Scissors
❏	❏	Tweezers (for splinters)
❏	❏	Emergency blanket
❏	❏	Re-sealable bags
❏	❏	Safety pins
❏	❏	Disposable towels
❏	❏	First aid book

Occupational Health and Safety (OH&S)

Checklist

This OH&S checklist is a basic aid to get started on our OH&S policy. It is intended to consider the health and safety issues for the station And modify to suit.
It is by no means comprehensive, but should provide a good starting point.

Remember: Any questions where the answer is 'no' should be reviewed so that further action can take place and develop the necessary responses.

OH&S is an obligation – the station needs to ensure that all our members work in the safest possible environment.

General

Yes   No

❏   ❏   What are our legal obligations relating to workplace safety?

❏   ❏   Are our policies in line with others in the industry?

❏   ❏   Who is to be the person to be responsible for any OH&S issues? and,

- What training is required for that person?
- Should that person be a technical/non technical person?
- Is that person a member/non member of the committee?

❏   ❏   Is there an incident reporting system in place?

❏   ❏   Is there a bullying, harassment and workplace violence policy and procedure in

place?

Training

Yes   No

❏   ❏   Have a training plan for members?

❏   ❏   Is there any particular positions which require particular training?

First aid

Yes No

❏ ❏ Are first aid facilities / first aid kit organised?

❏ ❏ Is training required for members re - first aid skills?

Accidents and Incidents

Yes No

❏ ❏ Is there a reporting system for any accidents or incidents for logging quickly and

accurately?

❏ ❏ Is there a follow up action plan for when something does happen?

What are the most common accidents and incidents in this industry?

❏ ❏ Have any steps been taken to moderate those circumstances that produce the

most common accidents and incidents?

Prevention

Yes No

❏ ❏ Is lighting in specific task areas adequate?

❏ ❏ Is ventilation adequate?

❏ ❏ Have storage and work areas been designed with safety in mind?

❏ ❏ Are relevant areas equipped with sufficient fire fighting resources?

❏ ❏ Are required warning signs displayed prominently?

❏ ❏ Is an emergency plan in place, and all members notified of station requirements

and actions?

Safety and Security Checklist

Yes   No

❑   ❑   Do you have a documented emergency procedure for the premises?

❑   ❑   Do you have a copy of the floor plan ready for display?

❑   ❑   Does the floor plan indicate all evacuation points and where firefighting
equipment is located?

❑   ❑   Does the floor plan show the emergency number (000)?

❑   ❑   Have you appointed a fire warden?

❑   ❑   Do you know how to conduct emergency evacuation drills?

After set up

Yes   No

❑   ❑   Is all fire safety equipment clearly visible, accessible and has a maintenance
program been established?

❑   ❑   Is there safe access to and from the premises – are all exit and entry points
kept

clear?

❑   ❑   Are all exit points clear and visible in all lighting?

❑   ❑   Have you established connections with surrounding property owners to
ensure

the safety and amenity of the area?