



## WORKPLACE HEALTH AND SAFETY POLICY

Policy number	05	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board on	2014
Responsible person	President	Scheduled review date	2017

### INTRODUCTION

8CCC Community Radio Inc. (8CCC) is committed to providing a safe, healthy and accident free workplace for all by complying with the relevant workplace health and safety legislation.

### PURPOSE

This policy aims to achieve a high standard of workplace health and safety for 8CCC and its volunteers and visitors.

### POLICY

Workplace health and safety involves shared responsibilities and teamwork. Consequently, 8CCC is committed to a consultative approach in which all volunteers at all levels of the organisation are responsible for their own and other people's health and safety in the workplace.

8CCC shall:

- identify hazards, assess risks and implement appropriate controls;
- provide volunteers and visitors with any relevant information; and
- deal with safety and health matters in consultation with volunteers.

Each volunteer is personally responsible and accountable for their health and safety and for reporting any hazards they encounter. 8CCC shall regularly review its policy and procedures to continually improve workplace health and safety.

### AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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## WORKPLACE HEALTH AND SAFETY PROCEDURES

Procedures number	05-1	Version	1.0
Drafted by	Steve Halloran and Joy Taylor	Approved by Board	2014
Responsible person	President	Scheduled review	2017

### RESPONSIBILITIES

The Board shall be responsible for appointing a Workplace Health & Safety (WHS) representative. The President shall be responsible for forming the WHS Committee with the WHS representative.

### PROCEDURES

#### WHS Representative

The Board shall appoint a WHS representative from the membership.

#### WHS Committee

The WHS Committee shall consist of the President of the Board and the WHS representative. The WHS Committee shall meet twice annually and at other times as the circumstances require. The committee shall:-

- receive WHS Hazard or Incident Notification Forms;
- report any of the reported hazards or incidents to the Board; and
- make recommendations to the Board on WHS policy and/or procedures.

### AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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