



**Our Health and Safety
A Policy to protect our volunteers**

**Policy
Reviewed and Updated 06 March 2025**

Introduction

Radio Eastern is committed to providing a healthy and safe environment for everyone at the station, including volunteers and members, contractors and visitors.

The health and safety of the volunteers at Radio Eastern FM 98.1 is a shared responsibility. Everyone working at Radio Eastern is a volunteer. However, this does not mean that a lesser duty of care is offered. The Committee of Management is charged with managing and administering the organisation in line with legal and moral obligations. These are imposed in a combination of statutory, common law and license obligations. We also impose certain rules and obligations on our operations through publications such as our Station Handbook.

Materials for this policy document have been sourced primarily through WorkSafe Victoria.

Radio Eastern is proud to provide a smoke-free environment. Maroondah City Council also has smoking rules that apply at various locations throughout the Wyreena community facilities.

Every reasonable effort will be made to provide a working environment that minimises the risk of injury, ill health or damage to property. To achieve this we will:

- Provide appropriate training
- Supply safe equipment, and safe ways to work
- Attend promptly to unhealthy or dangerous situations
- Consult with volunteers on health and safety issues.

As safety is the responsibility of everyone—volunteers, contractors and visitors are required to take reasonable care of their own health and safety, to comply with health and safety rules, and to report any dangerous situations. This document offers advice and assistance with all of those duties.

Background

All community service organisations have obligations to protect the health and safety of their workers, both employees and volunteers, under the Victorian *Occupational Health and Safety Act 2004* (OHS Act). Under the legislation, both employees and volunteers are legally entitled to a healthy and safe working environment. Managing health and safety as part of the day-to-day operations demonstrates that we value your help and commitment and are serious about their health and safety.

We recognise the serious consequences that can arise if we fail to appropriately manage the health and safety of the operating environment at the station. It is noted that this policy is not exhaustive. Volunteers are therefore encouraged to consult the WorkSafe web site pages mentioned in this document.

For any questions regarding this publication, please contact the Secretary using the contact details provided in the station telephone directory.

The radio station's duty of care

The Station has responsibilities to:

- Provide a safe environment to work in, eg safe equipment and materials
- Give instruction in safe ways to work
- Supply resources to enable safe ways to work
- Make available information, instruction, training and supervision to volunteers and employees as needed to ensure they can work as safely as possible
- Instruct how to identify unsafe situations before problems arise
- Enable and encourage reporting of unsafe situations
- Take corrective action to make situations, equipment and work practices as safe as possible
- Investigate any accidents, and to prevent them from happening again
- Ensure that the work done does not cause harm to anybody at or involved with the workplace
- Consult and cooperate with employees, and their representatives on occupational health and safety matters.

Volunteers' duty of care

Volunteers have responsibilities to:

- Remain aware of the most recent health and safety measures and report potential hazards they notice
- Obey all reasonable safety instructions
- Take reasonable care of their own health and safety, and for the safety of others in the workplace
- Report any dangerous situation
- Work with the Station to improve safety at the workplace.

Consultation

We are committed to a high standard of health and safety practices. This means ensuring we involve everyone in safety planning and decisions.

Our volunteers have valuable knowledge and experience they can contribute to the management of health and safety. We provide reasonable opportunities to contribute to the improvement of health and safety at our organisation, including use of the templates supplied in this document.

Consultation includes actively seeking the views of our volunteers about health and safety matters and taking those views into account when making decisions.

Encouraging volunteers to raise health and safety issues prevents illness and injuries. We should involve our volunteers by:

- Welcoming the discussion at volunteer meetings
- Making health and safety a standing item at Committee of Management meetings

Disclaimer

These notes are published as an information service and without assuming a duty of care. They contain general information only and should not be relied upon as a substitute for professional or legal advice.

WorkSafe Victoria is the authority

This Policy was adopted by Radio Eastern FM Committee of Management in October 2020.

The information in this policy was drawn from WorkSafe Victoria documents and sources:

1. *Volunteer health and safety: A handbook for community service organisations*. WorkSafe Victoria, October 2008.
2. *Getting started with Workplace Health and Safety – an introduction to Workplace Health and Safety policies, procedures and evaluation*. WorkSafe Victoria, June 2001.
3. Other information on the WorkSafe Victoria web site (accessed September 2020):
www.worksafe.vic.gov.au/resources/volunteer-health-and-safety-handbook-community-service-organisations
www.worksafe.vic.gov.au/community-support-services

WorkSafe Victoria is governed by or provides the following resources:

4. The Act: *Occupational Health and Safety Act (2004) (Victoria)*.
5. The Regulations: *Occupational Health and Safety Regulations 2017*, which are made under The Act (they are attached to The Act). They cover such issues as:
 - requiring licences for specific activities
 - keeping records
 - reporting certain matters such as injuries or changes of business circumstances.
6. *Guide to the occupational health and safety compliance and enforcement framework*. September 2018:
<https://content.api.worksafe.vic.gov.au/sites/default/files/2018-10/ISBN-Guide-to-OHS-compliance-enforcement-framework-2018-09.pdf>

Maroondah City Council – Occupational Health & Safety Policy

We must be aware of and abide by the Wyreena Community Arts Centre (WCAC) – OHS Emergency Response Plan (ERP) and rules about smoking.

Part of the Response Plan is about the evacuation diagram and emergency procedures which are displayed prominently on the walls at Radio Eastern.

The site map showing emergency evacuation routes and emergency assembly areas included later in this policy is adapted from the Maroondah City Council evacuation diagram.

This policy shall apply to all activities undertaken by Council employees, contractors and volunteers at Council workplaces:

- Maroondah City Council aims to provide a work environment that is free, so far as is reasonably practicable, from risk to health and safety for all Council employees, contractors, volunteers, visitors and public affected by our activities.

Our Approach at Radio Eastern

Similar to managing other aspects of our operations, we believe if we deal with health and safety systematically, we are more likely to be protecting our volunteers and meeting our legal obligations.

We take a systematic approach to health and safety risks associated with Radio Eastern FM's operations. We aim to identify the actions we need to take to remove or control the health and safety hazards associated with the organisation's work. The processes involved are called hazard recognition and risk assessment and control. These will be done in consultation with our volunteers and workers where required (see figure below for a five-step process).

We focus on the “SAFE” approach:

Spot the hazard

Assess the risk

Fix the hazard

Evaluate the safety results

Identifying hazards and estimating risks

It’s imperative to think about all hazards and risks when doing risk assessments.

A hazard is a situation or practice that may cause an accident. The five step process below provides more detail about how to carry out the “SAFE” approach. A hazard is typically reported by a vigilant individual or working group.

A risk is the likelihood that an accident might occur and the assessment of how bad the consequences might be. The risk matrix below gives an indication of how to estimate a risk in relation to a particular hazard. The risk rating must be re-evaluated if an incident occurs. A risk rating is usually assigned or approved by a decision making body, such as the Committee of Management.

Talk to your volunteers and employees about the hazards and risks they know about and take action to eliminate or reduce the risk of injury and illness, so far as reasonably practicable (see definitions on page 18).

The table below provides examples of injuries and illnesses that can occur through common activities in community services. This is only a starting point for our risk-assessment process. We are open to exploring new ideas and ways of doing things to make sure your risk assessments are comprehensive.

For example, different risks may arise from the age or language profile of your volunteers. When recruiting volunteers, we aim to make sure they are matched with roles consistent with their current skills and experience. Otherwise other volunteers, employees and clients may be put at risk.

The station will identify hazards and conduct a risk assessment:

- On existing workplaces and equipment
- In response to reports from volunteers and other station users
- As part of the planning process for proposed projects and equipment installations.

Training

Volunteers, like employees, need to have the experience to do their volunteer role safely or they need to be supervised by an experienced person.

We provide volunteers with information, instruction and training on the safe use of any object, substance, equipment or machinery you require them to use. This helps lessen the risk of volunteers hurting themselves, other volunteers, employees, clients or others who may be affected by their actions or omissions.

We aim to think about health and safety issues when you are introducing new volunteers to their duties. For example, volunteers may be using equipment, tools and ways of working that are new to them or different to what they are used to.

Before volunteers start their role at your organisation, we seek to outline:

- Health and safety procedures (eg instructions for equipment they will be using or security arrangements if they are away from the organisation)
- Emergency procedures, location of emergency exits and where equipment is kept
- Tasks and boundaries of their role
- Existing and potential risks they may face
- Who to talk to if they have any health and safety concerns and how to report any health and safety incidents and hazards
- What situations they should remove themselves from
- Arrangements for debriefing or counselling after an incident or other traumatic circumstance
- Results of any safety tests or monitoring you are aware of.

We also give volunteers a written statement setting out their role and responsibilities as part of presenter training. This takes account of their language, culture and literacy needs.

Emergency and First Aid Arrangements

Our plan to manage emergencies and first aid issues are based primarily on the following:

- Location of high-risk areas (see site map)
- Fire escape routes and exits (see site map)
- Who is responsible for carrying out emergency procedures (See appendix 3 – contact list)

We also:

- Train volunteers on emergency arrangements and keeping training records
- Conduct reminders on emergency evacuation, including procedures for evacuating people with limited mobility, clients, contractors and other people who may be in the premises
- Fire equipment maintenance (eg ensuring equipment is regularly tested).
- Provide first aid facilities is necessary to meet the health and safety needs of volunteers if they are injured or become ill. This includes the provision of First Aid kits on site.

Return to duty

As a way of ensuring a volunteer is not burdened beyond physical capacity, if the volunteer is deemed incapacitated to continue serving (eg. a presenter is hospitalised for a medical condition) the station will require a certificate of capacity to be provided by a registered medical practitioner that says the volunteer may return.

Electricity

Understandably in an organisation like ours electrical hazards are extremely important to be aware of and manage.

Electric shock occurs when a person becomes part of an electrical circuit and the current flows through their body. A fatal shock is called an electrocution.

Electrical accidents are usually caused by a combination of factors, which include:

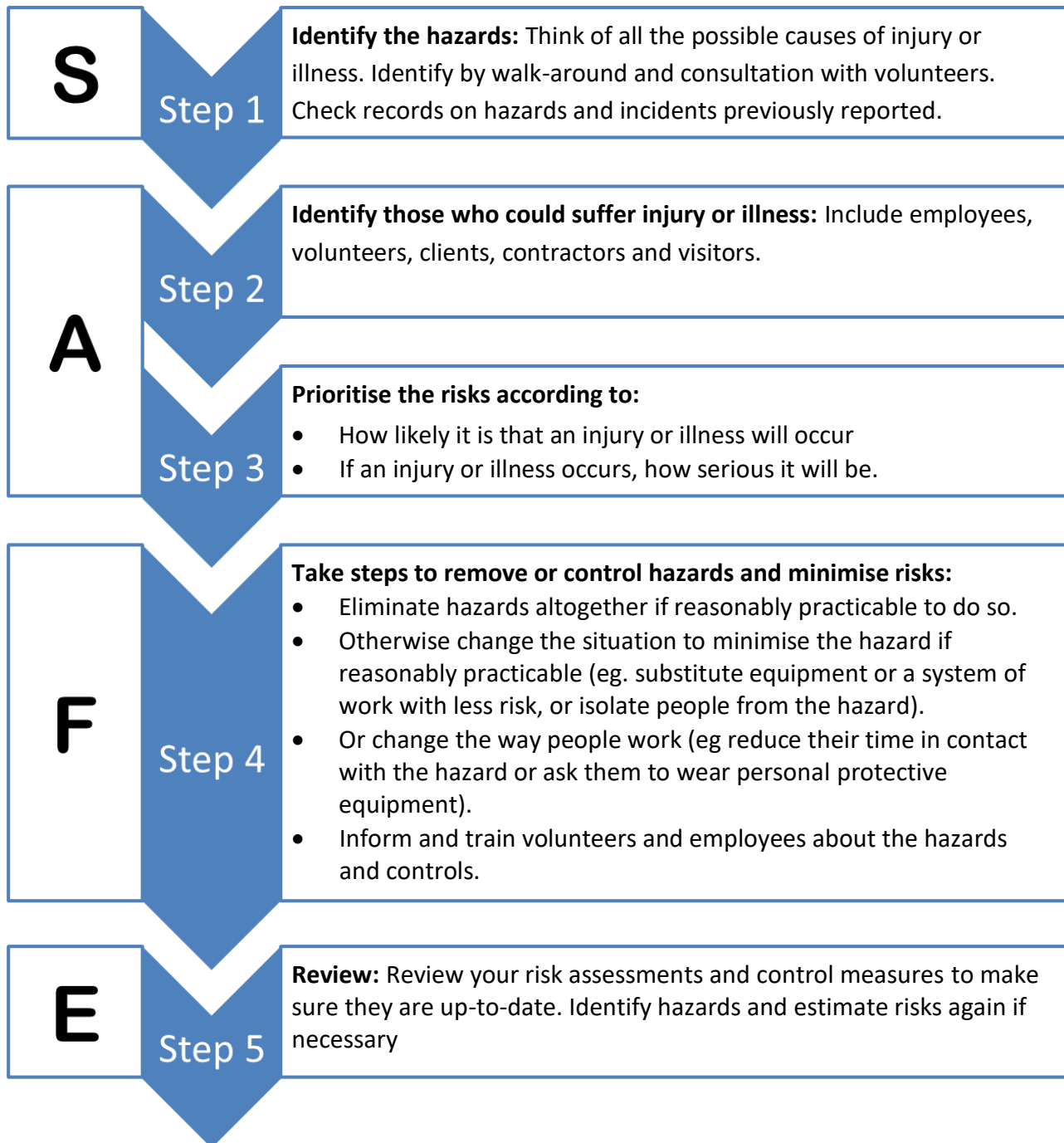
- Hazardous work environment
- Lack of training
- Lack of supervision
- Poorly maintained equipment.

A common cause of electrocution is contact with overhead electrical wires when operating equipment with height extension such as cranes.

Performing maintenance on live electrical circuits, or equipment becoming 'live' due to electrical faults are also frequent causes of electric shock.







When working with electricity you should observe the following precautions:

- Appliances and leads should be in safe working order, and regularly inspected.
- Broken or damaged electrical equipment should be removed from service and repaired/replaced.
- Appliances should always be switched off at the power point before pulling out the plug.
- Read the instruction booklet and follow all instructions when using electrical equipment.
- Keep electrical equipment away from wet areas, only cordless tools should be used in damp or wet conditions.
- The location of cables (overhead, underground, underfloor and in walls) should be known before digging or drilling.
- Metal ladders should not be used for electrical work.
- Only licensed electrical workers should perform electrical work.
- A Residual Current Device (RCD) should be used with portable electrical equipment.
- Circuits and fuses should not be overloaded by using too many appliances from the one power point. Power boards with individual switches should be used instead of double adaptors.



Spot, Assess, Fix, Evaluate.

Some examples of potential hazards and some risk assessments of the harm that may result

Hazards	Potential risks
<p>Leads</p> 	<p>Injury from trips and falls, Electric shock</p> 
<p>The generator</p> 	<p>Injury from heat and noise, Illness from fumes, Electric shock</p> 
<p>Chemicals</p> 	<p>Fire, Illness from poisoning</p> 

These examples are given to assist when making out lists of hazards (Reporting Template 1).

Note that the risk assessments shown here indicate some of the **kinds of harm** that may result from certain hazards. However, not estimated here is the **likelihood of harm**, or **level of risk**, which is the other important aspect of risk assessment in a workplace (see the Risk matrix, below). For example, the harm from tripping on a lead might be a broken bone, but the level of risk (not indicated in these diagrams) is low because the leads are kept neatly organised.

The potential hazards and risks given here are not intended in any way to be an exhaustive list, and observant and astute Radio Eastern volunteers may identify others.

Evacuation Procedure

On hearing the fire alarm or being advised by someone of authority that an emergency exists, you are to:

1. Leave the building by the nearest exit
 - **Do not delay** to collect personal belongings.
 - **Do not push** or overtake in the evacuation process
2. Proceed to the nominated assembly area and remain there, until advised to re-enter the building by someone in authority, or advised of other actions / measures to be taken.

The nearest exit to this area is the northern side of the Wyreena grounds (adjacent to Silver Birches).

Site Map

The assembly point for FM 98.1 is the **Secondary Emergency Assembly Point**, to the north of the station buildings, near Beryl Street.



Adapted from Maroondah City Council "Evacuation diagram" for Wyreena Community Arts Centre, dated 5 September 2017.

Risk matrix					
Risk detail:	(List the risk)				
	Consequence – how severely could it hurt someone? ←				
Likelihood – how likely is it to hurt someone? ↑		Kill or cause permanent disability or ill health	Long term illness or serious injury	Medical attention and several days in respite	First aid needed
	Very likely (could happen any time)	1	2	3	4
	Likely (could happen sometimes)	1	2	3	4
	Unlikely (could happen, but rarely)	2	3	4	5
	Very unlikely (could happen, but probably never will)	3	4	5	6
What is the risk rating?					
Recommendation for action					

Reporting Template 2 - OH&S report of an Injury, Incident, or Near Miss

Person this report is about (if applicable):	
First name:	Surname:
Person making this report (if different from above):	
First name:	Surname:
Signature of person making report:	Date of Report:
Date of injury/incident:	Time incident observed:
Witness first name:	Witness surname:
Witness signature:	Date:
Details of injury/incident:	
Reported to (name):	Date reported to:
Describe any action taken (first aid, hazard removal, ambulance called, SES called, etc):	
Suggested remedies:	
Evaluate outcome:	
First name:	Surname:
Signature:	Date:
CoM notes, Action plan and Evaluation (Office use only):	
Signature (for CoM):	Date:
Name (for CoM):	

Reporting Template 3 - OH&S report of a Hazard

First name:	Surname:
Signature:	Date of Report:
Date hazard observed:	Time hazard observed:
Describe hazard in detail:	
Suggested remedies:	
Reported to:	Date:
Describe any action taken:	
Evaluate outcome:	
First name:	Surname:
Signature:	Date:
CoM notes/Action plan: (Office use only)	
Signature (for CoM):	Date:
Name (for CoM):	

Reporting Template 4 – General OH&S checklist

Name:.....Position:Date:.....

Key:

1	2	3	4	5
Poor		Satisfactory		Good

Storage

	1	2	3	4	5
1. Materials stored in racks and bins wherever possible					
2. Storage designed to minimise lifting problems (between knee and shoulder)					
3. Easy access for people and equipment					
4. Floors around racking or shelves clear of rubbish					
5. General conditions of racks and pallets					

Floors of walkways

6. Oil and grease cleaned up					
7. Floors kept dry					
8. Entry and across walkways kept clear					
9. No electrical leads, hoses or cables crossing walkways					
10. Walkways clearly marked					
11. Vehicles separated from footways					
12. Unobstructed vision at intersections					

Stairs, ladders and walkways

13. Steps firm					
14. Anti-slip treads					
15. Firm handrails					
16. Ladder rungs and bolts firm					
17. Fallback protection on high ladders					

Stairs, ladders and walkways

18. Adequate illumination for each task					
19. Good natural lighting					
20. Good light reflection from walls and ceilings					
21. No glare					
22. Light fittings clean and in good condition					
23. Emergency lighting operable					

Electrical

24. No broken plugs, sockets or switches					
25. No frayed or damaged leads					
26. Portable power tools in good condition					
27. No temporary leads on floor					
28. Emergency shutdown procedures in place					
29. Circuit breakers installed					
30. Controls clearly marked and accessible					

General OH&S checklist continued

Name:.....Position:Date:.....

Rubbish	1	2	3	4	5
31. Bins located at suitable points					
32. Bins emptied regularly					
33. Oily rags and combustible refuse in covered metal containers					
34. Waste from work regularly cleaned up					

Outdoor areas

35. Procedures in place to reduce work in sun and head					
36. Procedures in place to deal with sharps and other stray objects					
37. Adequate shade, rest and water					
38. Adequate personal protective clothing and equipment					
39. Adequate protection from live animals					

Offices

40. Chairs suited to tasks and users					
41. Desks suited to tasks and users					
42. Measures to prevent occupational overuse syndrome in place					
43. Air-conditioning maintained regularly					
44. Clear, non-slip floors					

First aid

45. Kits and contents appropriate to the first aid assessment					
46. Easy access to kits					
47. Clearly labelled					
48. Emergency numbers displayed					
49. Accident records maintained					

Fire

50. Extinguishers clearly marked, in place, regularly serviced					
51. Clear exits					
52. Adequate pointers to fire exists					
53. Fire alarm system working					
54. Emergency evacuation procedures, including regular drills					
55. Staff trained					

Reporting Template 5 - Ergonomic Guide/Checklist

Name:.....Position:Date:.....

1. Chair

Swivel seat with 5 castor base (glides should be used on hard floors)

Seat height should be adjustable so that when operator is seated:

	Yes/No
Upper arms hanging freely (no side arms on chair)	
Thighs are not compressed by front edge of seat	
Upper leg is approximately horizontal or angled slightly upwards with feet on floor or footrest	
Sufficient clearance between the thigh and lower edge of desk	
Sufficient clearance between front edge of seat and lower leg	
If relative heights of work surface and chair are not sufficiently adjustable (for short person) then an angled footrest should be provided	

Back rest adjusted:

For height so that small of back is supported	
For angle to allow user to sit upright	

2. Desk

Height should be adjustable so that forearms are horizontal or angled slightly downward	
Document holder placed beside or beneath screen at same viewing distance as screen	
Phone, folders etc. within easy reaching distance without the need to twist body or stretch from seated position	
Sufficient space for documents, completed work and writing on work surface	
Beneath desk should be clear of obstructions so that knee and foot have clearance	
Cords and cables secured out of way	

3. Computer monitor (screen)

When head is erect, the top of screen should be in line with eyes

Screen should be adjustable so that when head is looking at screen:

Viewing distance between eye and screen is between 400mm – 700mm (arm's length)	
The angle between screen surface and line of sight is approximately 90°	
The downward angle between line of sight and the horizontal is approximately 35°	
Monitor placed so there are no reflections from windows or other light sources	

Name:.....Position:Date:.....

4. Work and rest rate

	Yes/No
Try to alternate different tasks with working at computer eg. photocopying, filing, running errands, sorting shelves	
If not possible to vary tasks, take 10-minute breaks per hour (or 5 minutes per half hour) from using computer; (breaks should not be accumulated). Get up and walk around.	
Take frequent mini pauses by long distance viewing (more than three metres) to rest the eyes eg. Look across room/out of the window	
If you are not a trained word processor, try not to use a computer for hours on end; if this is not possible (eg. while writing reports) do some exercises at your desk	

5. Environment

Noise level	
Fresh air	
Lighting (adjustable to reduce glare (ie. high contrast)	
Temperature	
Other (specify)	