



4.0 OCCUPATIONAL SAFETY AND HEALTH

Management and The Committee of Ellenbrook Community Radio (inc) recognise the importance of providing employees and persons who may be affected by the operation of the organisation with a safe and healthy environment.

To achieve this objective, management is committed to providing all of the appropriate resources, and an OS&H system that contains the necessary tools and procedures to facilitate the success of this business objective.

Ellenbrook Community Radio will at all times undertake the following:

- a) Comply with all relevant OS&H legislation, Codes of Practice and appropriate Standards
- b) Provide and maintain specific health and safety systems that are designed to identify, assess and control hazards and risks associated with company activities. When practical, identified hazards and risks will be eliminated, however if elimination is not a reasonable option, then other appropriate control methods will be utilised.
- c) Provide a forum that actively promotes consultation and involvement of all employees and members in the achievement of Ellenbrook Radio's OS & H objectives.
- d) Provide training, education, information and work instruction to enable employees and management to perform their work in a safe and healthy manner.
- e) Hold accountable all Management, Committee Members and Volunteers accountable for the safe and healthy operation of the organisation's activities.
- f) Ensure that all contractors and sub-contractors engaged by Ellenbrook Radio comply with this Policy.

OS& H PROGRAM

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effective.

- i. OS & H training and education
- ii. provision of information to employees, contractors and sub-contractors
- iii. development of safe work procedures
- iv. emergency procedures and drills
- v. provision of OS & H equipment, services and facilities
- vi. regular workplace inspections and evaluations
- vii. reporting and recording of incidents, accidents, injuries and illnesses-to lodge a report **see Appendix 1**

To achieve the OS & H objectives of Ellenbrook Radio there are clear requirements for all Management, Board Members, and Volunteers to comply with this Policy, legislative requirements, safety management systems, and codes of practice as published and required.

Signe

Nicholas Antartis
Chairperson

10 February 2021



Appendix 1

Confidential once populated and will only be seen by reporter and investigating parties.

Accident/incident

Report Form

Record No: _____

Personal details

Name: _____

Occupation: _____

Section/Dept: _____ Date of report: / /

Accident/incident details

Date: _____ Time: _____ Date reported: / /

Location: _____ Witness: _____

Reported to whom: _____

Full accident/incident details – what happened, or in the case of a near miss, what could have happened

Injury – Nature of Injury

Contusion/crush

Burn

Dislocation

Amputation

Laceration/open wound

Superficial injury

Foreign body

Internal injury

Concussion

Sprain/strain

Fracture

Dermatitis

Location of Injury

Head/face

Eye

Internal organs

Trunk (other than back)

Hand/fingers

Shoulder/arms

Foot/toes

Back

Hip/leg

Other (state)

Results of accident

Lost time injury Y/N

No of.days: _____ days

Workers' compensation Y/N

Treatment received:

First aid

Doctor

Hospital

Damage to equipment/buildings/vehicles etc.

What was damaged?

Extent of damage:

Contributing factors

What were the contributing factors (if any)?

Corrective actions

Immediate actions

What controls can be put in place to prevent this from happening again?

Recommendations for action

Who is to implement these controls/corrective actions?

Date by which action is to be taken

/ /

Signatures

Officer:

OS & H
Rep:

Manager:

Director:

Investigating officer:

Actions completed:

Date: / /

Manager:
