



HEALTH & SAFETY POLICY

1. Introduction

At Ellenbrook Community Radio (Inc) trading as Radio VCA88.5FM (Radio VCA88.5FM) we recognise that the health, safety, and well-being of our members, presenters, contractors, visitors, and the general public (collectively referred to within this Policy as 'volunteers') are of paramount importance. We are committed to creating and maintaining a safe and healthy work environment in all areas of our operations.

This **Health & Safety Policy** (Policy) outlines our responsibilities, procedures, and expectations for ensuring a proactive and preventative approach to managing workplace risks. It is designed to promote a culture of safety, reduce the risk of injury or illness, and ensure compliance with all relevant health and safety legislation.

By working together, we can ensure that health and safety remain a shared priority at all levels of the organisation

2. Purpose

The purpose of this Policy is to establish a framework for maintaining a safe and healthy working environment for all volunteers affected by our activities. This policy aims to prevent workplace injuries, illnesses, and incidents by identifying hazards, assessing risks, and implementing effective control measures. It also ensures compliance with all applicable health and safety legislation and promotes a culture of safety, responsibility, and continuous improvement across the organisation.

3. Scope of Policy

This Policy applies to all volunteer individuals involved in the activities of Radio VCA88.5FM. It covers all locations and environments where Radio VCA88.5FM operates or conducts its activities, including offices, event sites, community spaces, and any off-site or remote work undertaken on behalf of Radio VCA88.5FM.

The Policy ensures that all individuals, regardless of their role or status, are aware of their responsibilities in maintaining a safe and healthy environment and are protected from harm while engaged in organisational activities.

4. Objectives

- To comply with all relevant health and safety laws and regulations.
- To identify, assess, and control health and safety risks.
- To provide training, equipment, and procedures that promote safe working practices.
- To foster a culture of safety and continuous improvement.

5. Employer Responsibilities

Radio VCA88.5FM will:

- Provide and maintain safe work premises, equipment, and systems of work.
- Conduct risk assessments and implement appropriate control measures.
- Ensure volunteers are informed, trained, and competent in their duties.
- Consult with volunteers on matters affecting their health and safety.
- Ensure volunteers work in accordance with health and safety procedures.
- Investigate accidents, incidents, and near-misses promptly.
- Encourage a safety-first mindset among team members.

6. Employee Responsibilities

Volunteers are expected to:

- Take reasonable care of their own health and safety and that of others.
- Follow all health and safety policies and procedures.
- Report hazards, unsafe practices, faulty equipment and incidents immediately to complaints@vcfm.com.au email addressed to the Complaints Officer, under the Complaints Management Policy & Procedures. If the matter is urgent presenters can let the President know via his confidential telephone number.
- Use equipment as instructed.

7. Risk Management

- All areas of work will be assessed for potential hazards.
- Control measures will be implemented based on the risk level.
- Risk assessments will be reviewed periodically and when changes occur.

7. Training

- All presenters will receive health and safety induction training.
- Role-specific and refresher training will be provided as required.
- Training records will be maintained.

8. Accident Reporting and Investigation

- All accidents, incidents, and near misses must be reported immediately and entered into the Accident Book in the Studios and emailed to the Radio VCA88.5FM Complaints Officer at complaints@vcfm.com.au A log of all complaints will be kept in the Complaints Register.
- The Radio VCA88.5FM Complaints Officer will acknowledge receipt, review and categorise each complaint, and delegate or escalate it as appropriate, based on Radio VCA8.5FM's structured approach to manage complaints.
- Records of incidents will be maintained in accordance with legal requirements.

9. Emergency Procedures

- Emergency exits, first aid kits, and fire extinguishers will be clearly marked and maintained.
- Fire drills and first aid training will be conducted regularly.
- Employees must be familiar with evacuation procedures.

Everyone involved in Radio VCA88.5FM has a role to play in upholding these standards. Through continued cooperation, communication, and commitment, we aim to ensure that health and safety remain a shared priority in everything we do.

This policy applies to:

- All members, presenters, volunteers and visitors at Ellenbrook Community Radio VCA 88.5FM.

This policy should be read in conjunction with the following policies, available on Radio VCA88.5FM's website:

- Code of Conduct Policy
- Drugs & Alcohol Policy
- Presenter Conduct & Participation Policy
- Complaints Management Policy & Procedures

10. Consequences of Breaching this Policy

Breaches of this Policy may result in disciplinary action being taken up to and including termination of membership. Behaviour may also be reported to the relevant authorities where considered appropriate.

Policy Owner & Version Control

Policy Owner	Ellenbrook Community Radio (Inc) t/a Radio VCA88.5FM: Secretary
Next Review Date	This Policy will be reviewed annually or following significant changes in legislation or station operations.
Endorsed By	

Version	Status	Date Approved	Description/Sections Modified
V2	Adopted	13 October 2025	Final Version