



Deepwater & District Community FM Radio Inc.

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Deepwater 91.1 MHz, Glen Innes 105.9 MHz

POLICY

Safe Working Practices

Adopted as policy by the Committee of Management on 29/6/15. Amended 18/1/16

(This policy is set out as an inclusion within the "2CBD Station and Presenter Manual. Page numbers refer to page numbers in the manual)

These dictate that we ask our volunteers to perform their tasks in a safe environment free from any harassment, violence (actual or threatened). Our aim will be to support and nurture rather than point out mistakes and punish. This will make our studios a pleasant place to visit and our association a pleasure and a privilege to be involved with.

Circumstances that can adversely affect a safe and harmonious workplace include:

- *Faulty or poorly placed furnishings and equipment*
- *Inadequate separation of volunteers from likely moving motor vehicles*
- *Disabled presenters entering the Radio Centre via the front door rather than the more suitable back door entry*
- *Lack of volunteer experience / training to recognize potential workplace hazards*
- *Irregular or non-existent workplace safety inspections*
- *Poor lighting, inadequate heating and cooling capability of buildings*
- *Volunteers being harassed by members of the public who are affected by drugs or alcohol*
- *Harassing telephone calls from members of the public who are angry for some reason*
- *Personal verbal or written attacks on a volunteer by another volunteer*
- *Lack of hazard signage – eg exclusion of access beyond transmitter*
- *Access to tower by children*

Adopted procedures to minimize workplace hazards:

1/ Our volunteers are requested to bring any perceived workplace hazards to the notice of 2CBD management. This can range from a notation in the event log book, a telephone call, an e-mail, personal representation or a written request to the Association Secretary to have the matter raised at a committee meeting.

2/ The 2CBD Committee have scheduled a new disabled entry ramp to the front door and are currently seeking funding to carry out the necessary works.

3/ The 2CBD committee endorse as a standard procedure that a workplace safety audit be carried out on a six monthly basis. These audits should be carried out preferably by two members and occur in January and July each year. The audit team will present a written report to the 2CBD Committee of Management. Any issues considered to be of a serious nature should be included within the report together with suggested remediation actions.

4/ New volunteers are required to be briefed by designated association members on their responsibilities to ensure a safe workplace. This briefing will also include procedures for volunteers when a potentially serious workplace event may occur. Additional briefings can also be arranged for Presenter Meetings.

5/ Specific actions to be taken in the event of harassment or potential harassment of a volunteer including where there is no immediate backup (ie. The volunteer is alone in the studio).

- For a sole studio presenter, the door to the studio should be locked with the key being placed in the designated place.
- Avoid escalating the situation. Act calmly and decisively.
- If a presenter is at the studio desk, remain on air.
- If necessary leave the microphone open and discretely alert the general public. It may be possible to speak into the microphone and say something like: "I need some help up here" or "I have a chap here who should be speaking with one of our Committee"
- Any harassment by members or volunteers or libelous accusations against another member / volunteer must be dealt with by the Committee of Management in the manner set out in this document as: "The 2CBD Code of Conduct" (pages 6 & 7 of this document)
- Disputes between members / volunteers should not be allowed to escalate if at all possible and dealt with under the provisions of; "Dispute Resolution" as set out on page 5 of this document.
- If the matter is serious, then the volunteer / presenter should dial 000 and ask for the police.
- All matters where a volunteer considers that their safety or wellbeing has been compromised should be reported.
- When a training opportunity for workplace safety arises, 2CBD will encourage members to consider attending.
- The matter of harassing phone calls to presenters is dealt with under the sub-title: "Harassing Phone Calls" on page 10 of The Station & Presenter Manual.