WORK HEALTH AND SAFETY POLICY

Purpose

- First Nations Media Australia is committed to ensuring, as far as reasonably practicable, the health, safety and welfare of the working environment for its employees, volunteers, contractors and visitors to its premises.

Application

- This policy applies to:
  a) All employees and directors; and
  b) Contractors, volunteers and visitors to First Nations Media Australia's premises, to the extent that it is relevant to them.
  c) The "workplace" meaning working on site or off-site, attendance at a work-related conference or function, and attendance at other work-related events, including retreats and social events.

Responsibilities

Employees are required to:

- Participate in health and safety training, discussion, and activities
- Follow reasonable health and safety instructions from managers or supervisors
- Report any serious incidents, accidents, injuries or accidents in the workplace to their supervisor
- Report any potential hazards to their supervisor
- Aim to work in a way that does not endanger the health or safety of themselves or others
- Properly use and maintain safety equipment
- Make sure visitors follow safety rules in the workplace
- Implement all detailed safety procedures.

Contractors and visitors to First Nations Media Australia will:

- Assess risks to their health and safety arising from the provision of their services
- Have control measures in place to address those risks, including complying with any relevant First Nations Media Australia policies and practices

Supervisors/managers will:

- Have the same responsibilities as noted for employees as above; and
- Be committed to the provision and maintenance of a healthy and safe workplace;
- Use risk identification, assessment and control principles to maintain safe and healthy work practices.
- Appropriately respond to health and safety incidents
- Keep a record of:
    - incidents and injuries
    - hazard identification, risk assessment and control processes
    - maintenance of equipment; and
    - training

Safe work practices

First Nations Media Australia notes the following practices as currently relevant to health and safety at the workplace:

1. Motor vehicle policy
2. Ergonomic workstations
3. Building evacuation procedure

Version	Date adopted/revised	Endorsement/Description of change
1.	21/3/2016	General Manager Daniel Featherstone
	8/5/19	Endorsed by First Nations Media Australia Board

Indigenous Remote Communications Association, trading as First Nations Media Australia

Appendix 1: Hazard and incident report form

	Location: Date: Name: Reported to:
Worker to complete	**DESCRIPTION OF HAZARD/INCIDENT**: **CORRECTIVE ACTION:** Taken Required
Manager to complete	**ACTION TAKEN**: **FURTHER ACTION REQUIRED:**
	Employer Date
	Worker Date

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