

# WORK HEALTH AND SAFETY POLICY

## Purpose

- **I**s 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:
  - ☐ All employees and directors; and
  - ☐ Contractors, volunteers and visitors to **MVD/gf/M21DrPqM“COD/V“UM“** premises, to the extent that it is relevant to them.
  - ☐ 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 **MVD/gf/M21DrPqM“COD/V“UM“** 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 **MVD/gf/M21DrPqM“COD/V“UM“** 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
	6/3/19	Endorsed by First Nations Media Australia Board

**Appendix 1: Hazard and incident report form**

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

