

## **RTRFM Policy 003**

### **RTRFM Health, Safety and Wellbeing**

#### **1. Purpose**

The RTRFM Health, Safety and Wellbeing policy provides members, employees, volunteers and visitors to RTRFM with information about RTRFM's commitments and expectations regarding health and safety.

#### **2. Scope**

This Policy applies to:

- (i) all RTRFM members
- (ii) all RTRFM employees
- (iii) all RTRFM volunteers
- (iv) all of RTRFM's activities, operations and events

#### **3. Principles**

##### **Health, Safety and Environment**

RTRFM will, so far as reasonably practicable:

- (i) manage its members, employees, volunteers, activities and assets in a way that minimises safety and health risks to members, employees, volunteers, visitors, members of the public and the environment
- (ii) use a risk based approach when managing hazards
- (iii) support to recovery, rehabilitation and return to work of employees in the event of work related injury or illness and promote health, general wellbeing and fitness for work

All members, employees and volunteers must:

- (i) manage risks in accordance with RTRFM's commitment to health and safety
- (ii) report any hazards to the RTRFM General Manager

##### **Security and Emergency Management**

RTRFM will, so far as reasonably practicable:

- (i) ensure that the RTRFM premises and assets support the security of members, employees, volunteers and visitors
- (ii) that emergency management procedures for security threats, accidents and emergencies are clearly communicated to all members and volunteers
- (iii) signage is adequate to support relevant procedures
- (iv) First aid kits are available on premises

All employees, members and volunteers must:

- (i) Follow procedures in the event of an emergency
- (ii) report any hazards to the RTRFM General Manager

##### **Health Safety and Environment at Events**

RTRFM will, so far as reasonably practicable:

- (i) ensure that event operations and planned and executed in a way that minimises impact to the environment
- (ii) ensure that alcohol is served in accordance with the Liquor Licensing Act 1998
- (iii) promote, encourage and support strategies to minimise harm from alcohol and other drugs
- (iv) ensure that all staff, members and volunteers handling alcohol have been trained in the responsible service of alcohol
- (v) promote the importance of safety at events and actively communicate a 'zero tolerance' approach to antisocial behaviour at events
- (vi) where food is being made available for purchase at events ensure that there are healthy option made available
- (vii) ensure that sunscreen is made available at outdoor daytime events

### **Alcohol and Other Drugs**

RTRFM will, so far as reasonably practicable:

- (i) ensure that event operations and planned and executed in a way that minimises impact to the environment
- (ii) promote the importance of safety at events and actively communicate a 'zero tolerance' approach to antisocial behaviour at events

All members, employees and volunteers must:

- (i) not bring illicit substances on the RTRFM premises
- (ii) not smoke tobacco on or within 5 metres from the RTRFM premises
- (iii) not be under the influence of alcohol whilst on air
- (iv) consume alcohol responsibly whilst on RTRFM premises

## **2. Application of Policy**

### **Observance of the policy**

The RTRFM board and General Manager have a strong commitment to this policy and to ensuring that members understand how it applies to their time at RTRFM.

This policy statement is available to members and the public.

### **Breaches of the code of conduct**

All RTRFM members are responsible for reporting any breach of this policy, or any general matter of serious concern, to the RTRFM General Manager. If a matter relates to the General Manager of RTRFM the report should be directed to the Board Chair in the case the breach relates to the RTRFM General Manager or a Board Director. Any member reporting a breach will be advised when the matter has been investigated and/or addressed.

## **3. Review**

This policy was set by the RTRFM Board in May 2018

This policy will be reviewed by the General Manager and Board in May 2019