

ACCESS COMMUNITY RADIO AUCKLAND INC

HEALTH AND SAFETY POLICY

(Compliance with Health and Safety at Work Act 2015)

1. Policy Statement

Access Community Radio Auckland Incorporated (for the purpose of this policy, referred to as 'Planet FM') is committed to providing and maintaining a safe and healthy working environment for all committee of management members, staff, programme-makers, volunteers and visitors (for the purpose of this policy considered as 'workers') as outlined in the Health & Safety at Work Act 2015. We aim to enhance our health and safety performance by ensuring that our health and safety issues are an integral part of our organisational policies. We also recognise Contractors are aware of their obligations under the Health & Safety at Work Act 2015 and covenants that comply with the provisions of the Act in services to Planet FM.

2. Rationale

- Developing appropriate tools and processes to meet our health and safety obligations.
- Making sure workers and contractors understand and are able to meet their responsibilities.
- Identifying, assessing and managing hazards to minimise accidents and incidents in the work place.
- Providing resources, training and support to meet our health and safety plans and policies.

This Policy forms a part of an overall management policy for administration of health and safety within Planet FM. The Policy applies to the premises leased by Planet FM, being part of Mt Albert Unitec Campus, situated at 79 Carrington Road, Pt Chevalier, Auckland 1022.

1. OFFICE CONDITIONS

1.1

The office and studios will be maintained in good physical condition to ensure the safety and reasonable comfort of workers. Repairs and maintenance will be promptly carried out by certified tradespeople, with as little inconvenience to workers as possible. Matters to do with sanitation or electrical faults will be given high priority.

1.2

Workers will be provided with enough work and storage space to enable them to work comfortably.

1.3

Adequate heating, lighting and ventilation will be provided to ensure day to day comfort and well-being of workers.

- a Heating – The central heating system will be controlled to provide comfortable working conditions. The use of radiant heaters is prohibited.

- b Lighting – Suitable lighting or lighting controls will be supplied to minimise the effect of either not enough, or conversely, too much light. Workers are encouraged to take particular care of their eyesight and to suggest ways of ensuring that their individual needs can be met.
- c Ventilation – A suitable controlled ventilation system is provided.

1.4

Walkways, and general floor space are to remain free of obstructions.

1.5

Computer and appliance cords must be secured while in use. If it is necessary to have temporary cabling across a walk-way, the cabling must be covered with plastic tape or by a mat. To prevent heat build-up care must be taken to fully extend extension cords prior to use.

2. STORAGE

2.1

Items and equipment should be stored in such a way that they present no hazard from falling. Large awkward or heavy items should not be stored at height. Items should not be stored on top of heavy files.

2.2

Aids should be used to minimise vending, stretching or twisting when carrying, transporting or storing items and special care should be taken when lifting.

2.3

Congestion of storage areas will be managed via routine disposal of waste archiving records, rearrangement, segregation, provision of shelving and cupboards and periodic workplace/store reviews. Untidy or congested workplaces generally use space inefficiently and may contribute to hazards such as falling objects or fire.

2.4

When locating shelves or cabinets consideration should be given to sensible design and placement. Wherever practicable, shelves and cabinets should be secured to walls. Cupboards, drawers and shelves must not be overfilled as this may lead to structural collapse.

2.5

Ladders or steps should be placed in a stable position or secured at the top or bottom.

2.6

Combustible materials should not be stored close to electrical apparatus.

3. KITCHEN

3.1

The kitchen provided, is for the use of all workers. This brings with it a responsibility on each person using the kitchen to maintain a good standard of hygiene in and around the kitchen.

3.2

Kitchen equipment is not to be used for non-food preparation purposes.

3.3

Dishes are to be washed in hot soapy water/dish washer after each use. Benches, cupboards, fridge, microwave and warming oven must be regularly cleaned and tea towels changed daily.

3.4

Care must be taken when preparing and serving food. It is preferable that disposable latex gloves be worn when preparing or serving food.

3.5

Extreme care must be taken when using kitchen equipment that can cause cuts, burns, and so on. Spills on floors must be wiped up immediately.

4. ON SITE CONTRACTORS

4.1

All on-site contractors employed for repairs and maintenance work on the premises must have approved credentials or proof of competence in their field.

4.2

All on-site contractors must sign a form confirming that they are aware of their obligations under the Health & Safety at Work Act 2015 and covenants that they will comply with the provisions of the Act in their provision of services to Planet FM.

4.3

Management will be responsible for overseeing contractors to ensure their work is carried out in a safe manner.

4.4

All workers are to cooperate with on-site contractors to ensure that their work is carried out in a safe manner.

4.5

If it is observed that a contractor is not operating in an agreed way, management must investigate the problem and may stop work in progress until the matter is resolved.

5. PLANET FM EQUIPMENT

5.1

All Planet FM equipment is to be maintained in good working order. Workers should immediately discontinue use of any electrical or other potentially dangerous equipment which malfunctions.

5.2

Equipment must be used in a safe manner and only for the purpose for which it is intended. Manufacturers instructions or limitations must be adhered to.

5.3

The private use of Planet FM equipment is not permitted.

6. BUILDING SAFETY

6.1 All workers are responsible at all times for maintaining the security of Planet FM's premises against intruders or fire.

6.2

When leaving the building, especially after hours, care must be taken to turn off the lights, switch off any electrical appliances (e.g. heaters) and ensure the main door is closed firmly. The security system operates from 4pm to 8am Mon-Fri and 24 hours weekends and holidays.

6.3

The access code to the building must be kept confidential to protect workers and the contents of the station.

7. GENERAL HEALTH

7.1

Workers are urged to protect their health in every way possible while at work. Extended working hours should be avoided and rest breaks must be taken at regular intervals.

7.2

An activity, other than normal work, should be undertaken during breaks e.g. walking/exercising if the normal work activity is sedentary.

7.3

Workloads should be monitored to ensure that workers are not being placed under unreasonable expectations and outputs.

7.4

High standards of personal hygiene must be maintained at all times.

8. DISASTER

8.1

Fire and emergency evacuation procedures are established. A copy of the relevant procedure is on display in the prep-room and on entry to the on-air studio. Copies are available on request and workers will sign these procedures when presented with this document.

8.2

Fire extinguishers and hose reels are placed in prominent parts of the building.

8.3

Workers subjected to threatening behaviour from a member of the public should try to remain calm and avoid antagonising the aforesaid person.

8.4

Professional counselling will be made available to any worker who has undergone a stressful/traumatic situation.

8.5

A First Aid Kit is available in the kitchen, on the shelf. Accident Register and forms included in the Kit and must be completed when Kit is used.

COMPUTERS & OCCUPATIONAL OVERUSE SYNDROME

1.1 EXISTING WORKSTATIONS

Workstations meet the requirements of the OSH VDU Code of Practice with priority given to the heaviest users of VDUs. Any user experiencing discomfort relating to their work station layout should discuss this with management and may consequently be referred to a doctor.

1.2 NEW WORK STATIONS & EQUIPMENT

Any new workstations and associated equipment (chair and mouse) that is purchased must meet the requirements of Section 2.5 of the OSH Code of Practice for safe use of VDUs. All intended purchases should be checked out with OSH for suitability.

2. SAFE USE OF COMPUTERS

2.1 Workers Responsibilities

- a Ensure their work station is set up in an ergonomic manner.
- b Take appropriate breaks and micro-pauses.
- c Report any symptoms of health effects from VDU use to management. Health effects include episodes of aches and pains that persist.

Where workers use a computer at home, they should use the computer in a way that is safe and does not jeopardise the health of the person concerned. Where aches and pains develop as a result of home use of a VDU and occur over more than 2 days (e.g. episodes of pain for more than 2 days running) this must be reported to management, if the person's work at Planet FM involves the use of a computer.

2.2 Management Responsibilities

Monitoring the use of work stations by workers. This includes taking action where they are observed working in an unsafe manner, which may include failing to adjust the work station or chair properly, adoption of a poor working posture, or failing to take breaks.

- a Ensuring that workload levels imposed on workers are monitored and are not excessive.
- b Ensuring that all new workers are trained in the safe use of VDUs.
- c Taking action when workers report symptoms of discomfort or pain attributable to VDU use.

All the above points (agreed plan, actions taken and monitoring) must be recorded, by workers concerned, with the agreement of management.

3. Training

If required by workers, education on safe VDU use will be given by an Occupational Therapist/Physiotherapist.

4. Rehabilitation

When it is established that a worker has been affected by VDU use by using the equipment at Planet FM, to the extent that medical treatment is required, then a rehabilitation programme will be necessary. This programme will specify how an individual will gradually be re-introduced to work in such a manner that will not aggravate their existing condition.

The steps in the rehabilitation are as follows:-

4.1

The Occupational Therapist/Physiotherapist engaged by Planet FM and ACC Case Manager (if involved) should develop a rehabilitation programme in conjunction with the affected person.

4.2

If the worker is off work, they should be invited while still off work to discuss factors that may have contributed to the injury and to allow sufficient time for changes to be made before the person returns to work.

4.3

Management should consider the existing workload in the area concerned and determine if temporary assistance is needed to meet current workloads.

4.4

Scheduled and documented meetings should take place with all parties once the person has returned to work to discuss progress.

5. Monitoring

5.1

Monitoring Exposure - Regular checks on whether VDU users are having any problems with their work station will be made by management. After each inspection a record is to be filed in a personal file.

5.2

Occupational Overuse Related Conditions - All workers who use computers must report any pain or discomfort to management as detailed in section 2.1 c.

5.3

Eyesight

New workers may be directed to have their eyesight tested by an Optician to ensure that they do not have eyesight problems that may be aggravated by VDU use.

Existing workers who have been non-users of VDUs and are required to use a VDU on a frequent basis may also be directed to have their eyesight tested on a frequent basis by an Optician to ensure they do not have an eyesight problem which may be aggravated by VDU use.

Workers who experience eye strain or visual discomfort at work should report this to management and possible causes discussed. Where the problem cannot be rectified by changes in lighting conditions, reduction of glare etc, management may ask the worker to have their eyesight tested.

6. ACCIDENT REPORTING & NOTIFICATION

6.1

All instances of harm (including pain that persists for more than 2 days as specified in Section 2 c and eyestrain) are to be recorded.

6.2

All instances of serious harm must be notified to OSH.

Further information available in 'Code of Practice for Visual Display Units'.

This is an ACC approved Code of Practice. Important advice is provided including the nature of training to be provided to VDU users and ergonomic requirements for work stations and chairs.

IMPORTANT: All accidents and hazards at work must be reported immediately. THERE ARE NO EXCEPTIONS.
--

The following standard documents are held at Planet FM:

- Accident Report Forms
- Accident Report Notebook
- Incident/Accident Register

Date Approved:	
Review Date:	

Chair: _____ Date: _____

GOVERNANCE DUTIES – HEALTH & SAFETY AT WORK

(Compliance with Health and Safety at Work Act 2015)

1. Policy Statement

Access Community Radio Auckland Incorporated (referred to as ACRA) acknowledges that Committee of Management (referred to as C.O.M.) members of its organisation have a duty of due diligence under the Health & Safety at Work Act 2015.

2. Definitions & Guidelines

The Health and Safety at Work Act 2015 includes a due diligence duty which imposes a duty on those people who are in governance roles to proactively manage health and safety in their organisations.

All C.O.M. members are deemed to be “officers” for the purposes of the Act.

MBIE has issued a “Good Governance Practices Guideline for Managing Health and Safety Risks” (the **Guideline**).¹ The Guideline is targeted at, but not limited to, organisations with 20 or more employees.

ACRA has noted and adopted the intent of the issued Guidelines.

The C.O.M. of ACRA notes that the duty of Officers under the Act is a personal duty which cannot be delegated, modified or transferred. It requires officers to be proactive – not reactive by waiting for staff to raise a health and safety problem.

3. What Due Diligence means for C.O.M. members (Officers) in practical terms.

In summary each officer is to:

- (a) acquire and keep up-to-date knowledge on health and safety to enable informed decision making;
- (b) understand the risks arising from running ACRA and also understand the control measures to ensure Health and Safety;
- (c) ensure that ACRA is adequately resourced (human and financial) in order to eliminate or minimise risks to health and safety;

¹ The Guideline can be accessed at <https://www.iod.org.nz/Publications/Healthandsafety.aspx>.

- (d) monitor the performance of ACRA in relation to health and safety; (e.g. report from Management/Health & Safety representative should be provided at each meeting).
- (e) ensure compliance with all legal obligations, regulations, codes of practices, etc.; and
- (f) verify the performance of ACRA (e.g. reviews, audits, safety observations).

4. Key Elements and “Best practice” for Governance

The Officers of ACRA will implement and maintain its obligations under the Act by:

4.1 Policy and Planning:

- (g) Develop, approve, and publish a safety vision and beliefs statement that will express a commitment to health and safety.
- (h) Establish targets for tracking effectiveness in implementing the committee's health and safety strategy and goals.
- (i) Determine a charter that will describe the committee's own role as Officers in leading health and safety in ACRA.
- (j) Apply a performance review process to leadership roles within ACRA which includes health and safety responsibilities and accountabilities.

4.2 Deliver:

- (k) Ensure that management develops, implements, audits and regularly reviews and updates an effective management system consistent with accepted standards.
- (l) Review management reports on reviews and audits of systems and control plans.
- (m) Become personally aware of the organisation's hazards and control systems. Review risk registers.
- (n) Ensure that management has sufficient personnel with the right skill mix, supported by specialists as required, to operate the business safely.

- (o) Ensure that plant and equipment is provided that is fit for purpose, well maintained and supported by training and safe operating procedures.
- (p) Provide sufficient funds for effective implementation and maintenance of the health and safety management system and for improvement programmes.

4.3 Monitor:

- (q) Specify clear requirements regarding reporting and timeframes for significant events in the committee's charter.
- (r) Review serious incidents, including serious non-compliance and near misses, and be personally satisfied with the adequacy of management actions in response.
- (s) Ensure that improvement goals are developed annually by, and with, management and that regular progress reports are received by the Committee.

4.4 Review:

- (t) Specify arrangements for the formal review of health and safety in the committee's charter including in relation to frequency, who is involved, and how and what input is required.
- (u) Ensure that input into the formal review includes audits (internal and external), system reviews, performance results, significant incidents, organisational changes and benchmark data.
- (v) Determine an action plan and track progress as an outcome for the review.

Date Approved:	
Review Date:	

Chair: _____ **Date:** _____

7 September 2016

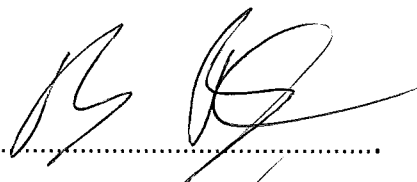
Access Community Radio Inc.
P.O. Box 44-215
Pt. Chevalier
Auckland 1246
Aotearoa/New Zealand

Phone: (09) 815 8600
Fax: (09) 815 8620

info@104.6planetfm.org.nz

Broadcast Services Ltd acknowledges and confirms that it is aware of its obligations under the Health & Safety at Work Act 2015 and covenants that it will comply with the provisions of the Act in its provision of services to Access Community Radio Auckland Inc.

Signed for Broadcast Services Ltd


Date 8/9/2016



21 May 2002

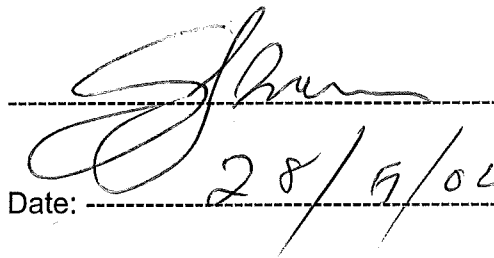
Access Community Radio Inc.
P.O. Box 5609
Wellesley Street
Auckland
Aotearoa/New Zealand

Phone (09) 302 0238
Fax (09) 302 0237

info@104.6planetfm.org.nz

Broadtech Services Limited acknowledges and confirms that it is aware of its obligations under the Health and Safety in Employment Act 1992 and covenants that it will comply with the provisions of the Act in its provision of services to Access Community Radio Auckland.

Signed for Broadtech Services Limited


Date: 28/5/02

Graham Brown, General Manager



7 September 2016

Access Community Radio Inc.
P.O. Box 44-215
Pt. Chevalier
Auckland 1246
Aotearoa/New Zealand

Phone: (09) 815 8600
Fax: (09) 815 8620

info@104.6planetfm.org.nz

Thermal Solutions (Auckland) Ltd acknowledges and confirms that it is aware of its obligations under the Health & Safety at Work Act 2015 and covenants that it will comply with the provisions of the Act in its provision of services to Access Community Radio Auckland Inc.

Signed for Thermal Solutions (Auckland) Ltd



Leon Forster
SERVICE MANAGER.

Date 30/9/2016.



7 September 2016

Access Community Radio Inc.
PO Box 44-215
Pt. Chevalier
Auckland 1248
Auckland New Zealand

Phone: (09) 815 9000
Fax: (09) 815 8620

www.104.6planetfm.org.nz

Think IT Limited acknowledges and confirms that it is aware of its obligations under the Health & Safety at Work Act 2015 and covenants that it will comply with the provisions of the Act in its provision of services to Access Community Radio Auckland Inc.

Signed for Think IT Limited

Kerry Wilson, Director

Date... 3/10/2016