



Work Health & Safety

Background

A community radio station is a workplace, regardless of whether individuals are paid or unpaid. Under law, Alpine FM is required to provide a safe and secure environment for everyone who performs work or engages with the station. This includes employees, volunteers, presenters, contractors, and visitors—collectively referred to as workers in this policy. Alpine FM is committed to fulfilling its duty of care to all workers and expects the same commitment to safety and respect from everyone on site.

Purpose

This policy outlines Alpine FM's commitment to providing a safe, healthy, and respectful environment for all volunteers, visitors, guests, and community members who access our facilities or services.

This will be achieved by the Committee of Management (CoM), paid staff and volunteers working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

Scope

This policy applies to:

1. This policy applies to all **workers** of Alpine FM, including employees, volunteers, presenters, contractors, committee members, and visitors, as defined in this policy.
2. It covers all **workplaces**, including the main station premises, the OB van, transmission and repeater sites, and any location where Alpine FM workers are carrying out station-related activities (e.g. outside broadcasts, community events, or off-site meetings).

Alpine FM health and safety objectives

1. To provide a safe and healthy work environment for all our workers.
2. To provide safe and healthy methods of work.
3. To provide programs of health and safety activities and procedures which are continually updated and effectively carried out.
4. To identify and eliminate or reduce hazards and risks to health and safety.

5. To continually monitor and improve work health and safety.
6. To provide education and training resources.
7. To comply with all relevant laws, rules, standards and codes of practice.

General Responsibilities

The Committee of Management is responsible for ensuring this policy is implemented, reviewed, and maintained and is expected to:

1. Identify hazards, assess risks and implement appropriate controls.
2. Provide volunteers and visitors with any relevant information.
3. Deal with safety and health matters in consultation with volunteers.

Volunteers, presenters and employees are expected to:

1. Take reasonable care that their own acts or omissions do not affect their own health and safety and that of others.
2. Comply with health and safety legislation.
3. Comply with all instructions, policies, and procedures.
4. Report hazards, incidents, or unsafe conditions promptly to Station Manager.

Emergency Evacuation Procedure

In the case of fire or receiving instruction to evacuate, all individuals must:

1. Cease broadcasting (if safe to do so) and follow station signage to the nearest exit. There are two exits: the front door and the main studio. If exiting from the main studio, follow the footpath to the rear of the building. You will need to obtain the key for the padlocked gate. The key is in a key lock box near the door to the old toilets near the back gate. If an emergency exit is required via the back door of the studio, the key to the gate is in the lock box. Access code is the same as our front door: **9650**. Press **C** to clear.
2. If you are **alone** at the station and a fire or emergency occurs, **evacuate the building first if it is safe to do so**, then **call Triple Zero (000)** and follow their instructions.
3. Assemble at the designated meeting point outside the station. See Appendix 1 for evacuation map.

4. Wait for confirmation from the designated fire warden or emergency services before re-entering the building.
5. Emergency exit locations and evacuation maps are clearly displayed in the building located on the wall next to the toilet door at the front entrance and in the main studio on the window next to the rear exit door and on the presenters' display stand.

First Aid & AED

6. The First Aid Kit is in the station kitchen on top of the fridge.
7. The Automated External Defibrillator (AED) is mounted in the main office next to the large screen TV.
8. In case of injury or medical emergency Call Triple Zero (000).
9. Administer first aid as trained and/or seek help from another trained volunteer.
10. Complete an Incident Report Form and notify the Secretary or Station Manager. See Appendix 2 for Incident / Near Miss Form.

Dog-Friendly Workplace

Alpine FM is a dog-friendly workplace under the following conditions:

1. Dogs must be more than 12 months old and be out of their curious puppy stage.
2. Supervise your dog to prevent them wandering off, coming into contact with dangerous items (such as electrical cords or the contents of rubbish bins) or getting into the staff kitchen!
3. It is the responsibility of the pet owner, to ensure that their dog receives frequent toilet breaks, and does not cause any disruptions to anybody else in the station. The dogs must be fully house trained.
4. The dog must always stay with the presenter while in the station, meaning it should not roam around unattended.
5. Owners will be liable for any cost incurred for damage or mess that may be made by their dog.

Please let the Station Manager know if you intend to have your dog in the station with you, as there may be times when this is not suitable (i.e. if we are testing equipment, getting ready for an OB, guests are visiting, etc).

Power Outage Procedures

Power Outages (Power Failures)

Power outages can happen for different reasons. Most often, they are scheduled by the electricity company. These outages are usually announced in advance so the Station Manager and Station Techs can prepare.

Unscheduled Power Outage – Transmitters (Big Hill & Apex Hill)

A power outage at Big Hill will not affect the studio. Everything in the studio will continue to appear normal — the lights on the desk will be on and meters will show activity.

The first sign something is wrong is that you won't hear the on-air signal through the studio monitor speaker or headphones via the OFF AIR button. *(Refer to page 14 of the Presenters Handbook to see where the OFF AIR button is located on the console.)*

The main transmitter at Big Hill has a backup battery that will last for about 10 minutes. After about one minute, the AGL generator will start automatically and recharge the battery.

The standby transmitter at Big Hill, which plays recorded music when the studio-to-transmitter link is lost, does not have backup power and will broadcast via Apex Hill.

The Apex Hill transmitter does not have a backup battery but does have a generator. This means a power outage at Apex Hill will cause a brief interruption to the signal when power is lost and again when it is restored.

Unscheduled Power Outage – Studio

If the power goes out in the studio:

- The backup power system supplies power to all essential broadcasting equipment in Studio 1 (except the table lamp) and the Tech Room.
- Everything will remain powered — lights, meters, and controls on the desk will appear normal.
- Your program will stay on air and streaming.
- The backup power will last for up to 8 hours.
- If the power outage continues beyond 8 hours, the generator will need to be started by the Station Manager or a Station Tech to maintain power.

At Night

- Emergency EXIT signs will remain lit to provide low-level lighting.
- A torch is available on the corner table to the left of the main studio desk if extra light is needed.

Hazard Reporting & Incident Management

1. All volunteers must report any hazards, injuries, or near misses using the Incident Report Form, available in the office or by email request.
2. Completed forms should be submitted to the Secretary or Station Manager.
3. The Committee will review all reports and ensure appropriate follow-up actions are taken.

Policy updates

This policy will be reviewed annually or as required following a serious incident or regulatory change.

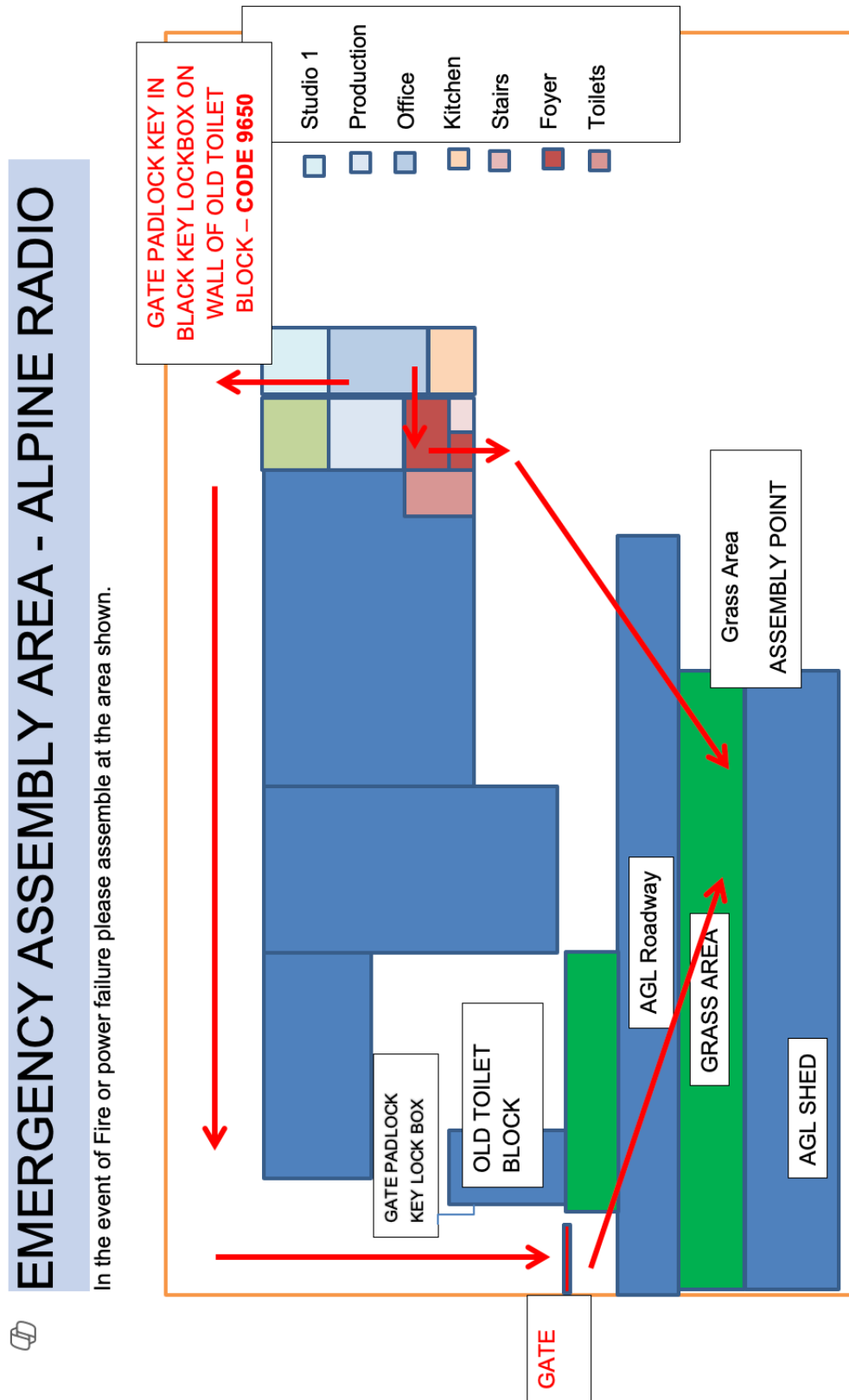
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Version 2.0	18 June 2025	Linda Parkinson
Approver name and position: Keith Pike, President	Signature: 	
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ATTACHMENTS

Appendix 1 – Evacuation Map

Appendix 2 – Incident / Near Miss Form

Appendix 1 – Evacuation Map



Appendix 2 - Incident / Near Miss Form

Alpine FM Incident / Near Miss Form

- 1.1 Please use this form to report all injuries, accidents or near misses, whether an injury occurred or not, and to document the investigation into the accidents by the Work Health Safety representative.
- 1.2 This form must be completed as soon as possible after any work-related incident, injury, illness or near miss.
- 1.3 If the accident caused, or could have caused, serious injury or property damage, please contact the Secretary immediately.

1. Report Details

Date of Report:	
Time of Report:	
Reported By (Your Name):	
Your Contact Number / Email:	

2. Incident / Near Miss Details

Type of Report: ☐ Incident (Injury or damage occurred) ☐ Near Miss (No injury or damage, but could have) ☐ Illness

Date of Incident/Near Miss:	
Time:	
Location:	

Describe what happened (Include as much detail as possible):

3. Person Involved (if not the reporter)

Name:	
Role (e.g. presenter, volunteer, visitor):	
Contact Number / Email:	

4. Was any injury sustained?

☐ Yes ☐ No

If yes, describe the injury and if first aid or further treatment was provided:

5. Was any equipment damaged?

☐ Yes ☐ No

If yes, list equipment and nature of damage:

6. Immediate Action Taken

7. Who was the incident reported to?

Name:	
Role:	
Date / Time Reported:	

8. Recommendations / Follow-up Actions

What should be done to prevent this from happening again?

For Office Use Only

Follow-up Completed By:	
Position:	
Date:	
Further Action Required?	☐ Yes ☐ No
Details / Comments:	

Document Control

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Approved by:	
Approval date:	
Next review date:	
Prepared by:	Linda Parkinson