

## 1. Scope

Australian News Channel (ANC) recognises, and is committed to, providing a safe and healthy work environment for all our people. It is the objective of ANC to make every reasonable effort to prevent accidents, protect our people from injury, and promote the health, safety and welfare for all.

### Who does this policy apply to?

This policy applies to all employees, including contractors, contributors, consultants, interns, work experience, visitors and volunteers providing a service to ANC so far as reasonably practicable.

### Definitions

*“employees”*: means all full-time, part-time, fixed term and casual employees employed by ANC. It also includes contractors, contributors, consultants, interns, work experience and volunteers providing a service to ANC.

*“WHS”*: means workplace health and safety.

*“WHS Legislation”*: means the relevant workplace health and safety legislation that is applicable to that workplace and/or the employee.

*“workplace”*: means all of ANC’s workplaces and to other places where employees may be working or representing ANC. For example, when visiting a customer, client or supplier.

### Guiding Principles

Under the WHS Legislation, both ANC and employees have responsibilities to ensure a safe and healthy workplace. The purpose of this policy is to document and communicate WHS accountabilities and responsibilities of ANC and employees. Where relevant, specific risks and/or hazards to safety in the workplace will be addressed separately per a risk management/assessment process covering the way in which the specific risk or hazard will be minimised (in consultation with relevant employees).

If an employee is found to be in breach of his or her responsibilities under this policy (and/or any risk management/assessment process), disciplinary action could be taken which may result in termination of employment (or the cancellation of service/consultancy contracts).

## ANC Responsibilities & Accountabilities

Management of ANC (including, but not limited to, the executive team, managers and senior managers) are responsible for providing and maintaining as far as possible:

- A safe working environment
- Safe systems of work
- Premises, plant and substances in safe condition
- Facilities for the welfare of employees
- An appropriate incident investigation process if an accident or incident has been reported
- Information, instruction, communication, training and supervision that is reasonably necessary to ensure that each employee is safe from injury and risks to health
- Embedding safe practices in all aspects of ANC operations having regard to ANC's activities, products, services and people
- A robust and pragmatic approach to managing ANC's workplace health and safety risks, in a prioritised manner, and identifying those employees that require specific and appropriate training on identified hazards in the workplace
- Compliance with all relevant WHS legislation
- A process in rehabilitating employees who are injured while working and
- A commitment to continually improve ANC's performance through effective safety management.

## Your Responsibilities & Accountabilities

We all have an obligation to:

- Uphold a high standard of health and safety and accident prevention
- Comply with this policy, and all other relevant ANC policies, procedures and practices
- Comply with safe work practices, with the intent of avoiding injury to ourselves and others and damage to workplace premises and equipment
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary (including, when necessary, visiting client's premises)
- Comply with any direction given by management for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents occurring in the workplace immediately to ANC's Office Manager
- Report all known or observed hazards in the workplace to our supervisor or manager immediately and
- Co-operate in reasonable efforts and/or workplace changes designed to assist in rehabilitation of fellow employees.

## 2. Consultation

ANC recognises consultation gives people the opportunity to participate and share information about workplace health and safety and is an essential part of managing health and safety risks.

ANC will consult with employees on all workplace health and safety matters including:

- Undertaking risk management activities
- Proposing changes that may affect the health and safety of employees
- Making decisions about any workplace health and safety procedures and
- The adequacy of facilities for the welfare of employees.

The consultation arrangements at ANC are flexible depending upon the workplace health and safety matter and could include, but are not limited to, face-to-face meetings, generating a focus group regarding a specific risk, regular communication sessions between management and employees.

## 3. Rehabilitation

ANC is committed to the rehabilitation employees injured in the workplace. ANC aims to manage the process of rehabilitation in the workplace to ensure that injured employees have the opportunity to recover and return to work by:

- Ensuring that a return to work as soon as possible is a normal practice and expectation
- Ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers for all who need them
- Providing suitable duties for an injured employee as an integral part of the rehabilitation process
- Consulting with employees to ensure that the rehabilitation process operates smoothly and effectively
- Informing employees of their rights in relation to a Workers Compensation claim including the choice of doctor and accredited rehabilitation provider
- Ensuring that participation in a rehabilitation program will not of itself prejudice an injured employee
- Ensuring no dismissal of an injured employee within six months of injury, solely or principally because of that injury and
- Advising employees that participation in rehabilitation is voluntary but non-participation may result in reduced weekly benefits.

## Procedure for the rehabilitation of employees

If any work related injury or illness occurs, it must be immediately reported to a manager or your Human Resources representative and, if immediate attention is required, the First Aid Officer and an accident form completed and treatment arranged.

ANC will arrange for a suitable person at ANC or, where this is not practicable, its workers' compensation insurer, to provide advice to the injured employee to:

- Assist in completing Workers Compensation forms
- Explain rights, obligations, benefits and rehabilitation procedures to the injured employee
- Ensure that the employee is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace and
- Where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

## Providing suitable duties

When the injured employee is, according to medical judgment, well enough to return to work on suitable duties, ANC shall, as far as practicable, provide suitable duties. Suitable duties shall be approved by the treating doctor or by the accredited Rehabilitation Provider (in consultation with the treating doctor).

## Consultation

ANC will consult with the injured employee on the rehabilitation process.

## Resolving disputes

Rehabilitation disputes that cannot be resolved by mediation in the workplace may be referred to a rehabilitation officer at the Work Cover Authority.

## 4. Emergency Evacuation Procedure

On hearing the evacuation alarm, all employees should be aware that there is a real or potential emergency in the building. On hearing the alarm or on being instructed to evacuate by the fire warden, all employees must immediately:

- Obey any directions given by the Fire Warden
- Proceed to the nearest emergency exit - all emergency exits will be clearly marked
- Assist mobility impaired people to the appropriate fire exit
- Exit the building in a calm and orderly, but quick fashion (move at a quick walk but do not run)

- High heeled shoes should be removed before entering the fire stairs
- Maintain one clear step between the person in front on the stairwell to prevent stumbling
- When out of the building, proceed immediately to the designated assembly area as communicated to the employee
- Return to the building only when instructed by the Fire Warden and
- Report any person not accounted for to the Fire Warden.

ANC will ensure that in all its premises:

- Emergency Exits are clearly marked
- Smoke Alarms will be installed and maintained
- Fire Extinguishers will be installed and maintained and
- A diagram of the evacuation procedure will be made visible to employees and visitors.

## 5. First Aid

### First aid officers and qualifications

ANC will appoint a first aid officer. The first aid officer of ANC will hold suitable qualifications and receive appropriate training to be ANC's nominated first aid officer.

ANC will pay for employees to attend a first aid course if the employee is gaining the qualifications with the view to holding a position as a first aid officer within ANC, and approved by ANC to meet the needs of the business.

### Workplace injuries

All injuries that occur in the workplace should be reported to the First Aid Officer immediately and if a serious injury is suspected an ambulance called. Ambulance Services can be contacted using one of two phone numbers **000** or **112**. 112 can be used worldwide. An employee can also dial 112 on someone's mobile, even if the key pad on the phone is locked.

ANC's priority is to get first aid help to the injured person as soon as possible. The first aid officer will treat the injured person to the best of their training and will manage the situation and direct other people how to help if necessary until the ambulance arrives. The first aid officer will also record the date, time and nature of the injury on the appropriate database. The database can also be used to assist ANC's strategy for managing workplace injuries.

### Use of first aid supplies

The first aid supplies may be used as required by employees in consultation with a designated first aid officer. All illnesses and injuries should be reported to the first aid officer if they involve using the first aid supplies or the first aid room.

Misuse of the supplies provided would be considered a breach of the policy and ANC's goodwill and may result in disciplinary action.

ANC provides travel sized first aid kits that are made available to employees who travel offsite for work purposes. These are found with the main first aid box and employees are required to sign in and out for these kits.

If an employee notices that the first aid supplies are low, this should be reported to a first aid officer so an order can be placed and supplies re-stocked.

The first aid officer should regularly check the first aid supplies to ensure that supplies remain stocked.

## 6. Further Information

This policy replaces all pre-existing ANC policies, standards or guidelines that are related to health & safety in the workplace. It does not form part of any contract of employment or override the terms of any contract, award or registered agreement which might also apply to employment with ANC. The policy may also be varied or rescinded from time to time.

## 7. Policy Version and revision information

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