



Student Resource Booklet

CUAWHS302 Apply work health and safety practices

**CUA41215 Certificate IV in Screen and Media
CUA Creative Arts and Culture**

Acknowledgement

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CONTENTS

YOUR WHS RESPONSIBILITIES.....	3
RESPONSIBILITIES OF EMPLOYERS.....	3
RESPONSIBILITIES OF EMPLOYEES, WORKERS & VOLUNTEERS.....	4
WHS LEGISLATION.....	4
WORKPLACE SAFETY AUTHORITIES	5
EXAMPLE WHS POLICY & PROCEDURE.....	7
PURPOSE.....	7
SCOPE.....	7
POLICY	7
RESPONSIBILITIES.....	9
PROCESSES	11
HEALTH AND SAFETY COMMITTEE	11
REPORTING INCIDENTS	12
WHAT ARE THE CONSEQUENCES IF THE STATION BREACHES WORKER HEALTH AND SAFETY REGULATIONS?.....	12
A NOTE ABOUT VOLUNTEERS AND NEW WHS REGULATIONS.....	12
SAFETY SIGNS & SYMBOLS	13
WHAT IS WORKPLACE BULLYING?	14
OPERATING A FIRE EXTINGUISHER	15
WHAT IS AN MSDS?	17
WORKING WITH COMPUTERS	21
PICKING UP HEAVY OBJECTS	23
WORKING SAFELY IN THE STUDIO.....	24
SITTING FOR LONG HOURS	24
VOLUME OF SPEAKERS AND HEADPHONES.....	24
WIRES AND LEADS.....	24
DRINKING IN THE STUDIO.....	24
LOOKING AFTER YOUR VOICE.....	25
DEALING WITH EMERGENCIES.....	25
RISK MANAGEMENT	28
APPENDIX I: HELPFUL RESOURCES AND LINKS	31

If you want to quickly visit the any of the websites in your textbook you can download a QR Code Reader App onto your phone or tablet and scan the codes.

A QR Code looks like this:



Your WHS Responsibilities

Responsibilities of Employers

Employers in Australia have a ***duty of care*** for their employees. This means that they are legally required to provide all employees with a healthy and safe working environment. The main law for this is the Occupational Health and Safety (Commonwealth Employment) Act of 1991. Section 16 of this Act states that:

An employer must take all reasonably practicable steps to protect the health and safety at work of the employer's employees.

Each state also has its own laws. The general principle of each of the state laws is:

Employers should do everything that is reasonably practicable to set up a working environment that is both safe and without risk to the health of all employees, contractors and other people in or near the workplace.

Responsibilities of Employees, Workers & Volunteers

Employees and workers also have a duty of care and are responsible for a safe workplace.

Workers, including volunteers must:

- Take reasonable care for the worker's own health and safety, and for the health and safety of others, while at work.
- Follow reasonable directions given by, or on behalf of, the employer on issues related to health or safety.
- Use relevant safety equipment provided for the worker's use.
- Report a workplace accident to the employer as soon as practicable after it occurs.

A worker must not:

- Intentionally or recklessly interfere with or misuse safety equipment provided by the worker's employer; or intentionally create a risk to the health or safety of another at the worker's workplace.

WHS Legislation

National Legislation doesn't cover all states. To date, both Victoria and Western Australia have not moved over to national legislation. If you live in these states you will need to refer to your State legislation.

The principles embedded in WHS legislation are similar across Australia and these are to:

- Promote and secure workers' safety and health
- Protect workers from hazards
- Ensure safe hygienic working conditions
- Reduce, eliminate and control hazards
- Encourage cooperation and consultation between employers and employees
- Promote education and awareness of occupational safety and health
- Provide for formulation of policies.

In recent years there have been attempts to create uniform WHS legislation across all states. This is known as “harmonization”.

To read more about “harmonization” on the Safe Work Australia website scan the QR Code

A square QR code located in the top right corner of a black-bordered box, intended for scanning to access more information on harmonization.

Workplace Safety Authorities

The role of state workplace safety authorities is to administer work health and safety, injury management, return to work and workers’ compensation laws. They also manage the workers compensation system.

View your states Workplace Safety Authority via the following links and QR Codes.

Safework Australia

<http://www.safeworkaustralia.gov.au/sites/swa/mo-del-whs-laws/guidance/volunteers/pages/resource-kit>



Worksafe ACT

http://www.worksafe.act.gov.au/health_safety



Workcover NSW

<http://www.workcover.nsw.gov.au/Pages/default.aspx>



NT Worksafe

<http://www.worksafe.nt.gov.au/home.aspx>



QLD Workplace Health and Safety
<https://www.worksafe.qld.gov.au/>



Safework SA
<http://www.safework.sa.gov.au/>



Worksafe Victoria
<http://www.worksafe.vic.gov.au/>



Worksafe Western Australia
<http://www.commerce.wa.gov.au/worksafe>



Example WHS Policy & Procedure

Below is an example Workplace Health and Safety **Policy** for DIY-FM

WORK HEALTH AND SAFETY POLICY			
Policy number	<<insert number>>	Version	<<insert number>>
Drafted by	<<insert name>>	Approved by Board on	<<insert date>>
Responsible person	<<insert name>>	Scheduled review date	<<insert date>>

Purpose
 DIY-FM is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

Scope
 This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to DIY-FM's premises, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

Policy

Overview
 DIY-FM supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

DIY-FM is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

DIY-FM is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with DIY-FM's Safety Representatives, of management systems and procedures designed to, so far as is reasonably practicable:

- Identify, assess and control workplace hazards;
- Reduce the incidence and cost of occupational injury and illness; and
- Provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

p1 of 2

Bullying and violence at work

Bullying is repeated, unreasonable behaviour directed toward a person, or group of persons, that creates a risk to their health and safety. So far as is practicable DIY-FM is committed to reducing bullying and occupational violence in the workplace.

Examples of bullying can include:

- Verbal abuse;
- Excluding, ignoring or isolating a person;
- Psychological harassment;
- Intimidation;
- Assigning meaningless tasks unrelated to a person's job;
- Giving a person impossible assignments and deadlines;
- Unjustified criticism or complaints;
- Deliberately withholding information vital for effective work performance; and
- Constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by DIY-FM of the services provided by that contractor.

Occupational Health and Safety Coordinator

The Occupational Health and Safety Coordinator will be held accountable for coordinating DIY-FM's management of health and safety on behalf of the CEO. The Occupational Health and Safety Coordinator does not assume the responsibilities of supervisors and managers.

Health and Safety Representatives

DIY-FM will encourage and facilitate the formation of work groups and the election of Health and Safety Representatives to represent employees on health and safety matters.

Health and Safety Committee

Where required under legislation, DIY-FM will establish a Health and Safety Committee consisting of management and employee representatives. The Health and Safety Committee will be the principal forum in which management consults with employees on broad health and safety and policy issues.

p2 of 2

Example Workplace Health and Safety **Procedure** from DIY-FM:

WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURE

Policy number	<<insert number>>	Version	<<insert number>>
Drafted by	<<insert name>>	Approved by CEO on	<<insert date>>
Responsible person	<<insert name>>	Scheduled review date	<<insert date>>

Responsibilities

The Board and staff will:

- Be committed to the provision and maintenance of a healthy and safe workplace;
- Consult and participate in the health and safety program;
- Use risk identification, assessment and control principles to reach DIY-FM's health and safety objectives;
- Inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- Participate in DIY-FM's inductions and implement all safety procedures.

The Station Manager will:

- Be committed to the provision and maintenance of a healthy and safe workplace; and
- Ensure that all staff receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws.

The Workplace Health and Safety Officer will:

- Coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- Assist supervisors/managers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- Assist supervisors/managers in monitoring and evaluating hazards and risk control measures;
- Assist supervisors/managers in the identification, development and provision of appropriate Work Health and Safety -related information, instruction and training;
- Monitor and advise on legislative and technical changes relating to health and safety;
- Monitor and provide regular reports to the CEO and the Health and Safety Committee on DIY-FM's Work Health and Safety performance;
- Support employees and Health and Safety Representatives to follow policies and safe work procedures developed.

Supervisors will:

- Be committed to the provision and maintenance of a healthy and safe workplace;
- Consult and participate in the health and safety program;
- Use risk identification, assessment and control principles to reach DIY-FM health and safety objectives;
- Inform and train all staff in relevant policies, procedures and health and safety obligations; and
- Participate in DIY-FM inductions and implement all safety procedures.

p1 of 3

Employees including volunteers will:

- Participate in health and safety training, actions and activities and support DIY-FM in its efforts to reach its health and safety and, where relevant, rehabilitation objectives;
- Follow reasonable health and safety instructions from managers or supervisors;
- Report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- 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; and
- Participate in DIY-FM induction programs and implement all detailed safety procedures.

Contractors and visitors to DIY-FM 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 DIY-FM policies and practices.

The role of the Health and Safety Committee (if relevant) is to:

- Assist in the development, monitoring and review of health and safety policies and procedures;
- Consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- Promote the importance of health and safety amongst management and employees;
- Monitor DIY-FM's health and safety performance;
- Monitor the rehabilitation of injured employees;
- Assist in the resolution of health and safety disputes.

The Committee will meet on a quarterly basis, or more frequently if required. An agenda will be circulated by the Head of the Committee prior to the meeting. A sample Agenda can be found at Appendix B to this procedure.

A designated note-taker will take minutes of the meeting. A sample Minutes document can be found at Appendix A to this procedure.

The role of Health and Safety Representatives is to:

- Represent employees from their work group in relation to health and safety matters;
- Investigate health and safety related complaints prior to representations to management;
- Make representations to management and report back to employees on any matter relating to health and safety;
- Discuss with the employees, any proposals or matters which may affect the health and safety of employees;
- Assist management in the identification of hazards, the assessment of risks and implementation of risk control measures;
- Assist in promoting adherence to health and safety policies and procedures;
- Assist in the monitoring of risk controls and health and safety policies and procedures.

p2 of 3

Processes

Health and Safety Committee

Management should review the relevant legislation for each state [or insert state] to determine whether a Health and Safety Committee is required for the workplace. Management should also consult with the Health and Safety Representatives and the Human Resources Department to determine if a Committee is required at their site.

Where a Health and Safety Committee is required by legislation, or where the CEO otherwise deems it necessary, DIY-FM will establish a Health and Safety Committee.

Management must ensure that employee representatives are selected appropriately and that the Committee is established and conducted in accordance with the applicable legislation.

Occupational Health and Safety Committee Membership

The number of Committee members will be decided and agreed by management, in consultation with employees.

Elected health and safety representatives may also be Health and Safety Committee members. At least half the Health and Safety Committee members must be employee representatives.

Health and Safety Committee meetings are to be conducted at least every three months. An agenda will be established prior to the meeting and issued to all persons attending the meeting. Minutes will be taken and forwarded to all Health and Safety Representatives, and copies shall be made available to all employees.

DIY-FM encourages sites to invite appropriate visitors to attend the Occupational Health and Safety meetings and positively contribute.

Occupational Health and Safety Representative

Where required by law or deemed necessary, designated work groups shall each elect a Health and Safety Representative as their spokesperson.

Elected Health and Safety Representatives are encouraged to work with management to discuss Work Health and Safety issues, and to work with management to improve health and safety standards.

Review of Policy and Procedure

This procedure will be reviewed annually by the CEO in consultation with the Health and Safety Committee (if relevant) and Health and Safety Representatives.

The review will involve assessing the effectiveness of the procedures by (among other things):

- Reviewing overall health and safety performance; and
- Monitoring the effectiveness of policies and procedures.

Dissemination of Policy and Procedure

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager.

New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

p3 of 3

Reporting Incidents

Your station should have a system for reporting accidents and potential hazards. This could be anything from a leaking air conditioner or frayed electrical cords to a pathway that is blocked. If you witness an accident occurring at the station (for example someone slips on a wet floor) you should report the details to the WHS officer as soon as possible.

Usually a fault is reported on a form but it is your responsibility as a worker to let the management know- so even if you can't find the right form to fill out you should write the details of the problem down and send it to management or the nominated WHS officer in your station as soon as you have identified the problem.

Once you have raised the concern with the WHS officer the station must take appropriate action. If no action is taken the station could be liable for hefty fines if an accident occurs because of the hazard.

What are the consequences if the station breaches Worker Health and Safety regulations?

There are a range of possible responses if it is found that the station is in breach of WHS regulations. They include simple notices requesting the station to improve or rectify the threatening or dangerous situation. In more serious cases criminal action may be taken against those responsible for actions or inactions in relation to WHS in your station. This could include board members, managers, staff and even volunteers in stations where there are paid workers. For example, if you do something in the station which clearly puts lives in danger you could be prosecuted.

Penalties for breach of health and safety duty offences

Type Order	Information		
	Corporation	Individual as PCBU*	Individual as worker or other
Category 1	\$3 million	\$600 000, five years in jail or both	\$300 000, five years jail or both
Category 2	\$1.5 million	\$300 000	\$150 000
Category 3	\$500 000	\$100 000	\$50 000

*PCBU Person in Control of Business or Undertaking

A note about volunteers and new WHS regulations

The new legislation distinguishes between organisations which are totally run by volunteers and organisations which have paid staff and some volunteers. In mixed (paid and unpaid staff) organization- volunteers are considered workers and therefore can be prosecuted.

It is imperative that stations that are totally volunteer-run also abide by the WHS regulations.

Safety Signs & Symbols

Below are some examples of safety signs / symbols. Look for any existing signs or notices at the station.



Warning –
Electrical Hazard



Fire Extinguisher



First Aid



Must Wear Eye
Protection



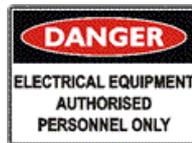
Warning –
Forklift Truck



Must wear hearing
protection



Must wear
protective gloves



Danger –
Do Not Enter



Warning –
Radioactive
Materials



Clean up After
Yourself



This fire blanket sign gives you some idea of how to use the blanket to put out a small fire. Notice the way the figure in the picture is holding the blanket between themselves and the fire.



Wet floors are a common reason for slips. Also always make sure that cords, wires and carpet edges are taped down to prevent trips.

What Is Workplace Bullying?

Bullying is any behaviour that you find unwanted, inappropriate, aggressive or unreasonable. It can cause psychological injuries such as anxiety and depression, and can indirectly cause physical injuries.

Workplace bullying can happen to you at any time you are carrying out work related activities; and can happen to anyone – from management to workers, from workers to management, or between peers.

Bullying can be carried out verbally, physically or in writing. Examples include:

- Insults and constant criticism.
- Malicious rumours and gossip.
- Deliberate repeated exclusion from activities.
- Behaviour or language that frightens you.

Reasonable managerial actions, poor management practices and differences of opinion do not constitute bullying.

Bullying is different from harassment, which disadvantages victims on the basis of their status or beliefs, and does not necessarily put their health or safety at risk.

WHAT CAN I DO ABOUT BULLYING?

Ask them to Stop

If you are able, tell the bully how their behaviour makes you feel. Often those doing the bullying are simply copying or repeating behaviour without really thinking about it. Sometimes asking a person to stop their behaviour can put an end to it.

Report It

If the bullying doesn't stop, report it to a manager or safety committee representative. Check to see if your workplace has a policy to prevent, report and deal with bullying, and follow the procedures. By law, you cannot be fired for reporting bullying.

Record It

Keep track of all the incidents that have occurred—including names, dates, witnesses and copies of any relevant documents—in a diary or logbook.



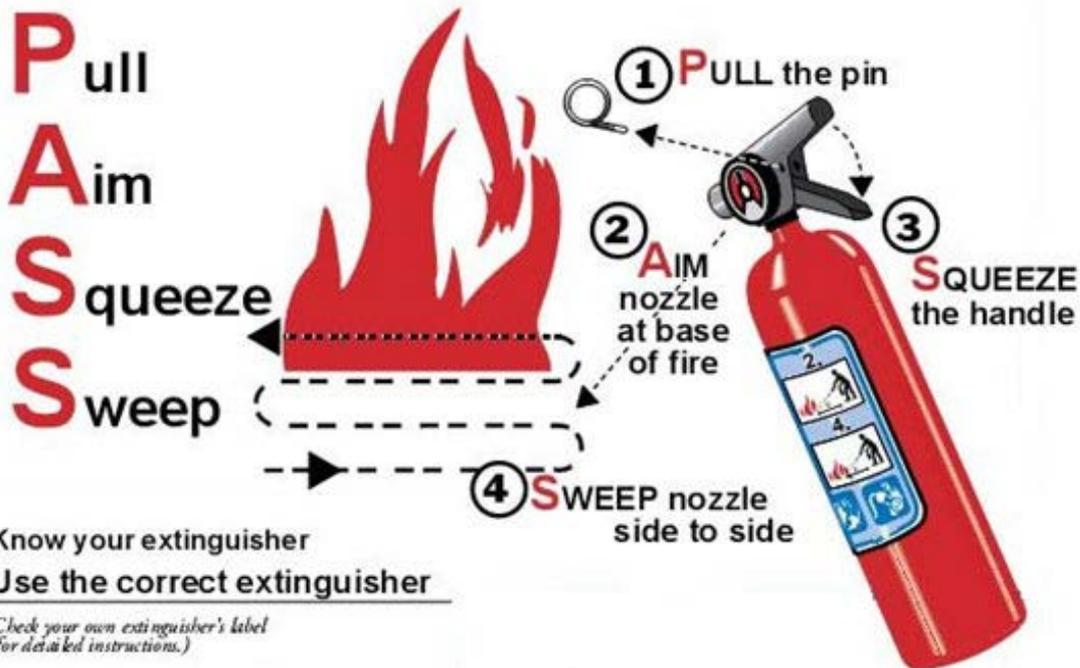
Find out more about bullying in the workplace by searching the Internet. ***You will find this information booklet on this website:*** www.comcare.gov.au



Operating a Fire Extinguisher

First you should make sure you are using the correct fire extinguisher.

To operate an extinguisher:



 Fire Protection Association Australia		Portable Fire Extinguishers		
		CLASS A Wood Paper Plastics	CLASS B Flammable & Combustible Liquids	CLASS C Flammable Gases
Two colour schemes for fire extinguishers exist		EXTINGUISHANT		
PRE 1999	FROM 1999			
		WATER	YES	NO
		WET CHEMICAL	YES	NO
		FOAM	YES	YES
		POWDER	YES <small>(ABE)</small> NO <small>(BE)</small>	YES <small>(ABE)</small> YES <small>(BE)</small>
		CARBON DIOXIDE	LIMITED	LIMITED
		VAPORISING LIQUID	YES	LIMITED

LIMITED indicates that the extinguishant is not the agent of choice for the class. Solvents such as alcohol or acetone mix with water. Green text indicates the class or classes it is suitable for.

What Is An MSDS?

An MSDS (Material Safety Data Sheet) is a document containing important information about a hazardous chemical (which may be hazardous substance and/or dangerous goods) and must state:

- A hazardous substance's product name
- The chemical and generic name of certain ingredients
- The chemical and physical properties of the hazardous substance
- Health hazard information
- Precautions for safe use and handling
- The manufacturer or importer's name, Australian address and telephone number

The MSDS provides employers, self-employed persons, workers, health and safety representatives and medical practitioners with the necessary information to safely manage the risk from, or to deal with the consequences of, hazardous substance exposure. It is important that everyone in the workplace knows how to read and interpret a MSDS. Here is an example:

Material Safety Data Sheet

MSDS 26095

Based on available information, not classified as hazardous according to criteria of NOHSC.

Not classified as Dangerous Goods by the criteria of the Australian Dangerous Goods Code (ADG Code) for transport by Road and Rail.

1. IDENTIFICATION OF THE MATERIAL AND SUPPLIER

Product Name: PaintX

Product Code(s): 26095, 26100, 26105, 26110

Supplier: Acryloc Building Products

ABN: 52 051 067 237

Street Address: 22 Queens Road, Dry Creek, South Australia 5094

Telephone Number: (08) 8368 3333

Facsimile: (08) 8349 3240

Emergency Telephone: 1300 552 661

2. COMPOSITION/INFORMATION ON INGREDIENTS

Product Description: Surface Coating. Applied by brush, roller or spray. Coloured Viscous Liquid

3. HAZARDS IDENTIFICATION

Poisons Schedule: Nil

4. FIRST AID MEASURES

Inhalation: Remove victim from area of exposure - avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Allow patient to assume most comfortable position and keep warm. Keep at rest until fully recovered. Seek medical advice if effects persist.

Skin Contact: If skin contact occurs, remove contaminated clothing and wash skin with running water.

If irritation occurs seek medical advice.

Eye Contact: If in eyes, wash out immediately with water. In all cases of eye contamination it is a sensible precaution to seek medical advice.

Ingestion: Rinse mouth with water. If swallowed, give a glass of water to drink. Seek medical assistance.

Notes to physician: Treat symptomatically.

p1 of 4

5. FIRE FIGHTING MEASURES

Specific Hazards: Non-combustible material.

Fire-fighting advice: Non-combustible material, however, following evaporation of the water component of the material, the residual material can burn if ignited.

Firefighters to wear self-contained breathing apparatus and suitable protective clothing if at risk of exposure to vapour or products of combustion.

Suitable Extinguishing Media: Water fog (or if unavailable fine water spray), foam, carbon dioxide, dry chemical powder.

6. ACCIDENTAL RELEASE MEASURES

Small Spills: Slippery when spilt. Avoid accidents, clean up immediately. Collect in a container for disposal via special chemical waste collection.

Large Spills: Slippery when spilt. Avoid accidents, clean up immediately. Contain – prevent run off into drains and waterways. Use absorbent (soil, sand or other inert material).]

Collect and seal in properly labelled containers or drums for disposal.

7. HANDLING AND STORAGE

Handling advice: Avoid eye contact and repeated or prolonged skin contact.

Storage advice: Store in cool place and out of direct sunlight. Keep containers closed when not in use - check regularly for leaks.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Occupational Exposure Limits: No value assigned for this specific material by the National Occupational Health and Safety Commission.

Engineering Control Measures: Provide adequate ventilation. If using indoors, keep windows and doors open during use. Keep containers closed when not in use.

Personal Protective Equipment: Overalls, Safety Shoes, Safety Glasses, Gloves, Respirator.

If there is a risk of eye contact, repeated or prolonged skin contact or inhalation wear gloves, safety glasses and a respirator. Always wash hands before smoking, eating, drinking or using the toilet.

9. PHYSICAL AND CHEMICAL PROPERTIES

Physical State:	Viscous Liquid	Auto Ignition Temperature (°C):	Not Applicable
Colour:	Coloured	% Volatile by Weight:	Not Available
Odour:	Bland	Solubility in Water (g/L):	Miscible
Solubility:	Miscible with water	Melting Point/Range (°C):	Not Applicable
Specific Gravity:	1.0 to 1.7 @20°C	Boiling Point/Range (°C):	100°C
Relative Vapour Density (air=1):	Not Available	Decomposition Point (°C):	Not Available
Vapour Pressure (20°C):	Not Available	pH:	8-10
Flash Point (°C):	Not Applicable	Viscosity:	Not Available
Flammability Limits (%):	Not Applicable	Evaporation Rate:	Not Available

p2 of 4

10. STABILITY AND REACTIVITY

Stability: No information available

11. TOXOLOGICAL INFORMATION

No adverse health effects expected if the product is handled in accordance with this Safety Data Sheet and the product label.

Symptoms or effects that may arise if the product is mishandled and overexposure occurs are:

- **Ingestion:** No adverse effects expected, however large amounts may cause nausea and vomiting.
- **Eye contact:** May be an eye irritant.
- **Skin contact:** Contact with skin may result in irritation.
- **Inhalation:** Where this material is used in a poorly ventilated area, at elevated temperatures or in confined spaces, vapour may cause irritation to mucous membranes of the respiratory tract, headache and nausea.
- **Long Term Effects:** No information available for the product.
- **Toxicological Data:** No LD50 data available for the product.

The components in the proportions present are not considered to present a hazard under conditions of good occupational work practice.

12. ECOTOXOLOGICAL INFORMATION

Avoid contaminating waterways.

13. DISPOSAL CONSIDERATIONS

For large quantities: Refer to Waste Management Authority.

- Dispose of material through a licensed waste contractor.
- Normally suitable for disposal at approved land waste site.

For small quantities: Do not pour leftover paint down the drain.

- Unwanted paint should be brushed out on newspaper, allowed to dry and then disposed of via domestic waste collection.
- Empty paint containers should be left open in a well ventilated area to dry out.
- When dry, recycle the container via plastic recycling programs.
- Disposal of empty paint containers via domestic recycling programs may differ between local authorities. Check with your local council first.

14. TRANSPORT INFORMATION

Road and Rail transport: Not classified as Dangerous Goods by the criteria of the Australian Dangerous Goods Code (ADG Code) for transport by Road and Rail.

Marine transport: Not classified as Dangerous Goods by the criteria of the International Maritime Dangerous Goods Code (IMDG Code) for transport by sea.

Air transport: Not classified as Dangerous Goods by the criteria of the International Air Transport Association (IATA) Dangerous Goods Regulations for transport by air.

p3 of 4

15. REGULATORY INFORMATION

Classification: Based on available information, not classified as hazardous according to criteria of NOHSC.

Poisons Schedule: None allocated.

All the constituents of this material are listed on the Australian Inventory of Chemical Substances (AICS).

16. OTHER INFORMATION

This material safety data sheet has been prepared by ??? This MSDS summarises to our best knowledge at the date of issue, the chemical health and safety hazards of the material and general guidance on how to safely handle the material in the workplace.

Since the supplier cannot anticipate or control all conditions under which the product may be used, each user must, prior to usage, assess and control the risks arising from its use of the material.

If clarification or further information is needed, the user should contact the Supplier using the contact details on page 1.

The Supplier's responsibility for the material as sold is subject to the terms and conditions of sale, a copy of which is available upon request.

p4 of 4



Seat height

- Your chair needs to be at a height so that your forearms are parallel to or slightly above the desk with your shoulders relaxed and elbows at approximately 90 degrees.
- Adjust seat height so that feet are flat on the floor, knees bent at right angles and thighs parallel to the floor.
- If your feet don't rest comfortably on the floor, use a footrest.

Chair

- Make sure the chair has a 5 star base support.
- Ensure that the chair is height adjustable.
- Check out how the adjustments on the chair work so you can set it up as per your requirement.
- A chair with no armrests is highly recommended as it enables you to sit in close to the desk.

Sitting posture

- An upright or slightly reclined posture is recommended – maintain hollow in the lower back.
- Make sure your chin is tucked in towards the chest and aligned with the spine rather than poking forwards or upwards.

Back rest

- Adjust backrest (vertically) so it supports the (lumbar) curve of the lower back and adjust the back tilt to allow you to sit upright (90-100 degrees).

Seat tilt

- Adjust the seat tilt to be horizontal or slightly forward to be comfortable
- Not all chairs have a seat tilt adjustment – this is OK as long as you can maintain a right angle between your thigh and trunk.

Arm rests

- A chair with arm rests is not recommended for keyboarding. If they interfere with the operation of the keyboard or result in you having to reach to use the keyboard consider a chair without arm rests.

Leg clearance

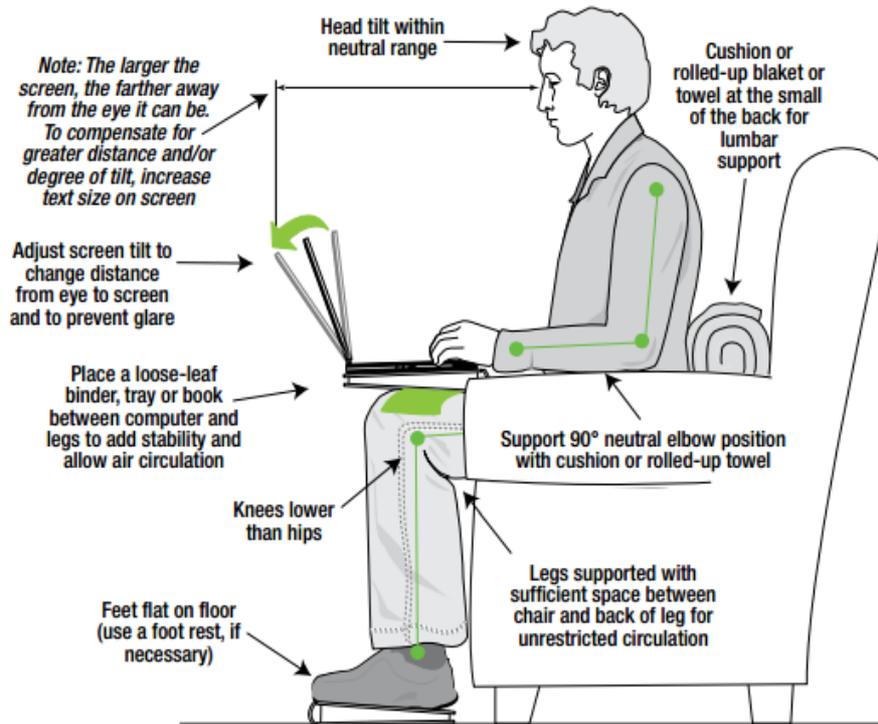
- The space under your desk should be sufficient to allow free leg movement without obstruction.
- Your desk height should provide adequate clearance for your legs to allow close access to the work task.
- The guidelines for desk size are: minimum depth 550mm x minimum width 800mm.

Desktop layout

- Place all controls and task materials within a comfortable reach of both hands to avoid unnecessary twisting of any part of the body.
- Sit with the computer, keyboard and mouse directly in front of you.

Take Regular Breaks

- Even if you follow all of the above directions it's important to remember that you should always take breaks when using a computer. It is so easy to be so distracted by what you are doing on the computer that you forget how long you have been working on the computer.
- Advice on how long the break should be and how often you should take them varies. Some studies suggest you are better off taking shorter, more frequent breaks (eg 5-10 minutes every 50 minutes) rather than longer breaks less often (eg 15 minutes every two hours).
- There are many computer and mobile apps available to remind you to take breaks.



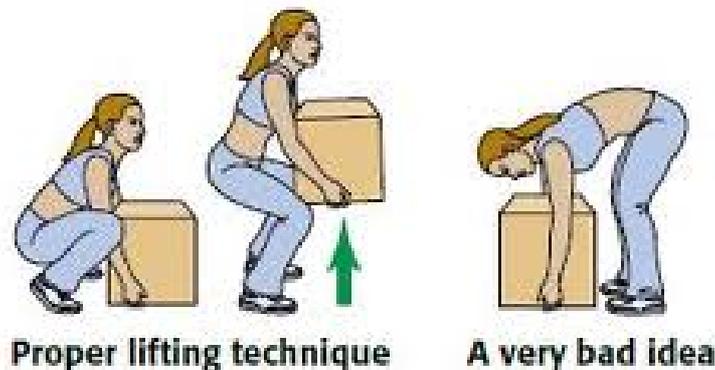
Picking Up Heavy Objects



It is really important that you take care lifting any equipment or even you bag of CDs and laptop when you are doing your program or other work around the station.

Another place you might find yourself lifting heavy stuff is at a station event or an outside broadcast.

The illustration below illustrates the basic rule: bend your knees and use your stomach muscles to help lift the object.



Working Safely in the Studio

There are number of issues which you should take into consideration in regard to working safely in the studio.

Sitting for long hours

When you do an on air shift you are likely to find yourself sitting down for hours at a time. This can also be the case if you are editing in the studio. Remember to take breaks and stretch.

Volume of speakers and headphones

The volume of wither the speakers or your headphones is important. If it is too loud you could be causing damage to your hearing. Certainly headphones which cover your ears are better than earbuds. You should be able to hear someone calling out to you with your headphones on.

Drinking in the studio

We all think that we will be fine with a drink in the studio but you can be sure that the one time you bring one into the studio is the one time you will spill it.

Wires and Leads

Look out for loose wires and leads as well leads which are frayed. Also there should be no piggy backing of electrical plugs using double adaptors.



Looking After Your Voice

It is important to look after your voice. In a later section of these resources you will learn about this in more detail but for now you should remember to do physical and vocal warm-ups to keep your throat and vocal chords relaxed at every level when you speak.

Other things you can do are:

- Take care of your back and neck so that they are aligned (this helps keep your throat open and relaxed, and your breathing easy).
- Drink lots of water (8 or more glasses a day is recommended) and sip warm healthy liquids like teas and soups (try hot water and honey and lemon, with 4 slices of fresh ginger).
- Protect your immune system and emotional health with healthy foods and vitamins, lozenges or vitamin C drops to moisturize and clear your throat.
- Take care of health issues such as viruses, bacterial infections, allergies, acid reflux, etc.

Dealing With Emergencies

From time to time you may find yourself having to deal with an emergency that involves peoples' health and well-being at the station. Here are some points to keep in mind if something happens and you are faced with some serious responsibilities.

Injuries and Medical Emergencies

Examples of First Aid treatment you might need to administer:

Incident	Immediate treatment
There is a cut that is bleeding	Apply pressure to the wound and elevate
Burns	Wash under cold running water
Chest pain	Lay down and get expert help quick (000)
Chemical in an eye	Eye bath with water
An object in an eye	Stop rubbing, get expert help

Electrical shock	Check for danger, switch off power, check person (000)
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First Aid

In case of an accident where there is an injury, first aid can help reduce its severity and can mean an injured person is medically assisted until an ambulance arrives. It could mean the difference between life and death.

The basic components of a first aid kit:

- Name and telephone number of the First aid officer
- First Aid Manual
- Incident reporting log book
- Individually wrapped sterile adhesive dressing
- Sterile eye pads
- Thermometer
- Sterile solution
- Gloves
- First Aid Scissors
- Splinter Forceps (tweezers)
- Antiseptic Solution
- Cotton Wool
- Cotton buds
- Pack of Wound Closure Strips (steri strips)
- Pack of Antiseptic Wipes (medi swabs)
- Antiseptic spray
- Adhesive tape
- Range of bandages, dressings and band aids

Cardio Pulmonary Resuscitation

A First Aid officer must be trained to follow procedures for CPR. In the event of anyone suffering serious injury or illness, the procedure to follow is:

Danger – check that the danger has passed or been removed, e.g. power switched off?

Response – check the person is conscious

Send – send for help

Airways – lie them on the floor in the emergency position and check there is no obstruction to their air passages, e.g. tongue, vomit.

Breathing – check they are breathing. If not, begin mouth-to-mouth resuscitation

CPR – start CPR—30 chest compressions : 2 breaths. Continue CPR until help arrives or patient recovers.

Defibrillation – apply defibrillator if available and follow voice prompts.



Don't leave a person alone if they have been injured or are ill. Help them stay calm until first aid or further assistance arrives.

Fire

A common emergency incident is a fire. Prevention is the best approach to fires at your station.

Fires will only start if you combine the three basic components: Fuel, heat and oxygen. Keeping these separate is the first step to preventing fires at your station. Oxygen is everywhere, so keeping the other two components apart is vital. Keep fuel such as paper, rags and solvents away from stoves, cigarettes and sparks.

It is important to know how to control different types of fires. For example, a fire started from a burning cigarette butt in a paper bin can be put out with water, but you must **NOT** use water on an electrical fire.

In case of a fire, everyone at the station should know:

- Where the fire extinguishers are and how / when to use them
- To call the fire brigade on 000 if you cannot control the fire with one extinguisher
- The evacuation procedure for your building

An **EVACUATION** happens when there is a dangerous situation in your station.

The basic steps for an **evacuation** are:

- Shut down any potentially dangerous equipment you are using
- Go straight to an assembly point, walk, DO NOT run
- Ensure others around you are aware they need to evacuate
- Do everything that the fire warden or supervisor says
- Participate in any headcount

It is important when communicating with others that you take into account that not everyone may understand orders to evacuate the building.

Take into consideration that people may have disabilities or language barriers that may mean they don't fully understand the need to evacuate.

Also people might be in soundproof areas may not be able to hear you, so you need to not only make sure that you have signalled them but that they are responding to the evacuation.

Obvious hand signals are important such as the studio signal for "Cut" may be useful but also holding up a sign or gesturing for someone to stop broadcasting and to come may not be enough.

In the end you may need to interrupt the broadcast by entering the studio and making it clear that the person must leave.

Fire and other emergencies must be reported as soon as possible to your Workplace supervisor officer or Station WHS Officer. More information can be obtained from your local / state fire brigade.

Bomb Threats

It is probably unlikely to ever happen but we thought we should include some advice on how to manage a phone call where someone is making some kind of physical threat, such as a bomb threat.

Following is a checklist provided by the Australia Federal Police that you can use if someone calls the station with a bomb threat. While it applies in particular to a bomb threat, it is also useful for other situations:

Australian Federal Police Bomb Threat Checklist

Most importantly – **stay calm.**

If someone has called making a threat that could be serious, the information you are able to get by talking with them could prove vital for police.

They may not answer the questions directly but even indirect answers may contain hints or clues for the police.

While keeping the person on the phone you should signal to someone to call the police about the bomb threat.

Write a clear message such as, ***“This caller is threatening to explode a bomb – call the police and tell them we are still on the phone with them.”***

Important questions to ask:

- Where did you put the bomb?
- When is the bomb going to explode?
- What does it look like?
- How will the bomb explode?
- Did you put it there?
- Why did you put it there?
- What type of bomb is it?
- What is in the bomb?
- What will make the bomb explode?

Write down the exact wording of the threat

Other important things to note are anything about the person’s speech which makes them distinctive, any background noises, etc .

For further information check out the AFP Checklist via the link below or scan the QR code:

<http://www.afp.gov.au/~media/afp/pdf/a/afp-abdc-phone-threat-checklist.pdf>



Risk Management

The following table is a risk calculator. To use it you must decide what the consequences of something happening and how likely it is to happen.

Example:

If a live electric wire is exposed in the studio – the consequences are catastrophic (someone could touch it and be electrocuted) and the likelihood is high (as many people use the studio).

- A. Take Step 1 rating and select the co
- B. Take Step 2 Rating and select th
- C. The calculated risk score is cross on the matrix below.

		LIKELIHOOD		
		Rare	Unlikely	Improbable
CONSEQUENCE	Catastrophic	MEDIUM	HIGH	Critical
	Major	LOW	MEDIUM	High
	Medium	LOW	LOW	Medium
	Minor	VERY LOW	LOW	Low
	Insignificant	VERY LOW	VERY LOW	Very Low

APPENDIX I: Helpful Resources and Links

These resources may also be useful when studying this unit:

Station WHS policies and procedures

- Ask your station for a copy of their current policy

Preventing and Managing Bullying at Work

- More information available from: www.comcare.gov.au

Dealing with injuries in the workplace

- St. John First Aid book or information sheets can be found here:
www.stjohnsa.com.au/how-we-help/public-access-resources/first-aid-fact-sheets

Firefighting information sheets

- 'How to operate a fire extinguisher' Fact sheet 40 available from: www.fire.nsw.gov.au