

Volunteers Workplace Health & Safety Induction Document

The Sydney Morning Herald

spectrum

NOW

ANZ 

SESSION OUTCOMES

At the conclusion of this session, volunteers will be able to demonstrate an understanding of:

- Fairfax Health & Safety Policy
- Your responsibilities
- Definitions – Hazard / Incident / Accident
- Process for reporting emergencies





FAIRFAX MEDIA WHS POLICY.



Fairfax Media Occupational Health and Safety Policy

Date Developed:	August 2013
Date Reviewed:	August 2015
Next Review Date:	August 2017
This is the 2015 version of the policy and replaces all earlier versions	

Statement of Commitment

Fairfax Media is committed to providing a healthy and safe workplace for all employees, contractors, volunteers and visitors in all of our business activities. We implement measures to support compliance with all applicable occupational health and safety legislation and industry standards, and strive to achieve best practice in the management of the health and safety issues affecting the workplace through continuous improvement.

The purpose of our safety policy is to:

- Actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls;
- Establish measurable objectives and targets to continuously improve our safety performance;
- Provide support and resources to effectively implement our health and safety plans;
- Engage qualified and competent personnel to assist with the effective implementation of the health and safety management system;
- Provide training and education to all employees to assist them in understanding their roles and responsibilities in relation to occupational health and safety;
- Build and maintain a safety culture that encourages employees to actively participate in health and safety initiatives;
- Report all hazards and incidents. Investigate and implement control measures to eliminate or minimise risk recurrence;
- Communicating, consulting and involving employees, contractors and labour hire personnel in processes and procedures affecting their workplace health and safety.

Our responsibilities

All levels of management are responsible for the implementation of this policy.

All employees, contractors, volunteers and visitors have a responsibility to follow our health and safety procedures, work instructions and systems of work at all times.

Safety is everyone's responsibility.

Greg Hywood
CEO & Managing Director
Fairfax Media

responsibility

Volunteers Responsibility (You)


- To care for their own and others health and safety
- Complying with any reasonable instruction 'so far as is reasonably able'
- Cooperating with Fairfax's W.H.S. policies and procedures

Fairfax Events Staff Responsibility (Us)

- To acquire and keep up-to-date knowledge of WHS
- Know the hazards and risks associated with the event
- Ensuring volunteers and crew are working safely by having safe processes and resources
- Communicate information regarding hazards and risks
- Follows, and implements processes to comply with W.H.S. responsibilities.

What is a hazard?

“Anything that has the potential to cause harm, in the form of Human injury, illness or damage to property”



CAUTION

Examples of Possible Hazards



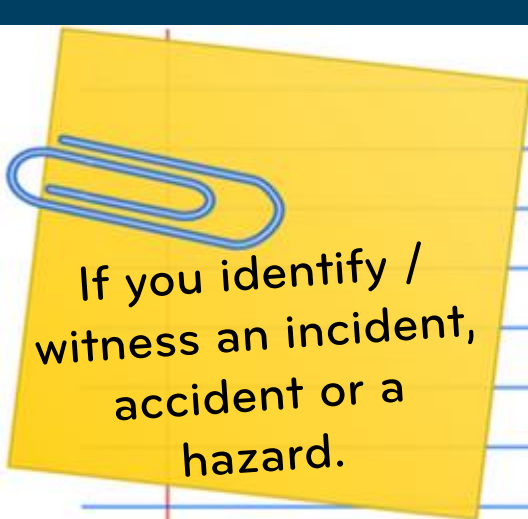


What is an Incident?

An incident is where something out of the ordinary happened.

For example, a patron of the event trips on an unsecure electrical wire that should not be exposed.

What should I do when I witness an incident.....



If you identify /
witness an incident,
accident or a
hazard.

**Report to your venue
supervisor or your Fairfax
Events contact immediately.**

Make a note of:

- **What happened**
- **When it happened and**
- **How it happened**

Emergency Procedures

In the unlikely event of an emergency..



CONGRATULATIONS

THIS IS THE CONCLUSION OF THE THEORY COMPONENT OF OUR
WORKPLACE HEALTH AND SAFETY INDUCTION.

PLEASE NOW COMPLETE THE ONLINE QUIZ WITHIN YOUR
REGISTRATION