OCCUPATIONAL, HEALTH & SAFETY POLICY 2023

QUEENSLAND RADIO FOR THE PRINT HANDICAPPED LIMITED
Level 13 Morris Towers, 149 Wickham Terrace, SPRING HILL,
QLD 4000

Occupational Health & Safety Policy

Queensland Radio for the Print Handicapped Limited (Trading As (TA) and hereafter known as Reading Radio) is committed to providing and maintaining a safe and healthy workplace for all volunteers, staff, and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person(s) in control of the business or undertaking (PCBU). Staff also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2011*, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction, and training to enable all workers to work safely
- Supervise volunteers to ensure volunteer activities are performed safely
- Document all incidents (eg: accidents, inappropriate behaviour, etc.)
- Consult with and involve volunteers on matters relating to health, safety, and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Volunteers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions, and rules
- Participate in safety training- when provided
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation, and commitment of everyone in the workplace.