

# GRAVITY MEDIA



## Work Health and Safety Management System

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File No	This manual is for the use of Gravity Media (Australia) Pty Limited, trading as Gravity Media and its subsidiaries and affiliated companies.

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## How to Use this Manual

This Work Health & Safety (WHS) Manual documents Gravity Media (Australia) Pty Limited, trading as Gravity Media ("**Gravity Media**"), health and safety management requirements in a systematic and user-friendly format.

Primary objectives of the manual are

1. to provide Gravity Media with a consistent and easy to use manual of policies and procedures to assist the development of systems to meet WHS legislative obligations
2. to ensure ready availability of guidelines and tools to facilitate effective day to day WHS management and record maintenance
3. to provide guidance for the identification of health and safety obligations, and the specific roles and responsibilities for managing health and safety at Gravity Media.

## Definitions

The following definitions apply when reading this manual

**Worker:** a person who works for Gravity Media under a contract of employment. Also includes contract workers and labour hire workers

**Manager:** a person who has responsibility within Gravity Media for managing workers or a function of the organisation

**Supervisor:** any person who has responsibility for the supervision of Gravity Media workers

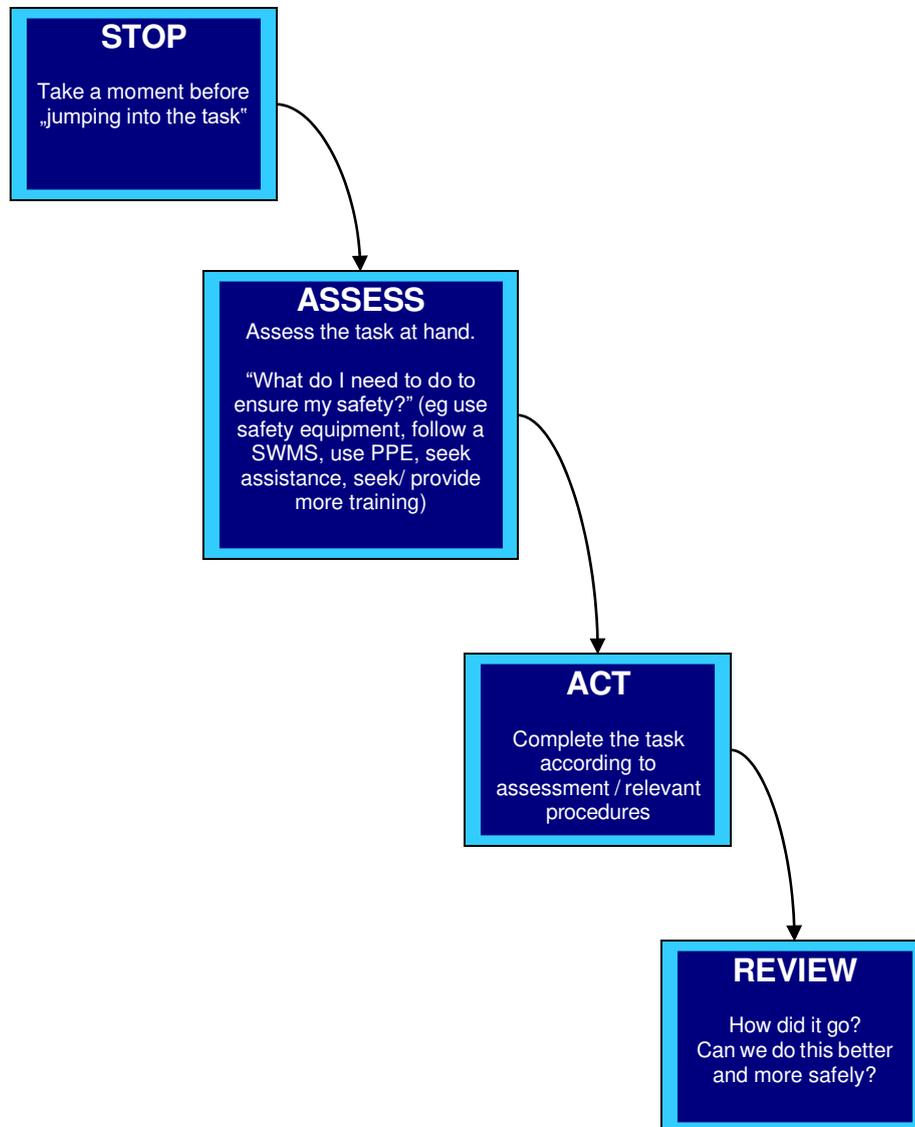
**Workplace:** anywhere that a person performs work on behalf of Gravity Media including motor vehicle, client site, sporting venue.

This manual is for the use of Gravity Media Pty Limited, trading as Gravity Media, its subsidiaries and any affiliated companies.

## Step Back

While responsibilities for safety are clearly outlined in the Manual, all Gravity Media workers (including management) are expected to take a **'STEP BACK'** approach to all aspects of their working duties.

The **'STEP BACK'** approach is simply:



## Work Health and Safety Policy

Gravity Media is committed to ensuring a safe and healthy work environment is provided and maintained for all workers, visitors, contractors and communities where business is conducted.

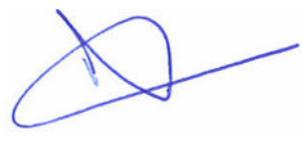
Gravity Media will comply with legislative requirements regarding Workplace Health and Safety and Workplace Injury Management.

The Gravity Media executive team accepts responsibility for the effective implementation of this policy and will provide systems, training, supervision and visible support to ensure a safe work environment.

All workers have the responsibility to perform their duties in a manner which ensures their own safety and that of others as well as notify management of any incident.

To achieve this Gravity Media will:

- Commit sufficient resources for the effective implementation of safety management systems in all areas of operation.
  - Ensure that responsibilities for health and safety are clearly defined and understood
  - Identify and manage the hazards associated with the business
  - Establish and comply with safe work practices
  - Ensure that safety equipment is correctly used
  - Maintain all equipment, machinery and tools in safe working condition
- Ensure all personnel are competent and suitably skilled to undertake the duties for which they are employed in a productive and safe manner including obtaining and maintaining required licenses, registrations, certification, education, training and induction.
- Promote consultation between management and the workers on matters affecting health, safety and welfare including any workplace changes.
- Encourage and support each individual's contribution to the improvement of health, safety and welfare through appropriate consultation, information, training and supervision.
- Promptly investigate any incident and control any risks or hazards identified from the investigation.
- Provide an effective Workplace Injury Management system and inform all personnel of the process and procedures regarding the system.
- Strive for continual improvement through audit and review.



John Newton, CEO.

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## Roles and Responsibilities

Everyone at Gravity Media is required to exercise due diligence to ensure the health and safety of workers (including contractors and labour hire workers) and visitors to Gravity Media worksites.

Due diligence includes taking reasonable steps to

- acquire and maintain knowledge of relevant health and safety matters
- understand the nature of the business operations and the health and safety issues associated with those operations
- ensure appropriate resources are made available to eliminate or minimise risks to health and safety
- ensure that appropriate processes are in place for identifying risks to health and safety, receive and consider information about incidents, hazards and risks and respond in a timely and appropriate way to that information
- ensure that appropriate information is available to enable responsibilities under health and safety legislation to be complied with.

Gravity Media has identified the following key roles and responsibilities for senior management, workplace managers and supervisors and for workers (including contractors, volunteers and labour hire workers).

### Senior Managers

Gravity Media senior managers are responsible for

- Ensuring that health and safety is an integral component of Gravity Media business and for providing and maintaining a safe and healthy work environment, safe plant and equipment, safe systems of work and safe methods for the use and handling of chemicals and, adequate facilities for the welfare of workers.
- Ensuring that Gravity Media develops and implements appropriate safe systems of work and appropriate systems for:
  - Effectively identifying, managing and controlling hazards
  - Communicating and consulting with workers on workplace safety and health issues
  - Providing appropriate information, instruction, training and supervision to enable workers to work safely
  - Ensuring other people (such as visitors and the public) are not endangered by the conduct of their business
  - Maintaining safety records and documentation
  - Reporting and investigating workplace injuries and illness
  - Rehabilitating injured workers and providing suitable alternate duties
- Maintaining this manual and ensuring it is regularly reviewed and updated.
- Ensuring that adequate resources are provided to implement the health and safety system and to eliminate or minimise identified risks to health and safety.
- Ensuring that all managers and supervisors are given the responsibility and authority necessary to enable successful implementation of Gravity Media policies and procedures.

- Monitoring effective management of health and safety in the organisation, including the implementation of policies and procedures, and ensuring compliance with all duties and obligations required by health and safety legislation
- Ensuring Gravity Media safety performance and management system is regularly monitored and reviewed for improvement
- Providing advice and support to Gravity Media managers and supervisors regarding the implementation of the health and safety management system
- Engaging people with the necessary expertise to advise on safety issues when required

## Managers/Supervisors

Managers/Supervisors will ensure that

- Gravity Media safety management system (including procedures relating to the work undertaken in their area of operation) are effectively implemented and monitored
- All workers are provided with the necessary knowledge and skills to effectively and safely carry out their tasks and fulfil their safety responsibilities
- Workplace conditions and the health of workers is monitored
- Senior management is kept informed of issues relating to WHS including identified risks and the circumstances surrounding any incidents which may occur
- Safety information is distributed and workers are consulted on matters which may affect their WHS
- Gravity Media safety performance and management system is regularly monitored and reviewed for improvement
- Risks to health and safety are identified, assessed and effectively controlled in accordance with procedures for risk management
- Day to day safety WHS issues are effectively managed within their area of responsibility
- Incidents are investigated to identify causes and corrective actions implemented
- Scheduled worksite inspections are coordinated and conducted on time
- Injured workers are assisted in their return to work by identifying suitable alternate duties and actively participating in the rehabilitation process

## Workers

Workers are responsible for:

- Taking reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of other people
- Ensuring they are not affected by alcohol or another drug which may endanger their own or any other person's health and safety
- Assisting in the identification of hazards at work and the assessment and control of associated risks
- Participating in training and instruction arranged by Gravity Media

- Complying with any reasonable instruction in relation to safety at work and following workplace safety policies and procedures – including compliance with any workplace rules
- Properly using available safeguards, safety devices, safe work procedures, instructions and personal protective equipment
- Not recklessly interfering or misusing safety devices or controls
- Reporting any incident or hazard at work (including inadequate procedures, tools or plant) to their manager or supervisor as soon as possible
- Cooperating with management in the investigation of a workplace incident and assisting incident/hazard investigators or workplace inspectors
- Actively supporting and participating in consultation processes regarding Gravity Media health and safety issues
- Seeking assistance if unsure of health and safety rules or requirements.

## Consultation and Communication

### Commitment

Gravity Media promotes the active participation of all workers in decision making regarding health and safety.

Workers are consulted and given the opportunity, encouragement and training as necessary to be proactively involved in health and safety matters affecting the business and their work activities.

All workers are responsible for raising specific health and safety issues that arise at work. Workers should raise safety issues directly with their workplace manager or supervisor.

### Consultation Arrangements

Consultation and communication regarding safety issues occurs at Gravity Media in a variety of ways

- Incident/Hazard Reporting System
- Staff Meetings where WHS is an agenda item
- Emails regarding WHS issues
- Involvement of workers in hazard identification and risk assessment processes
- Involvement of workers in the identification and implementation of control strategies for the management of hazards and risks

Consultation at Gravity Media is considered a two way process where management and workers talk, listen and share views. Management will give workers views and suggestions due consideration before any decisions are made concerning work health and safety. This may include;

- significant changes or upgrades to Gravity Media WHS policies and procedures
- significant changes or upgrades to Gravity Media workplaces or facilities
- changes or upgrades to Gravity Media work methods
- planning of projects
- purchasing new plant/equipment
- introducing or using new substances.

## Risk Management

Gravity Media proactively manages risks to health and safety. Risks are identified in a number of ways including

- Workplace inspections
- Consultation with workers
- Reporting of hazards
- Risk assessments, e.g. Safe Work Method Statements (SWMS)
- Incident investigations

## Identification of Hazards

Hazards are identified using workplace inspections, development of SWMS, hazard reporting and through the reporting of incidents that may occur.

## Workplace Inspections

Workplace inspections are carried out every month at each Gravity Media Head Office workplace. Inspections are conducted by the workplace manager and a WHS Committee member using the Workplace Inspection Checklist.

Upon completion, the inspection checklist is retained by the workplace manager who is responsible for ensuring that elimination or risk minimisation actions are identified and implemented, the appropriate action is maintained, and follow up monitoring and review of the actions occurs.

Where possible, and safe to do so, issues should be rectified at the time of inspection.

## Hazard Reporting

A hazard is anything that has the potential to cause injury, illness damage or loss.

All Gravity Media workers are required to report hazards they identify in their work environment, plant and equipment and systems of work.

If a potential hazard has been identified, the worker must

Steps	
1.	Make it safe, if possible to do so
2.	If not possible to make it safe, report the matter to the workplace manager or supervisor immediately. Complete a Gravity Media Hazard / Incident Report Form, if the risk cannot be corrected immediately
3.	The workplace manager or supervisor is responsible for initiating corrective actions or alternatively for referring the matter to a more senior manager or the building owner for action. The workplace manager is also responsible for adding the hazard and other relevant information to the Incident & Injury Register.
4.	After a reasonable time, if the worker believes the matter has not been dealt with, the worker should again consult the workplace manager or supervisor or escalate the matter to a more senior level

## Assessment of Risk

Once a hazard has been identified, the workplace manager will ensure that the level of risk associated with the hazard is established using the risk matrix which forms part of this manual.

To assess a risk, a judgment is made on each hazard by asking the following questions in conjunction with the matrix

- *How likely is it that the hazard would cause an incident?*

The Likelihood is your judgment of how likely the hazard would be to cause an incident. Options range from „Almost Certain“ to „Rare“ (top to bottom on LHS of matrix). The following questions should be considered:

- What type of harm could occur (e.g. muscular strain, fatigue, burns, laceration)? How severe might the harm be? Could the hazard cause death, serious injuries, illness or only minor injuries requiring first aid?
  - What factors could influence the severity of harm that occurs? For example, the distance someone might fall or the concentration of a particular substance. Would the harm be immediately apparent, or might it take time for harm to occur?
  - How many people are exposed to the hazard and how many could be harmed (in and outside your workplace)?
  - Could one failure lead to other failures?
  - Could a small event escalate to a much larger event with more serious consequences?
- *If the hazard did cause an incident what would the consequences be?*

The Consequence is your judgment on the level of severity of the consequences if an incident occurred. Options range from „Catastrophic“ to „Negligible“. Take into consideration:

- How often is the task done – does this increase the likelihood of harm?
- How close do people get to the hazard?
- How often are people near the hazard?
- Has it ever happened before, either in your workplace or somewhere else?
- How often has it happened before, either in your workplace or somewhere else?

The risk score is taken from the section of the matrix where the two choices you have made coincide.

This score should be recorded in the Incident & Injury Register and is used to assist with prioritising the development and implementation of management strategies.

LEVEL OF RISK – Risk Matrix							
Likelihood Ratings			Consequence Ratings				
<b>Almost Certain</b>	<b>L5</b>	Is expected to occur in most circumstances	<b>Catastrophic</b>	<b>C5</b>	Fatality or irreversible significant impairment		
<b>Likely</b>	<b>L4</b>	Will probably occur in most circumstances	<b>Major</b>	<b>C4</b>	Permanent impairment		
<b>Possible</b>	<b>L3</b>	Might occur at some time	<b>Moderate</b>	<b>C3</b>	Short term impairment		
<b>Unlikely</b>	<b>L2</b>	Could occur at some time	<b>Minor</b>	<b>C2</b>	First aid treatment		
<b>Rare</b>	<b>L1</b>	May occur in exceptional circumstances	<b>Negligible</b>	<b>C1</b>	No physical injury		
			Consequence				
			Negligible (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Catastrophic (C5)
Likelihood	Almost Certain (L5)	High	High	Extreme	Extreme	Extreme	
	Likely (L4)	Medium	High	High	Extreme	Extreme	
	Possible (L3)	Low	Medium	High	Extreme	Extreme	
	Unlikely (L2)	Low	Low	Medium	High	Extreme	
	Rare (L1)	Low	Low	Low	High	High	
Outcomes							
<p><b>Extreme</b> – Intolerable risk, high order controls must be implemented before proceeding.  <b>High</b> – Generally intolerable risk, high/ medium order controls must be implemented before proceeding.  <b>Medium</b> – Tolerable only if further risk reduction is impracticable. High/ medium order control measures should be used.  <b>Low</b> – Risk reduction is unlikely as it is not practicable. Low order controls or greater controls should be used.</p>							

## Identification and Implementation of Controls

Gravity Media workplace managers are responsible for ensuring the identification and implementation of strategies to eliminate or minimise the harm of potential risks. This will be undertaken in consultation with relevant workers.

The most important and effective management strategy is to eliminate the risk altogether. This must be the first choice of control wherever possible.

If elimination is not possible, then the risk of harm must be minimised so far as is reasonable practicable.

There are many ways to control risks and some control measures are more effective than others. As a guide, control options should be chosen from the Hierarchy of Controls which forms part of this Manual. The Hierarchy ranks controls (table below) into three levels of effectiveness. Elimination is the most effective, substitution, isolation and engineering controls being the second most effective and administrative controls and personal protective equipment being the least effective.

Control Measure	Description
Eliminate the hazard	This should always be the first consideration. Wherever possible, the hazard should be eliminated either by removing it completely or designing the risk out at the initial design or redesign stage. For example, stop using noisy equipment, purchase pre-cut items, change design to remove the risk from noise.
<b>If not practicable then</b>	
Substitute the hazard with something of lesser risk	Substitute plant or parts of plant for other types which have been assessed to pose less risk. For example, purchase material in smaller packages to reduce weight for lifting, use a less toxic chemical to clean.
<b>If not practicable then</b>	
Isolate the hazard	Isolate the hazard or the hazardous aspect from people by physically separating people from the hazard. This can be done by using barriers or enclosures, or by increasing the distance between the hazard and people. For example, place barriers around a spill until cleaned up, locate photocopier in a separate, well ventilated room, and operate plant from an enclosed booth.
<b>If not practicable then</b>	
Use engineering controls	Make engineering changes to plant or processes to avoid exposure. For example, introduce presence-sensing systems, ventilation, machine guarding.
<b>If not practicable then</b>	
Use administrative controls	Use management systems and procedures to minimise risk. For example, introduce job rotation, shorter task shifts, ensure equipment is maintained regularly, safe work practices, instruction and training. <b>Caution:</b> Administrative controls should not be relied on as primary risk control measures. They should be used in conjunction with a higher order control, or as an interim measure until a higher order control has been developed.
<b>If not practicable then</b>	
Use personal protective clothing or equipment (PPE)	Use appropriately designed and fitted clothing or equipment to protect the worker's body from potential hazards. For example, provide hearing protection, eye protection, protective clothing, gloves, masks, footwear. <b>Caution:</b> PPE should never be used as a primary means of protection. It should be used to supplement higher order control measures.

When developing control strategies, legislative guidelines and codes of practice must always be followed.

## Monitoring and Review

Gravity Media workplace managers are responsible for ensuring that control measures are effectively implemented and that they continue to effectively manage the identified risk.

The workplace manager will regularly monitor and review elimination and risk minimisation strategies to ensure that they

- remain fit for the purpose
- remain suitable for the nature and duration of the work
- are installed, set up and used correctly
- have not created other risks to health and safety.

## Safe Work Method Statements

Safe Work Method Statements (SWMS) will be developed, or existing SWMS reviewed and amended, to suit each project. This will occur even if the venue or client does not request a SWMS. SWMS should be developed for routine tasks conducted at Gravity Media sites, e.g. Truck loading.

It is the responsibility of the Account Manager/OB Supervisor, Project Production Manager and WHS Advisor to develop and contribute to the development of the SWMS. Furthermore, SWMS should be developed or reviewed in consultation with workers who will conduct the work.

The relevant SWMS should be reviewed and acknowledged by each worker at the commencement of each project, and at the following times;

- when a workplace change occurs that may affect WHS, eg. weather, location, layout
- at least weekly (for broadcast projects)
- at the completion of the project to ensure that any relevant lessons are recorded (for broadcast projects)
- annually (for routine tasks conducted at Gravity Media sites).

## Emergency Management

Gravity Media will ensure that emergency management procedures are developed for all of its worksites, including obtaining information and instruction regarding client/venue emergency procedures.

Gravity Media will ensure that workers and contractors are familiar with the emergency management procedures and with their role in the event of an emergency.

Please see the Emergency Management Guideline for more information.

## Incident Reporting

An incident is any unplanned event resulting in or having the potential for injury, illness, damage or loss.

At Gravity Media all incidents, regardless of whether they have resulted in an injury, must be reported to the workplace manager or supervisor.

Any worker witnessing or involved in an incident must:

Steps	
1.	Make the area safe, if possible to do so
2.	Arrange First Aid or Medical Attention if required
3.	Advise the workplace manager or supervisor as soon as possible
4.	Complete a Gravity Media Hazard / Incident Report Form, together with the Register of Injury in the event of an injury
5.	Submit Hazard / Incident Report together with the Register of Injury to workplace manager within 24 hours so that investigation can commence
6.	The workplace manager is responsible for ensuring the investigation is completed and for entering the identified hazards/causes together with all other relevant information into the Risk Register/Action Plan.

## Notifiable Incidents

A **Notifiable Incident** is an incident that must be reported to the local WHS regulator, eg. WorkCover NSW.

If a workplace incident occurs the supervisor must immediately contact the HR & WHS Advisor, who will then take responsibility for:

- Contacting the WHS regulator
- Ensuring the incident scene is not disturbed until an inspector arrives. Sites can only be disturbed to protect a person's health or safety, help someone who is injured or to make the site safe
- Completing and sending an incident notification form to the WHS regulator (where required).

If the HR & WHS Advisor is unavailable, Notifiable Incidents must be immediately reported to the WHS regulator by the most senior available manager.

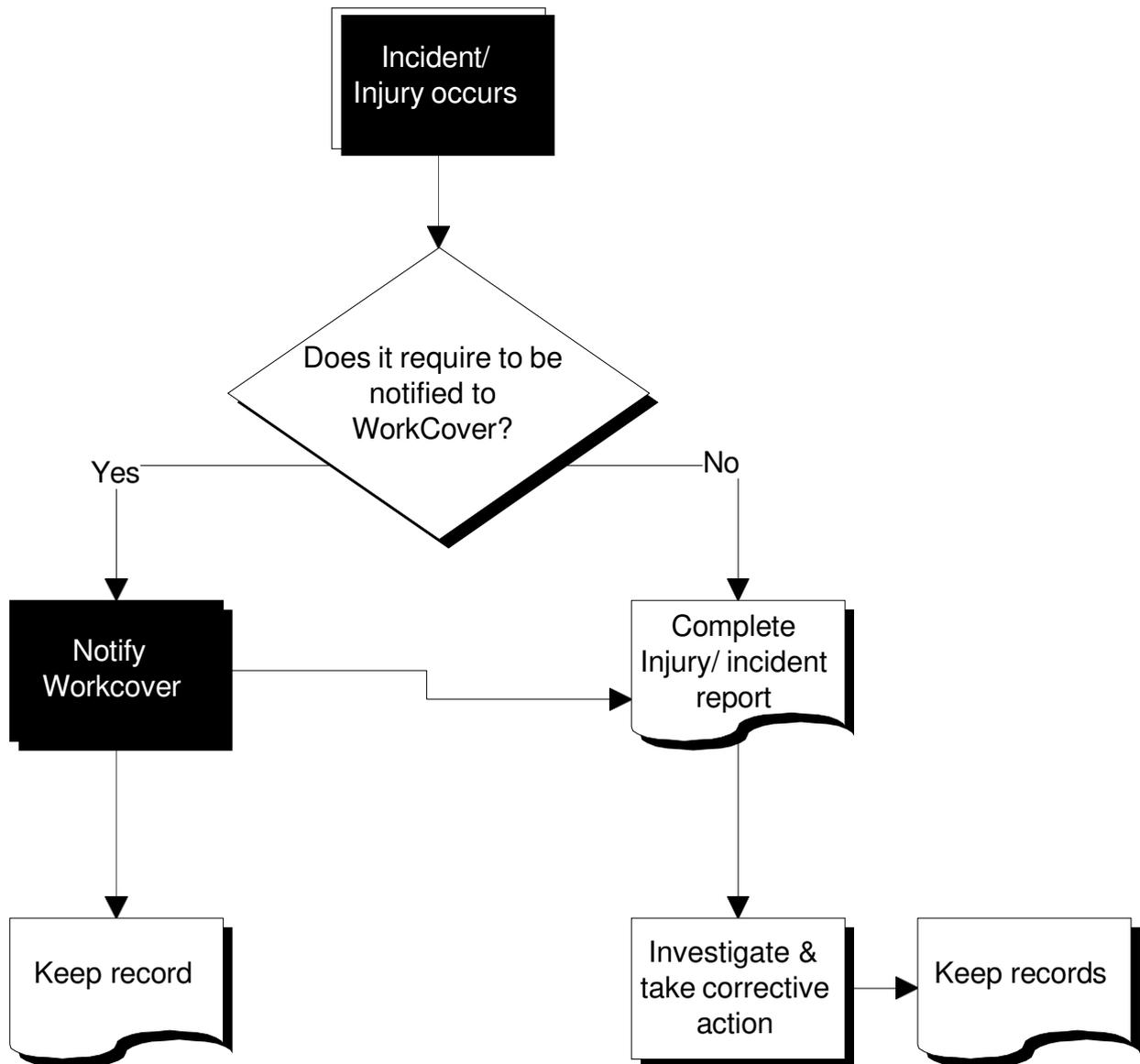
The Executive Team at Gravity Media will be provided with a report on all **Notifiable Incidents**.

A **Notifiable Incident** is an incident which results in any of the following:

- Death;
- Medical treatment within 48 hours of being exposed to a substance;
- Immediate hospital treatment as an in-patient;
- Immediate hospital treatment for;
  - amputation;
  - serious head injury;
  - serious eye injury;
  - separation of skin from underlying tissue (for example, de-gloving or scalping);
  - electric shock;
  - spinal injury;
  - loss of bodily function;
  - serious laceration.

And/or which involves any of the following:

- collapse, overturning, failure or malfunction of or damage to certain items of plant;
- collapse or failure of an excavation or of the shoring supporting an excavation;
- collapse of part of a building or structure;
- implosion, explosion or fire;
- escape, spillage or leakage of substances;
- fall or release from a height of any plant, object or substance.



## Incident Investigation

As a responsible organisation, Gravity Media recognises incident investigation as an essential part of its work health and safety system, assisting in

- the prevention of similar incidents recurring
- the identification of hazards.

Workplace managers must ensure that an investigation is conducted for each reported incident as soon as possible using the Gravity Media Incident Investigation form as a guide.

The aim of all incident investigations is to determine the systems and processes that failed NOT to find someone to blame.

Steps	
1.	Workplace Manager to determine investigation „team“ or individual
2.	Investigation team/individual to gather relevant information (incident report, witness statements, photographs, equipment manuals, service records etc)
3.	Investigation team/individual to establish a timeline of the incident
4.	Investigation team/individual to determine the immediate and underlying causes of the incident
5.	Investigation team/individual to determine corrective actions and assign responsibilities
6.	Investigation team/individual to submit completed Gravity Media Investigation form (with any relevant attachments) to senior management
7.	Workplace manager to add corrective actions to the Gravity Media Risk Register/Action Plan and monitor implementation
8.	Nominated responsible persons to complete actions and advise Gravity Media workplace manager for update of Risk Register/Action Plan
9.	Distribute Investigation form to supervisors (consider confidentiality issues)
10.	Supervisors to brief teams in incident causation, lessons learned and corrective actions.

## First Aid

Gravity Media maintains a fully stocked first aid kit at each of its work locations which is accessible during operating hours.

The Senior First Aider shall review the contents of the First Aid Kit on a regular basis, and be responsible for replenishing the First Aid Kit as required. First aid kits are checked at least quarterly as part of the workplace inspection program.

A Register of Injury is maintained with each first aid kit and any first aid rendered or item used from the kit is recorded in the book. Information to be recorded includes

- Date
- Name of person receiving first aid/item from first aid kit
- Whether person is an worker or member of the public/visitor
- Symptom(s)
- Item being used and/or first aid provided

The Register of Injury will be reviewed on a quarterly basis as part of the regular workplace inspection to determine if there are any identifiable trends in use of the first aid facilities.

All incidents whether they result in an injury or not should be reported to the workplace manager using the Incident Report Form and the process contained in this Manual.

The HR & WHS Advisor will keep a list of the designated first aiders and other people with first aid training including qualification expiration dates. Gravity Media’s nominated Senior First Aid Officer is Steve Sherry.

## Injury Management and Return to Work

### Commitment

Gravity Media is committed to the return to work of our injured workers and will:

- prevent injury and illness by providing a safe and healthy working environment
- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured
- support the injured worker and ensure that early return to work is a normal expectation
- provide suitable duties for an injured worker as soon as possible
- ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and approved workplace rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause
- consult with our workers and, where applicable, unions to ensure that the return to work program operates as smoothly as possible
- maintain the confidentiality of injured worker records
- not dismiss a worker as a result of a work related injury within six months of becoming unfit for employment.

### Injured Workers

Injured workers have the right to:

- nominate their own treating doctor who will be involved in their injury management plan
- choose their own approved workplace rehabilitation provider if necessary
- be actively involved in the planning of their return to work.

Workers must:

- take care to prevent work injuries to themselves and others
- notify their workplace manager of an injury as soon as possible
- comply with their injury management plan
- provide accurate information about any aspect of their claim
- notify the agent/insurer if they get a job or if they earn extra income from their job while they are receiving weekly benefits
- attend medical and rehabilitation assessments
- cooperate in workplace changes that will assist other injured workers

If injured workers do not comply with their injury management plan, the agent/insurer may suspend their benefits.

## Procedure

### Notification of injuries

- Notify all injuries to the supervisor as soon as possible by completing the Injury Report Form. Please forward a copy of this report to the HR & WHS Advisor.
- Record all injuries in the Register of Injuries (managed by HR & WHS Advisor)
- Notify WorkSafe and Allianz Insurance of all injuries within 48 hours.

### Recovery

- Ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible.
- Consult with the doctor nominated by the injured worker and who is responsible for the medical management of the injury and assist in planning return to work.

### Return to work

- Arrange a suitable person to explain the return to work process to the injured worker.
- Ensure that the injured worker is offered the assistance of an Insurer approved workplace rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.
- Nominated Insurer approved workplace rehabilitation providers through workers compensation insurance
- Arrange for the worker's early return to work (subject to medical and rehabilitation provider advice).

### Suitable duties

- Develop an individual return to work plan when the worker according to medical advice, is capable of returning to work.
- Provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition depending on the individual circumstances of the injured worker. Suitable duties may be:
  - at the same worksite or a different worksite
  - the same job with different hours or modified duties
  - a different job
  - full time or part time.

### Dispute resolution

- Work together with the injured worker to resolve any disagreements about the return to work program or suitable duties.
- If disagreements cannot be resolved, involve other parties such as the worker's treating doctor, the agent/insurer, an approved workplace rehabilitation provider or an injury management consultant.

## Contacts

### **Gravity Media workplace contact for return to work program:**

The following people have been appointed as Gravity Media's Return-to-Work Coordinator's:

- Fraser McWilliam: HR & WHS Advisor
  - Telephone: 02 9313 3100
  - Email: [fmcwilliam@gearhousebroadcast.com.au](mailto:fmcwilliam@gearhousebroadcast.com.au)

### **Workers compensation agent/insurer:**

- Australian Capital Territory (ACT) Allianz Insurance – [www.allianz.com.au](http://www.allianz.com.au)
- New South Wales (NSW): Allianz Insurance – [www.allianz.com.au](http://www.allianz.com.au)
- Queensland (QLD): WorkCover Queensland – [www.workcoverqld.com.au](http://www.workcoverqld.com.au)
- South Australia (SA): Return to Work SA – [www.rtwsa.com.au](http://www.rtwsa.com.au)
- Victoria (VIC): Allianz Insurance – [www.allianz.com.au](http://www.allianz.com.au)
- Western Australia (WA): Allianz Insurance – [www.allianz.com.au](http://www.allianz.com.au)

## Freelancer Management

Gravity Media has a duty of care to provide a safe and healthy workplace for all freelancers.

Gravity Media freelancer's management requirements are listed below;

- Provide the contractor with a Gravity Media WHS online induction;
- Ensure that there is an agreed standard of work clearly in place.
- Clarify what equipment and plant will be used in performing the contractor's duties and who will be responsible for the supply and maintenance of such equipment.
- Agree who will supply any personal protective equipment required.
- Ensure that the contractor(s) are aware of all emergency procedures including evacuation, emergency chemical response, first aid and fire at each project that venue.
- Agree on performance monitoring and work evaluation methods.

If the freelancer is working under another supplier agreement or is ABN registered, the additional following requirements are listed below:

- The contractor must complete and submit the Contractor WHS Checklist.
- Ensure that the contractor has all the necessary and relevant insurances, licenses,

permits, accreditations and qualifications for the work they are undertaking.

- Check the contractors WHS and claims history.

## Contractor Management

Gravity Media has a duty of care to provide a safe and healthy workplace for contractors.

Gravity Media contractor management requirements are listed below;

- The contractor must complete and submit the Contractor WHS Checklist.
- Provide the contractor with a Gravity Media WHS induction, including location of fire exits, toilets, evacuation procedures, first aid procedures, and injury and incident reporting procedures.
- Ensure a record is maintained of the induction and a record is maintained of the contractor's presence at each site through the use of the visitors/contractors register (which should be posted at the front desk).
- Ensure the contractor provides Gravity Media with SWMS for any work they are conducting on site, or have access to Gravity Media SWMS.
- Ensure that the contractor has all the necessary and relevant insurances, licenses, permits, accreditations and qualifications for the work they are undertaking.
- Ensure that the contractor has a system in place for the identification of hazards and for the assessment, control and treatment of risks.
- Ensure that there is an agreed standard of work clearly in place.
- Verify that the contractor has their own WHS training program.
- Clarify what equipment and plant will be used in performing the contractor's duties and who will be responsible for the supply and maintenance of such equipment.
- Agree who will supply any personal protective equipment required.
- Verify that the vehicle being used by the contractor is registered and maintained in a safe working condition.
- Check the contractors WHS and claims history.
- Ensure that the contractor(s) are aware of all emergency procedures including evacuation, emergency chemical response, first aid and fire.
- Agree on performance monitoring and work evaluation methods.

## Training and Induction

Gravity Media recognises its responsibility to provide instruction, training and supervision so that workers can perform their job safely and competently. It also recognises that information, instruction and training must be suitable and adequate having regard to

- the nature of the work carried out by the worker
- the nature of the risks associated with the work at the time the information, instruction and training are provided
- the control measures implemented to manage risks

WHS training at Gravity Media begins with an individual's induction to the workplace, the organisation's safety arrangements and their individual role. Each workplace manager is responsible for ensuring that this induction occurs on or before the worker's first day of employment.

In addition to initial training and induction, Gravity Media is committed to an ongoing process to identify training needs for its workers. This occurs:

- Annually during employee performance review
- By conducting a Training Needs Analysis (TNA). TNA is the process of identifying and assessing the training requirements of an organisation (or individual). A TNA generally consists of determining:
  - what is required to complete the work activity
  - the existing skill levels of the worker
  - the training gap (if any).
- When workers are transferred into a new role
- When it is identified that a worker may not be following correct procedures

All training needs and actual training conducted for each worker is recorded on the Gravity Media Training Register. Additional records will include a list of attendees, date of training, training facilitator and outline of training content. This register is maintained by the HR & WHS Advisor.

## Project/Event Safety

Gravity Media believes that as part of good event planning and management, risks to WHS must be identified and effectively controlled.

The Venue Risk Assessment will be used to provide a consistent approach to identification of potential risk issues associated with the event and the venue.

Identified risks will be assessed using Gravity Media's Risk Assessment Matrix and the report will be added to the Work, Health & Safety Kits provided to each truck. Control priorities will be established.

Risk controls will be determined using the Gravity Media's Hierarchy of Control, considering elimination as the first priority.

The supervisor onsite for each project is responsible for the event will also be responsible for ensuring that the risks identified are effectively controlled and monitored.

Any incidents that occur during an event or as a result of an event will be reported and investigated using the Hazard/Incident Reporting and Investigation processes contained in this manual.

## Manual Handling

Gravity Media is aware that one of the WHS risks in our workplace is from manual handling. To minimise this risk, Gravity Media encourages manual lifting to be kept to a minimum and for required lifting to be done using appropriate manual handling techniques and equipment.

Gravity Media manual handling risks control strategies includes;

- Identifying known and foreseeable manual handling risks and establishing control strategies in consultation with workers;
- Designing and maintain the work environment and system of work to minimise the requirement for manual handling;
- Providing mechanical aids where practicable and;
- Ensuring that workers are adequately trained in the use of the mechanical aids, body mechanics, minimal lift principles and safe lifting, transferring and repositioning techniques.

Please see the Manual Handling Guideline for information in relation to safe lifting techniques, manual handling solutions, workstation ergonomics and work station design.

## Vehicle Management & Safety

Gravity Media is committed in ensuring the WHS and overall risk management of all company vehicles. Company vehicles are maintained with scheduled servicing, log book in accordance with NSW RTA regulations.

For more information, please read the Vehicle Maintenance & Safety Guideline.

## Working at Heights

Gravity Media will identify those tasks and work locations where workers are at risk of falls from one level to another, or where a fall could cause serious injury.

Control measures will include the following;

- The use of scaffolding erected by a qualified/authorised person to a standard conforming to legislative requirements;
- The use of secure physical barriers such as hand rails, fencing or screens;
- The use fall arrest equipment;
- Approved anchor points for fall arrest equipment;
- Cordoning off work areas below the working height site to safeguard persons in the immediate work environment and/or to prevent unauthorised access and;
- Using trained personnel, qualified and certified to work at heights.

Information in relation to working with ladders, scaffolding or elevated work platforms can be found in the Working at Heights Guideline.

## Bullying & Harassment

Gravity Media is committed to providing its workers with a safe work environment that is free from inappropriate behaviour. The Company's policy is that no form of harassment or bullying will be tolerated.

Disciplinary action up to and including dismissal may be taken against any worker who:

- Participates in harassing, discriminatory or bullying behaviour; or
- Victimises or retaliates against any worker who has lodged a complaint about harassment, discrimination or workplace bullying.

Gravity Media recognises that workplace harassment and bullying may involve comments and behaviours that offend some people and not others. Gravity Media management acknowledges that individuals may react differently to comments and behaviour and therefore expects its workers to maintain a standard of behaviour that is respectful of everyone at all times.

Please see the Workplace Equal Opportunity Policy and the Workplace Complaint Resolution Policy & Procedure.

## Drugs, Alcohol & Smoking

Drugs and alcohol are strictly prohibited in and immediately adjacent to all Gravity Media workplaces, unless alcohol is being served at a Gravity Media managed event at which time a risk management approach will be taken to its provision and consumption. This policy applies to all workers and visitors to Gravity Media.

For more information, please read the Drugs, Alcohol & Smoking Policy.

## Electrical Safety

Gravity Media ensures that all electrical equipment brought onto the workplace is listed in the Asset Management Database.

Testing and tagging frequently differs for different types of equipment. Portable equipment and equipment that is moved and/or transported frequently require testing and tagging as well as equipment used in tea rooms that may be subject to hot surfaces or fluids.

All electrical equipment is inspected and tested by a suitably qualified and competent person and labelled with a tag of currency before being used on site and retested at required intervals.

Please refer to the Electrical Safety Guideline for safety rules and testing and tagging timelines.

## Hazardous Substances

Gravity Media recognises that some of the products used in undertaking its business may be considered a risk to WHS.

Gravity Media takes the following into consideration when selecting chemicals and substances for use by its workers and storage in the workplace;

- Flammability
- Toxicity
- Carcinogenic classification if relevant
- Chemical action and instability
- Corrosive properties
- Safe use and engineering controls
- Environment hazards
- Storage requirements

More information can be found in the Hazardous Substances Guideline.

## Monitoring, Evaluation and Review

Gravity Media will review this manual at every two years to ensure it remains relevant and meets the WHS management needs of the organisation.

These reviews will include

- a legislative scan to ensure legislative compliance remains
- an internal WHS management system review to ensure that the procedures contained in the manual are being effectively implemented
- evaluation of workplace inspections, risk assessments and incident reports to identify any trends that may require improvement strategies, additional policies and procedures or modification to improve existing policies and procedures.

A report of the review will be provided to senior management to use to plan activities to improve WHS management.

## List of WHS Forms

### Checklists & Forms

Contractor WHS Checklist  
Workplace Inspection Checklist  
Hazard/Incident Report Form  
Worker Induction Checklist  
Vehicle Pre Departure Checklist  
Bomb Threat Checklist and Report  
Injury Report Form  
Venue Risk Assessment Template  
Safe Work Method Statement

### Registers & Reports

Incident & Injury Register  
Training Register  
Hazardous Substances Register  
Emergency Evacuation Record

### Guidelines & Policies

Manual Handling Guideline  
Vehicle Maintenance & Safety Guideline  
Working at Heights Guideline  
Drugs, Alcohol & Smoking Policy  
Electrical Safety Guideline  
Hazardous Substances Guideline  
Workplace Equal Opportunity Policy  
Workplace Complaint Resolution Policy and Procedure  
Emergency Management Guideline  
Fatigue Management Guideline

## External References

### WHS Acts

- NSW Work Health and Safety Act 2011
- VIC Occupational Health and Safety Act 2004
- QLD Work Health and Safety Act 2011
- SA Work Health and Safety Act 2012
- WA Occupational Safety and Health Act 1984

### Codes of Practice

- Managing electrical risks in the workplace
- Hazardous manual tasks
- How to manage work health and safety risks
- Managing the risks of falls at workplaces
- Managing risks of plant in the workplace
- Managing the work environment and facilities
- Work health and safety consultation, co-operation and co-ordination
- Managing risks of hazardous substances in the workplace

### Guidance Material

- NSW Road Transport Authority Heavy Vehicle Drivers Handbook
- AS1657 : Fixed Platforms Walkways Stairways and Ladders
- AS 1891 : Industrial Fall Arrest Systems and Devices
- AS 1892 : Portable Ladders
- AS 2626 : Industrial Safety Belts and Harnesses
- AS 1418 : Cranes Hoists and Winches - Elevating Work Platforms
- AS 1576 : Scaffolding
- AS 1577 : Scaffolding Planks
- AS/NZS 1892.1 – 1996 Portable ladders Part 1: Metal
- AS 1892.2 – 1992 Portable ladder Part 2: Timber
- AS/NZS 1892.3 – 1996 Portable ladders Part 3: Reinforced Plastic
- AS/NZS 1892.5 – 1996 Portable ladders Part 5: Selection, safe use and care.