**Compliance- Facilities**

**Maintaining facilities to an operational standard.**

**Fault Reporting**

Every station should have a fault book in each studio so that volunteer broadcasters can record any equipment faults (e.g. microphones, CD players, computer playout systems). This is important as a piece of vital equipment could fail outside the working hours of whoever is responsible for making sure all equipment is working.

Some stations have an on call technician who can help in technical emergencies.

**Workplace Health and Safety**

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 is 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\* or officer** | **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