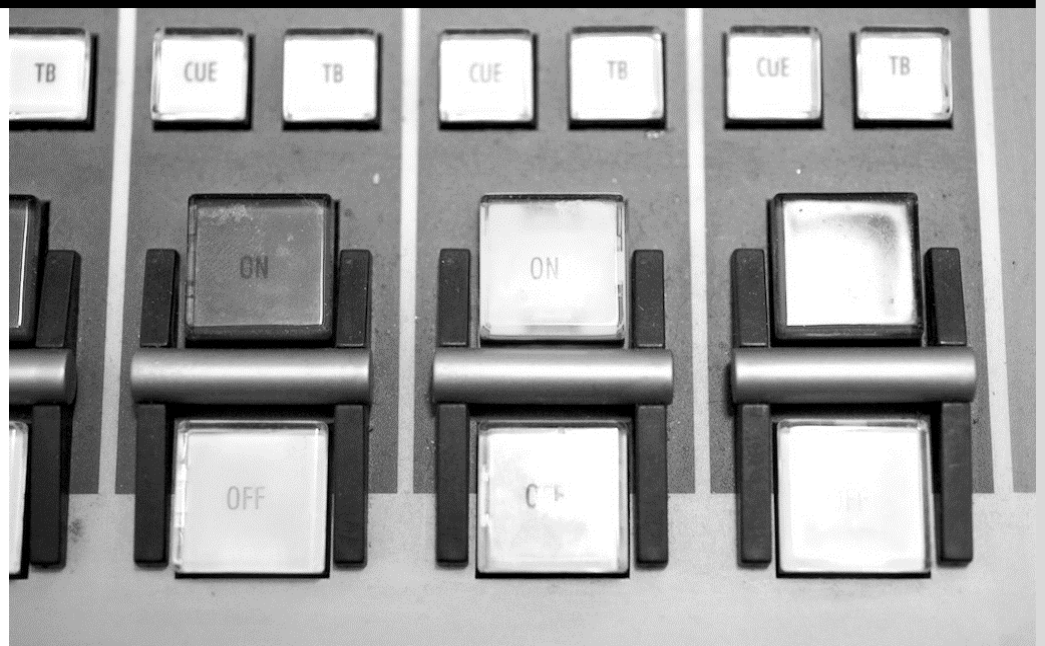


Media Law & Workplace, Health and Safety



Pathways Resource
Booklet

© Community Media Training Organisation 2021



All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the Community Media Training Organisation as the copyright holder. Produced with the assistance of the Department of Communications and the Arts via the Community Broadcasting Foundation – cbf.com.au.

Table of Contents

WHO GOVERNS COMMUNITY RADIO?	4
AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY (ACMA)	4
COPYRIGHT	9
BROADCAST LEGISLATION: THE BASICS	11
THE BROADCASTING SERVICES ACT	11
CODES OF PRACTICE	11
THE RACIAL DISCRIMINATION ACT	12
EQUAL OPPORTUNITY LEGISLATION	12
PRIVACY	13
BROADCAST LAW AND LEGISLATION: WHO CAN YOU TALK TO?	14
SPONSORSHIP	15
COMMON SPONSORSHIP BREACHES	16
WORKPLACE, HEALTH & SAFETY PRINCIPLES	17
OPERATING A FIRE EXTINGUISHER	18
SAFETY SIGNS & SYMBOLS	19
WHAT IS WORKPLACE BULLYING?	20
MSDS – WHAT IS IT?	21
MATERIAL SAFETY DATA SHEET	22
SITTING AT COMPUTERS	27

Who Governs Community Radio?

Australian Communications and Media Authority (ACMA)

ACMA oversees all broadcasting sectors including radio, television and broadband internet. They receive complaints from listeners and when necessary they investigate these complaints and make rulings about them. They also supervise broadcasting legislation and give out and remove broadcasting licences.



Australian Government
Australian Communications
and Media Authority

Community Broadcasting Foundation

The CBF is the independent body set up to distribute any funds given to the community broadcasting sector. Most of those funds come from the Federal Government. They are managed by a board elected by the CBAA, the National Ethnic Media Broadcasters Council, the Australian Indigenous Communications Association, the Council for the Print Handicapped and Radio for the Print Handicapped. All of these organisations represent community broadcasters.



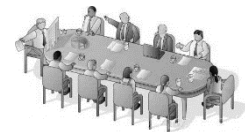
The Community Broadcasting Association of Australia (CBAA)

The CBAA looks after the community radio and television sector. It is managed by a board elected by member stations. The CBAA lobbies for government funding and sets our Codes of Practice. It also runs many services including training, the Community Radio Satellite Service and the annual conference.



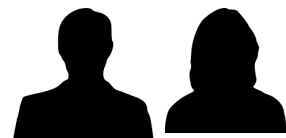
Station Board or Station Committees

These committees are made up of both station members and members of the local community. Under the codes of practice, they must meet regularly and discuss the needs of the station. Funding and other projects for the station usually are to be okayed through the committee.



Station Management and Staff

Have the job of the day to day running of the station, managing finances and monitoring programming. They would be responsible for listener complaints or discipline of broadcasters. In some stations they are paid, at others they are all volunteers.



Volunteers/Station Workers

These are the people that sign up to become involved in all aspects of community radio from programming, administration and fundraising to name a few. Station workers are our greatest resource! According to the CBAA [‘State of the Community Broadcasting Sector’](#) report in 2019 there were over 26,000 broadcasters volunteering in Australian Community Radio and their work was valued at \$232 million per annum



Broadcast Law: The Basics

Here is a guide to some legal terms you need to know as a broadcaster. These laws are administered by the courts and may incur hefty fines or even jail time.



What Is Defamation?

Defamation is the law to protect people's reputations, and to balance this with protecting reasonable freedom of speech. If someone thinks that you have broadcast anything that damages their reputation, they can sue you and the judge will decide if it is defamation. If so, you could be ordered to pay fines, or damages to the person and payouts are often huge.

Anything that YOU play in your program may be liable for defamation, including anything a guest says, any pre-recorded material or anything written by someone else that you put to air. You need to understand that you, your guest, your producer, the station AND the licence holder could be sued for defamation about something that you broadcast.

Never think that because you are broadcasting on a community station you can take the risk because you are not being heard by enough people. Public figures and companies employ media monitors to provide weekly reports on EVERYTHING that is said in the media about them. Many stations stream online too and can be heard all over the world.

Someone can sue for defamation if:

They think that they can be identified from what you have said. You don't have to NAME them, if you say enough about them that listeners would know them then you could still be sued. For example, if you talk about "the owner of the chicken shop at ..." people would know who you mean.

They think that what you say will damage their reputation.

For example, people have lost defamation cases because they:

- said a person is a coward, dishonest or cruel
- said that a public figure misused their position to look after their own private interests
- said that someone has committed a criminal offence
- broadcast comments which make a person look ridiculous, or damaged a person's professional reputation

A lie or wrong information about a person COULD be seen as defamation, but ONLY if a judge decides that it damages that person's reputation. Big corporations with 10 or more employees cannot sue. However, individuals or groups of individuals identified in a broadcast can still sue, such as company directors, managers, CEOs etc.

How to Make Sure You Are Not Sued for Defamation

Think carefully before you interview anyone. Is there a risk that they might say something that could lead to being sued? If you think there is a risk, then PRE-RECORD the interview.

Think carefully before you read anything on air that someone else has written, CHECK IT BEFORE YOU READ IT OUT and if you have any concerns check with a supervisor. Just because someone else has written or said something it DOES NOT mean you can repeat it safely. You can still be sued. Take extra care if you are reporting something that has been said in Parliament or in a court case. (See below)

Questions to ask yourself before broadcasting:

- Can the person be identified? Is there enough information for others to work out who the person is?
- Can you PROVE what you say is true? Under Australian defamation law this is the main thing you have to do, but if you have just heard or read something and cannot PROVE in court that it is true then you are taking a risk.
- Do you have evidence to support the facts? Would the people you have got information from (your "sources") be able to give evidence in court if necessary?
- Have you acted "reasonably"? Have you made reasonable attempts to get the person's response to things said about them on air?
- Have you included the responses in the broadcast?
- Can you trust your sources? Do they WANT to damage the person's reputation?

- Is the issue a matter of public interest? Do listeners NEED to know about this? Can you argue this in court?
- Does the broadcast talk about a person's public position? If not, then you will find it hard to prove it was "reasonable" to broadcast it.
- Put yourself in the shoes of the person being talked about. Would you want to sue to protect your reputation?
- Which parts of the broadcast are facts? Which parts are suspicions or allegations? Is it clear which is which?
- Is it important to broadcast quickly? Can you wait to get a response from the person being talked about? Can you try to? Can you explain to a court why not?

You can defend yourself against defamation by arguing that what you broadcast was "fair comment". This means that you may comment on a matter of public interest as long as:

- the comments are based on true information
- the opinions are "honestly held" by you, not designed to harm someone or their reputation
- the opinions are "reasonably based" on true information

Reporting on What Is Said In Parliament, Courts Or Royal Commissions

People speaking in these situations cannot be sued for defamation. What they say is "privileged". Reporting what they say has to be treated carefully. Media can repeat what has been said as long as it is a 'fair and accurate' report of what was said. You **MUST** make it clear who made the comments and where.

e.g. - "The Leader of the Opposition deliberately lied to police, according to a statement in the State Parliament today by the member for..."

You must not add COMMENT of your own. Be careful. You could be sued for broadcasting anything that "exerts improper pressure" on Members of Parliament, or brings Parliament into disrespect, or reveals the secret proceedings of parliamentary committees.

Court reporting must also be "fair and accurate". For example, do not broadcast a report of the sensational parts of a trial, without reporting on the defendant's side of the story. TAKE CARE. You and the station (the defendant) have to prove they did not defame, rather than the person complaining (the plaintiff) proving that you did!

What is Contempt of Court?

You must not broadcast anything which could obstruct the course of justice. Contempt of court is punishable by a fine and/or imprisonment. You cannot COMMENT once a person has been charged or summonsed, or while the case is before a court.

A court case is not over until any appeals have been heard. During a case all the information and proceedings are protected or “sub judice”. It is a contempt of court to damage community respect for the justice system (e.g. to suggest that a judge was biased or that a person received a light sentence for some reason).

Prejudice of a Trial

Everyone is entitled to a fair trial, regardless of their record. Media **MUST NOT** say anything that would damage a person's fair trial (e.g., if you say, “two persons murdered” rather than “two persons shot dead” it pre-judges the issue).

There are ways that you could damage someone getting a fair trial, especially if you interview a person who may be called to give evidence. You could create suspicion about a person who is not charged. You could influence a potential witness's future evidence. In worst case scenarios a trial may be cancelled because it has been prejudiced through media coverage. This happened when Derryn Hinch reported on a child abuse situation in 2016. The suspect couldn't be brought to trial because there had been so much negative publicity and he could not receive a fair trial.

You must not broadcast anything which could obstruct the course of justice. Contempt of Court is punishable by a fine and/or imprisonment. Always get professional advice if you have any doubts. It is also possibly contempt of court for a person to refuse to reveal their sources. So be very careful about reporting anything said by a person who wants to remain anonymous. For example, Herald Sun's Gerard McManus and Michael Harvey received criminal records after refusing to reveal their source for a report about government plans to short-change war widows.

In 2009, Australian journalists campaigned around the detail in new “shield laws”. This was done to allow journalists use information without revealing the sources.

Copyright

The Copyright Act (1968) applies across Australia. As soon as a piece of creative expression is recorded in a material form (e.g. - written down or recorded), it is protected by copyright. There is no copyright on an idea, but the law protects the ownership of dramatic, literary, musical and artistic works, and films, sound recordings and broadcasts.

Copyright law is to make sure that creators are paid fairly for their work. It is a tricky balancing act between the artist's right to reward for creativity and the right of the community to freely circulate ideas and information. The work doesn't have to be particularly earth shattering. A station memo is protected in the same way as a novel and an advertising jingle, or the same as a large musical work, provided they are recorded in a material form.

Information about all aspects of copyright is available from the Copyright Council of Australia at www.copyright.org.au.

Music

For broadcasters, copyright questions arise mostly, but not only, about music recordings, and it is important to understand the risks of breach of copyright. Copyright is recognised as property, and it can be bought, sold, given away or left in a will. The owner of copyright in a musical work has the rights to copy, publish, perform broadcast or communicate the work. They have the right to arrange or adapt the work as well as all the rights of the original. Copyright in a musical work is granted automatic protection provided:

- the work is original, although it needn't derive from an original thought
- the writer is a resident of any country which belongs to one of the two main international copyright conventions
- the work is fixed in a material form (e.g. - a manuscript or a recording. There is no copyright protection of an idea).

Hard copy of a recording session is covered by copyright. Copyright exists in the recording of the work as well as in the work itself. To broadcast or copy that recording, two licences are required - one to reproduce the recording and one to reproduce the musical work itself. Music and lyrics are separate copyrights also.

The Copyright Act allows broadcasters to copy a recording specifically for broadcast on that station. This is called 'ephemeral rights' and it is given provided:

- the station has a licence (from a copyright collecting society like APRA) to broadcast the original recording.

- the station doesn't make copies for any other purpose (e.g. - for a person who requests a copy of the program, or for individual station workers' collections).
- the copy is destroyed within 12 months.

How long does copyright last?

Once material is out of copyright it is known as being in the public domain. Don't presume something is out of copyright protection because the author is dead. Copyright belongs to the creator of any music or lyrics from the time an idea is first fixed in "material form" (i.e. - written down or recorded.)

Since the Australia - US Free Trade Agreement in 2005, copyright expires seventy years from the year of the creator's death. Until then the expiry date was 50 years from the death of the creator. Material in the public domain from January 2005 remains there.

It is worth noting that material made in Australia for broadcast on TV or radio is covered by copyright until 50 years from the year of first broadcast. Visit www.copyright.org.au for more specific detail about duration of copyright.

Copyright and the Internet

The Copyright Act was amended in 2001 by the Copyright Amendment (Digital Agenda) Act which ensures that ANY material broadcast or delivered over the internet is covered by copyright unless there is "implied permission" to use it, for example in a media release distributed by email. Sometimes specific permission to use material is listed on the website. Do not assume that all material on a website has the permission of the original creator either. If you use material from a website which does not have copyright clearance, then you may be in breach of copyright.

Fair dealing

Fair dealing allows you to use a "portion" of a work (usually 10% or less) for purposes of review or research. This portion is not fixed, but a matter of legal judgement. It may be breach of copyright to give the impression that a work is your own if it is not. So be careful, you do not have to acknowledge the source, but it is a good idea to do so.

Broadcast Legislation: The Basics

The Broadcasting Services Act

Until 1992, broadcasting in Australia was regulated by the 1942 Broadcasting and Television Act. There had been major amendments, to allow for the introduction of television, FM and community broadcasting amongst other things.



The 1992 Broadcasting Act created the Australian Broadcasting Authority, replacing the Australian Broadcasting Tribunal, which had significant powers over broadcasters through program standards that they had to meet.

The ABA was structured to cope with new technologies and oversee all aspects of broadcasting and narrowcasting. Its main role was to supervise a new regime of self-regulation, to help broadcasting organisations to develop their own codes of practice and to investigate complaints about breaches of those codes.

The ABA has now become ACMA, The Australian Communications and Media Authority.

Codes of Practice

Under Section 123 of the Broadcasting Services Act, industry groups must develop Codes of Practice in consultation with the Australian Communications and Media Authority. The Codes may cover programming requirements, fairness and accuracy in news and current affairs reporting, complaints handling and sponsorship, among other matters.

The Codes outline that the sector organisation representing most licensees will be responsible for regularly reviewing and updating of the Codes. You can find a copy of the latest codes at www.cbaa.org.au

The Racial Discrimination Act

Since the introduction of provisions dealing with racial hatred in 1995, the Racial Discrimination Act makes it unlawful to insult, humiliate, offend or intimidate another person or group in public based on their race.

Specifically, the Act states:

It is unlawful for a person to do an act, otherwise than in private, if:

- (a) the act is reasonably likely in all the circumstances to offend, insult, humiliate or intimidate another person or group of people, and
- (b) the act is done because of the race, colour or national or ethnic origin of the other person or some or all of the people in the group. [4]

A variety of acts can constitute racial hatred, including speaking, singing and making gestures in public, as well as drawings, images, and written publications such as newspapers, leaflets and websites.

There are three essential components of this unlawful conduct:

- 1) The act must be done in public;
- 2) It must be reasonably likely to offend, insult, humiliate or intimidate the people against whom it is directed; and
- 3) It must be done because of the race, colour or national or ethnic origin of the group against whom it is directed.

http://www.hreoc.gov.au/racial_discrimination/cyber racism/vilification.html#Defined

Equal Opportunity Legislation

Equal Opportunity legislation, both State and Federal is also based on complaints from the public. Community broadcasters should be aware of behaviour on and off air which is likely to draw complaints.

Privacy

The CBAA Code of Practice outlines the obligations of Community Broadcasters in relation to Privacy:

Code 3: General Programming

We will follow applicable privacy laws by:

- A. Respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy,
- B. Only broadcasting the words of an identifiable person where:
 - 1. that person has been told in advance that the words may be broadcast, or
 - 2. it was clearly indicated at the time the recording was made that the material would be broadcast, or
 - 3. in the case of words that have been recorded without the knowledge of a person, that person has indicated his/her agreement prior to broadcast.



Broadcast Law and Legislation: Who can you talk to?

Here are some suggestions of where you can find more information or advice.

Station or Program Manager – if you think you may have broken broadcasting law: the first person to speak to you would be your manager. They will then listen to the program and decide what action to take. This might be handling a listener complaint, damage control to avoid prosecution, or further training or suspension of the program. It is best to talk to them **BEFORE** there is a problem.

“If in doubt, check it out”

ACMA >> www.acma.gov.au/

The Australian Communications and Media Authority are responsible for managing broadcasting licences in Australia, and making rulings about Codes of Practice.



Australian Government
Australian Communications
and Media Authority

APRA >> <http://www.apra-amcos.com.au/>

Australasian Performing Right Association is a copyright collection society. They collect money from community stations as an annual license fees to broadcast music and distribute it as royalties to their members. They can also give advice on music copyright.

Australian Human Rights Commission >> <http://www.hreoc.gov.au/>

CBAA >> www.cbba.org.au/

The Community Broadcasting Association of Australia is the governing body for all community media in Australia. They are responsible for setting the codes of practice.



Copyright Council >> www.copyright.org.au/

The Copyright Council is an excellent source of information and advice for all things copyright. It has many fact sheets on their website that you are allowed to download for personal use.

Sponsorship

Sponsorship in a Nutshell

- Only five minutes of sponsorship every hour (includes tags and music)
- All sponsorship should be clearly identified by the use of a tag e.g. “...a proud sponsor of...”
- Sponsors must pay either in cash or in-kind for the sponsorship announcement - in other words sponsorship can't be given for free.

Accidental and Incidental Advertising

The Broadcast Services Act allows for community radio stations to broadcast sponsorship announcements.

The Act also permits community licences to broadcast material that has an advertising character in circumstances where it can be regarded as an *accidental or incidental accompaniment* to a broadcast of other matters and is not paid for in cash or in kind.

What does this mean?

- Accidental advertising is most common in television where a logo or product placement may occur on screen during a sporting match.
- Incidental advertising occurs through casual reference or as a secondary matter during a broadcast.

For example:

Incidental Advertising

During an interview with a gardening expert, the expert names a product and suggests a brand name, adding that there are other brands also available.

During an interview with a musician, an upcoming live concert is mentioned. While the date is provided, no admission fee, address or other detail is mentioned.

What other information is exempted under the Act?

Stations can broadcast community information and station promotional material.

Common Sponsorship Breaches

Case 1:

An announcer acknowledged on air that he was giving a free advertisement to a local electronics business. The name of the business was DGL Electronics ... In the broadcast, two announcers were discussing DVDs and one gave the name of this business as an installer of DVD equipment and said something like "I'll give them a plug". There was no mention of the electronics business being a station sponsor.

This case was found to be a breach as it is unpaid advertising.

Case 2:

An announcer is interviewing a local real estate agent who mentions a house which is presently for sale and also gives the real estate office phone number.

This case was found to be a breach as it is unpaid advertising- note, the phone number i.e. the details of the business is what makes it *advertising* and not *incidental advertising*.

Case 3:

An announcer during the gig guide gives the details of entertainment at one local pub and provides details of entry fees and meal specials, as well as the address of the pub.

This case is a breach because it is providing too much information about one venue. A gig guide should cover events at various venues and only provide the most basic information.

Workplace, Health & Safety Principles

- To promote and secure worker's safety and health
- To protect workers from hazards
- To ensure safe and hygienic working conditions
- To promote awareness of WH&S

Find out more about OHS

OHS is regulated by both federal and state legislation. Take a moment to check your state's OH&S website and bookmark it because you will need to come back to it to complete your assessment tasks.

National

Safe Work Australia www.safeworkaustralia.gov.au

State

WorkCover NSW www.workcover.nsw.gov.au

WorkCover Victoria www.workcover.vic.gov.au

WorkCover Tasmania www.workcover.tas.gov.au

WorkCover QLD www.workcover.qld.gov.au

WorkSafe WA www.worksafe.wa.gov.au

NT WorkSafe www.worksafe.nt.gov.au

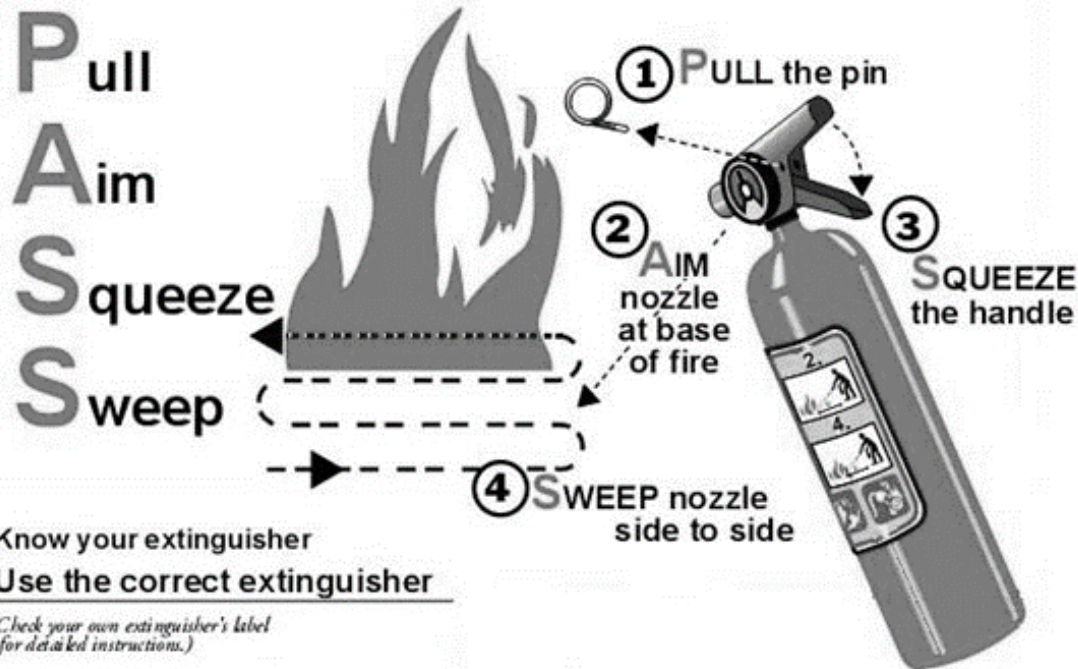
WorkCover SA www.workcover.com














SafeWork SA www.safework.sa.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 Extinguisher Guide					Fire Protection Association Australia Website www.fpaa.com.au	
Two colour schemes for fire extinguishers exist		EXTINGUISHANT	CLASS A	CLASS B	CLASS C	CLASS E	CLASS F	CLASS D
PRE 1999	FROM 1999		Wood Paper Plastics	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	For fire involving combustible metals use special purpose extinguisher
		WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires
		WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment
		FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment
		POWDER	YES (ABE) NO (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	NO (ABE) LIMITED (BE)	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
		CARBON DIOXIDE	LIMITED	LIMITED	LIMITED	YES	LIMITED	Not suitable for outdoor use
		VAPORISING LIQUID	YES	LIMITED	LIMITED	YES	NO	Check the characteristics of the specific extinguishing agent

LIMITED indicates that the extinguishant is not the agent of choice for the class of fire, but that it may have a limited extinguishing capability.

Solvents such as alcohol or acetone mix with water and therefore require special foam

Green text indicates the class or classes in which agent is most effective

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
gloves



Danger –
Do not enter



Warning –
radioactive
materials



Clean up!



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. Bullying can cause psychological injuries such as anxiety and depression and can indirectly cause physical injuries.

Workplace bullying can happen to anyone – it can be from management to workers but can also be from workers to management or between peers. It can happen to you at any time you are carrying out work related activities.

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 It?

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

You can find out more about bullying in the workplace by searching the Internet.

MSDS – What Is It?

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's or importer's name, Australian address and telephone number.

The MSDS provides employers, self-employed persons, workers and other health and safety representatives with the necessary information to safely manage the risk from hazardous substance exposure.

It is important that everyone in the workplace knows how to read and interpret a MSDS.

You will find an example over the next few pages.

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

2. Composition/Information On Ingredients

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.

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. Fire fighters 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.

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

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

10. Stability and Reactivity

Stability: No information available

11. Toxicological 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. Ecotoxicological 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.

15. Regulatory Information

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

Poisons Schedule: None allocated.

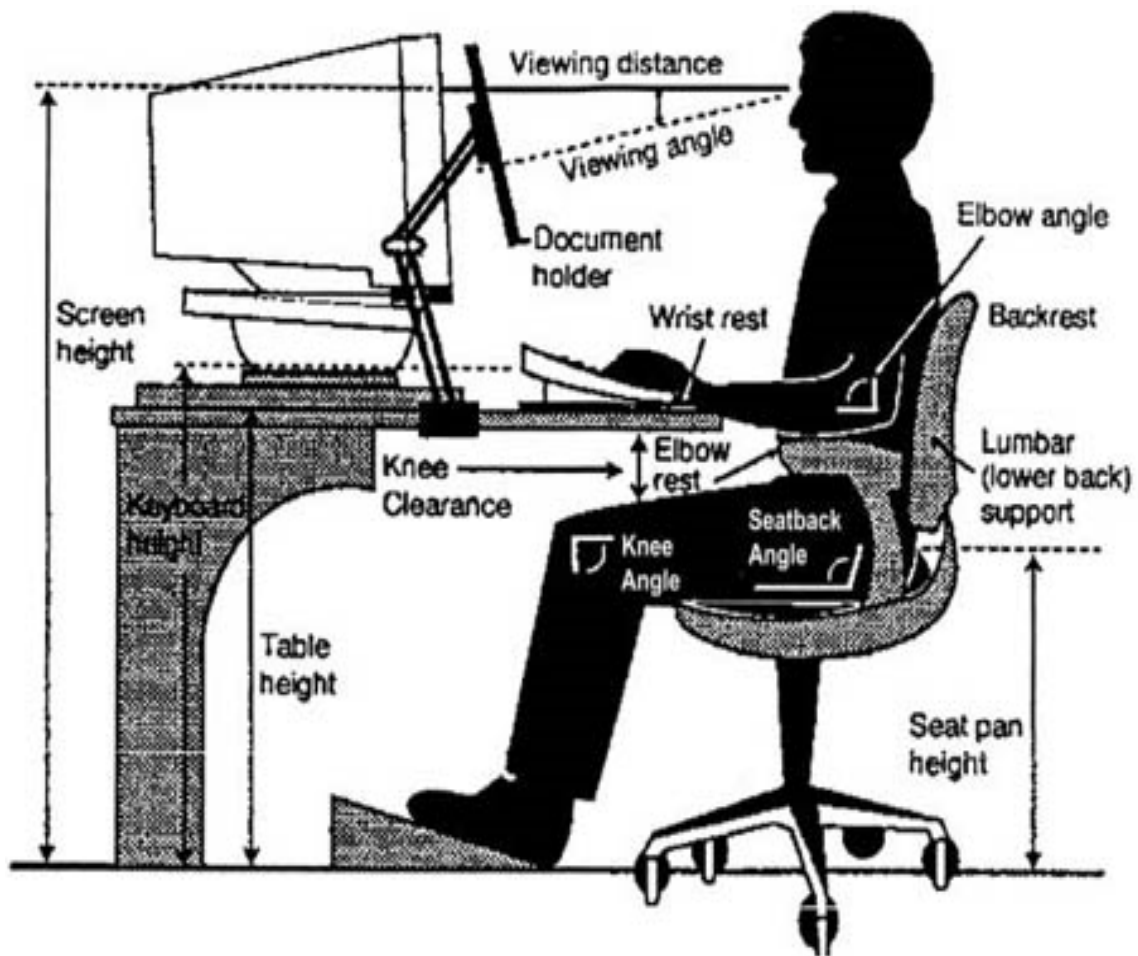
All the constituents of this material are listed on the Australian Inventory of Chemical Substances (AICS).

16. Other Information

This material safety data sheet has been prepared by 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.

Sitting at Computers



Name:		
Media Law & WHS Pathways Checklist		
Part A		
List the members of your group for this task:		
<p>As a group, complete the following checklist for all areas of your station. You can visit each area together or make copies of this checklist and cover one area each. You'll need to discuss your findings for Part B.</p>		
Electrical hazards	Yes	Comments
Leads or cables safely removed from areas where people could trip over them	<input type="checkbox"/>	
All electrical leads are intact without exposed wiring	<input type="checkbox"/>	
Electrical equipment checked regularly and tagged	<input type="checkbox"/>	
Water kept away from electrical outlets or appliances	<input type="checkbox"/>	
No double up of power-boards or adaptors	<input type="checkbox"/>	
Manual handling		
Equipment available for any heavy lifting	<input type="checkbox"/>	
Heavy objects labelled with a warning	<input type="checkbox"/>	
First aid		
First Aid kit available at all times	<input type="checkbox"/>	
First Aid kit stocked adequately	<input type="checkbox"/>	
First Aid Kit checked regularly	<input type="checkbox"/>	
First Aid contact person clearly identified	<input type="checkbox"/>	
Passageways		
Passageways are clear with no obstructions / objects to trip over	<input type="checkbox"/>	
Passageways are wide enough for everyone	<input type="checkbox"/>	
Safe surface for walking on (no spills, frayed carpet etc.)	<input type="checkbox"/>	
Steps not too steep	<input type="checkbox"/>	
Handrails if needed	<input type="checkbox"/>	
Access ramps available where needed	<input type="checkbox"/>	
Work Environment (check all areas)		
Good air quality	<input type="checkbox"/>	
Air is free of fumes	<input type="checkbox"/>	
Comfortable working temperature	<input type="checkbox"/>	
Air conditioning working and regularly checked	<input type="checkbox"/>	

Noise levels are comfortable for working	<input type="checkbox"/>	
Studios have been wired to prevent headphone feedback	<input type="checkbox"/>	
Hazardous noise areas (e.g. tech room) are identified and where appropriate marked with mandatory signs for wearing ear protection	<input type="checkbox"/>	
Floors are clean and dry and free of rubbish, oil, grease and water.	<input type="checkbox"/>	
Work areas kept clean and free of rubbish	<input type="checkbox"/>	
Adequate lighting in all areas (no unevenly lit areas or flickering lights)	<input type="checkbox"/>	
Extra lighting where needed for close up work (e.g. reading scripts, tech maintenance)	<input type="checkbox"/>	
Furniture allows for normal body positions when seated or standing	<input type="checkbox"/>	
Computers at correct height	<input type="checkbox"/>	
Ergonomic chairs provided for anyone working for long periods	<input type="checkbox"/>	
No sharp edges	<input type="checkbox"/>	
No low overhead projections (or any that cannot be removed have been padded/identified with warning tape)	<input type="checkbox"/>	
No items stored in non storage areas e.g. on top of cupboards	<input type="checkbox"/>	
Washing and eating areas clean and free of rubbish	<input type="checkbox"/>	
Any hazards (e.g. hot water unit) clearly labelled with warnings	<input type="checkbox"/>	
Amenities clean and well ventilated	<input type="checkbox"/>	
Rubbish and recycling regularly and properly disposed of	<input type="checkbox"/>	
Security and Emergency		
Sufficient exits for prompt escape from all areas	<input type="checkbox"/>	
Emergency exits clearly marked & lit	<input type="checkbox"/>	
Exits accessible (not obstructed) and unlocked	<input type="checkbox"/>	
Exit doors open outwards	<input type="checkbox"/>	
Emergency procedures clearly displayed	<input type="checkbox"/>	
Emergency contact numbers clearly displayed	<input type="checkbox"/>	

Emergency procedures known by all workers	<input type="checkbox"/>													
Emergency signs and notices appropriate for language & literacy needs of all workers	<input type="checkbox"/>													
After hours security procedures adequate	<input type="checkbox"/>													
Fire doors closed at all times	<input type="checkbox"/>													
Fire extinguishers and blankets available	<input type="checkbox"/>													
Fire extinguishers checked regularly	<input type="checkbox"/>													
Check that you have inspected:														
<table border="0"> <tr> <td>○ Reception area</td> <td>○ Office/s</td> </tr> <tr> <td>○ Studio/s</td> <td>○ Production / Editing room</td> </tr> <tr> <td>○ Meeting room</td> <td>○ Music library</td> </tr> <tr> <td>○ Technical / equipment room</td> <td>○ Passageways</td> </tr> <tr> <td>○ Kitchen</td> <td>○ Toilets</td> </tr> <tr> <td>○ Storage spaces</td> <td>○ Other _____</td> </tr> </table>			○ Reception area	○ Office/s	○ Studio/s	○ Production / Editing room	○ Meeting room	○ Music library	○ Technical / equipment room	○ Passageways	○ Kitchen	○ Toilets	○ Storage spaces	○ Other _____
○ Reception area	○ Office/s													
○ Studio/s	○ Production / Editing room													
○ Meeting room	○ Music library													
○ Technical / equipment room	○ Passageways													
○ Kitchen	○ Toilets													
○ Storage spaces	○ Other _____													
Part B														
Discuss the information gathered in Part A with your group, and complete the following:														
1. Describe something which could be a hazard or risk at your station.														
2. Why is this a problem?														
3. What do you think should be done about the problem? How can the risk best be managed?														

4. What WHS legislation or station policy could this be in breach of?		
5. Who should you report the issue to?		
6. List any suggestions which your group discussed to manage risks at the station:		
7. Discuss with your group how WHS issues can be explained using language and concepts appropriate to cultural differences at your station. List your suggestions.		
Part C Now complete the following Report for any hazards or WHS issues and give this to the relevant personnel at your station.		
WHS Hazard / Incident report		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Station:</td> <td style="width: 50%; padding: 5px;">Date :</td> </tr> </table>	Station:	Date :
Station:	Date :	
Reported by: Signature/s _____		
Reported to (WH&S representative or staff member responsible):		
Report copied to:		

Description of hazard / incident:
Potential risk (indicate severity*):
Location:
Action required / taken:
WH&S representative or Staff member's report: Corrective action completed / incomplete Action referred to: _____ Entered into hazard report log? Signature: _____ Date: _____
* Risks with potential to cause death or loss of body part / function: corrective action required within 48 hrs. Risks with potential to cause injury / illness requiring time off from work: corrective action required within 7 days. Minor risks requiring first aid: corrective action required within 14 days.

These resources may also be useful when studying this unit:

- 'Preventing and Managing Bullying at Work' – available from www.comcare.gov.au
- St. John First Aid book or information sheets
- 'Bomb threat checklist' – available from www.police.vic.gov.au
- Firefighting information sheets - 'How to operate a fire extinguisher' Fact sheet 40 available from www.fire.nsw.gov.au
- Station WHS policies and procedures