



OCCUPATIONAL HEALTH AND SAFETY POLICY

General

- We are committed to the safety and wellbeing of students, staff, tutors and all others visiting our premises. We will meet our obligations under Occupational Health and Safety legislation, and other statutory and industrial award agreements, at all times.
- We will ensure that staff and tutors are aware of our OH & S requirements and their responsibilities to observe them. We include OH & S requirements in the induction program for new staff and tutors and will arrange for staff workshops to be conducted from time to time when legislative changes and other new developments need to be brought to their attention.
- We encourage all people using our facilities to exercise reasonable care at all times to avoid injury to themselves and others, and to promptly report potentially dangerous situations to a member of staff.
- Smoking is not permitted on our premises, or on outside premises used for activities conducted on our behalf.
- If a member of staff or a tutor discovers a threat, or likely threat, to the health or safety of students, clients or staff, they should immediately notify the persons responsible for the maintenance of the facility concerned, and if necessary suspend the activity until the threat has been removed. They should then report the situation promptly to a member of the Management Team.
- First Aid Kits have been installed at each site and a member of staff has been designated to ensure they are well-stocked and available in good order at all times.
- Notices reminding users of our premises of the action to be taken in the case of fire, accidents or other threats to health or safety, and identifying the location of First Aid Kits, are installed in all classrooms and are to be maintained up to date and in good condition.
- A copy of the emergency / evacuation procedures for the site is displayed on site.

First Aid

- All members of staff are offered First Aid training at the organisation's expense.
- In the event of injuries the Manager should be notified immediately and the instructions in the notice outlining the action to be taken in such an eventuality should be followed.

Fire Safety

- We will observe all requirements of the Council and NSW Fire Brigade for the installation and maintenance of fire fighting equipment. Fire fighting equipment is checked every six months by an outside organisation and annual fire drills are to be carried out at each site.
- Copies of site-specific instructions for staff in the event of fire or other emergency are maintained in the Office at each site, provided with student handbook, and included in our Staff Induction Manual.

Tutors' Responsibilities

- Tutors will ensure they are aware of emergency and evacuation procedures for the site at which they are conducting courses, and will conduct an introduction to our OH&S Policy Guidelines and Procedures for students in the first session of any course. This introduction will include the emergency exit procedure, and identification of the location of fire extinguishers and the first aid kit.
- In the first session of a course tutors will detail for students any particular safety considerations associated with that course e.g. dangers in the use of special equipment, or health issues associated with physical activity and satisfy themselves that the students are familiar with the dangers and the procedures to be followed to address them.
- Tutors will complete their Class Rolls at the commencement of each session and ensure that in the event of evacuation they keep the Rolls safe and check on the presence of each member of the class during, or as soon as possible after, the evacuation.

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Camden Haven Community College Inc.

PREPARED/REVIEWED BY	J Troup	J Troup	J Troup			
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