



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. As a consequence of this CHCC encourages all members of its community to regard accident prevention and working safely as a collective and individual responsibility.

Commitment

- The College recognises its responsibility under the OH&S Act and associated legislation. In fulfilling this responsibility the College is therefore committed to:
 - i) Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
 - ii) Compliance with all relevant legislation standards, and other requirements to which the College subscribes;
 - iii) Ensuring that plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
 - iv) Providing, monitoring and maintaining systems for the safe use, handling, storage and transportation of plant, equipment and substances;
 - v) Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
 - vi) Providing adequate facilities to protect the welfare of all employees, students and visitors;
 - vii) Providing appropriate OH&S training to all employees;
 - viii) Providing information and supervision for all staff and students enabling them to work and study in a safe and healthy manner;
 - ix) Providing adequate resources, including finances, to facilitate the fulfilment of OH&S responsibilities;
 - x) Regular review and evaluation of OH&S systems including audits and workplace inspections; This will include staff consultation and input
- 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. Contractors and Subcontractors are required to comply with the OH&S policies, procedures and programs of the College and must observe directions on health and safety from designated officers of College
- Smoking is not permitted on or outside our premises, or 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.

Camden Haven Community College Inc.

PREPARED/REVIEWED BY	J Troup	J Troup	J Troup	J Troup	R Butlin & J Troup	C'tee	SNicol
DATE	Nov 2000	May 2002	May 2006	Mar 2009	Oct 2011	Oct 2011	Nov 2011
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- 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 the First Aid Kit, installed in the college and 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, or Administration Officer if the Manager not available, 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 fire drills may be carried out at the college 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.

Note

The Work Health and Safety Act 2011 is an Act to secure the health, safety and welfare of persons at work; to repeal the Occupational Health and Safety Act 2000; and for other purposes. This Act commences on 1 January 2012.

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