



### General

Camden Haven Community College is committed to the safety and wellbeing of students, staff, trainers, contractors, volunteers, tutors and all others visiting our premises. We will meet our obligations under Work 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 NSW Work Health and Safety 2011 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 wherever possible the welfare of all workers, students and visitors;
  - vii) Providing appropriate WHS training;
  - 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 WHS responsibilities;
  - x) Regular review and evaluation of WHS systems including audits and workplace inspections; this will include staff consultation and input
  - xi) WHS assessment of training facilities
- We will ensure that all workers are aware of our WHS requirements and their responsibilities to observe them. We include WHS requirements in the induction program for new staff, tutors and trainers and will arrange for staff workshops or information communication 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.
- All workers are required to comply with the WHS policies, procedures and programs of the College and must observe directions on health and safety as designated responsible by the College.
- Smoking is not permitted on or outside our premises, or premises used for activities conducted on our behalf.
- If any worker discovers a threat, or likely threat, to the health or safety of students, clients or staff, they should immediately notify the college, and if necessary suspend the activity until the threat has been removed.
- First Aid Kits have been installed at the college and training sites and are maintained by administration staff.

PREPARED/ REVIEWED BY	J Troup	J Troup	J Troup	J Troup	R Butlin & J Troup	C'tee	S Nicol	J Troup	C'tee	J Troup	C'tee	G Paxton	
DATE	Nov 2000	May 2002	May 2006	Mar 2009	Oct 2011	Oct 2011	Nov 2011	May 2012	May 2012	Oct 2017	Oct-Dec 2017	Jan 2023	
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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 an injury, notify the Manager, or Administration Staff member, if the Manager not available, immediately.

### Fire Safety

- We will observe all requirements of the Council and Fire and Rescue NSW 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.

### Trainers' Responsibilities

- Tutors/trainers will ensure they are aware of emergency and evacuation procedures for the site at which they are conducting courses. 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/trainers 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/trainers 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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