



Work Health and Safety Policy

General Statement of Commitment

Camden Haven Community College (CHCC) is committed to providing a safe and healthy environment for all students, staff, trainers, contractors, volunteers, tutors, and others visiting our premises, whether physical or virtual. Our commitment extends to fostering a positive and supportive culture that prioritises both physical and psychological well-being. CHCC is committed to ensuring that WHS practices are inclusive and accessible for all individuals

CHCC recognises its primary duty of care under the *Work Health and Safety Act 2011 (NSW)* and the *Work Health and Safety Regulation 2017 (NSW)*, along with all other relevant statutory instruments, codes of practice, and industrial agreements. Accident and injury prevention, and the promotion of a healthy and respectful workplace, are collective and individual responsibilities.

Our Commitment to Work Health and Safety

In fulfilling our responsibilities, CHCC is committed to:

- **Risk Management:** Proactively undertaking comprehensive risk management activities to identify, assess, control, and review all hazards (including physical and psychological) that may pose a risk to the health and safety of persons in our work and learning environments. This includes regular review of changes to work methods, practices, technology, and the introduction of new equipment.
- **Legislative Compliance:** Ensuring full compliance with all relevant NSW Work Health and Safety legislation, Australian Standards, Codes of Practice, and other requirements to which the College subscribes, including those pertaining to RTO operations.
- **Safe Equipment:** Ensuring that all equipment, and substances used at CHCC are safe and without risks to health when used, handled, stored, and transported correctly.
- **Safe Systems of Work and Environment:** Maintaining safe systems of work, the work premises, and the work environment. This includes:
 - Implementing effective emergency response procedures (fire, evacuation, medical emergencies).
 - Ensuring adequate facilities are provided and maintained to protect the welfare of all workers, students, and visitors.
 - Maintaining a clean, organised, and secure physical environment.
 - Managing work-related stress, fatigue, and other psychological risks.
- **Information, Training, and Supervision:** Providing appropriate, relevant, and ongoing WHS information, training, and supervision for all staff, trainers, and students. This enables them to work and study in a safe and healthy manner, understand their responsibilities, and identify and report hazards.
- **Adequate Resources:** Allocating adequate resources, including financial, human, and time resources, to facilitate the effective implementation and continuous improvement of WHS responsibilities.

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- **Consultation and Effectiveness:** Establishing and maintaining effective consultation mechanisms to ensure that the college community is encouraged and enabled to contribute to WHS decision-making and the development of WHS policies and procedures.
- **Monitoring, Review, and Evaluation:** Regularly reviewing and evaluating the effectiveness of our WHS management system through audits, workplace inspections, incident investigations, and staff consultation. This commitment includes the regular WHS assessment of all training facilities.
- **Psychological Hazards:** Actively identifying, assessing, and controlling psychological hazards and risks to mental health in the workplace. This includes addressing factors such as:
 - Workload and unreasonable time pressures.
 - Poor organisational change management.
 - Poor support (from managers and colleagues).
 - Poor environmental conditions (e.g., bullying, harassment, aggression, violence).
 - Low job control.
 - Unclear roles and responsibilities.
 - Poorly managed conflict.
 - Lack of recognition and reward.
 - Remote or isolated work.
 - Trainee/student well-being and support.
- **Right to Disconnect:** Respecting the right of employees to disconnect from work outside of agreed working hours, unless there is a genuine emergency or critical business need. CHCC promotes a culture that discourages excessive electronic communication outside of work hours to support the psychological well-being of its staff.

Responsibilities

Committee Responsibilities

- Monitor WHS performance and ensure legislative compliance at a governance level
- Endorse and oversee continuous improvement of WHS practices and systems

Management Responsibilities:

- Ensure that all WHS policies and procedures are implemented, maintained, and regularly reviewed.
- Provide adequate resources to manage WHS effectively.
- Lead by example in promoting a positive WHS culture.
- Ensure all WHS legislative requirements are met.
- Respond promptly to WHS concerns and incidents.

Worker Responsibilities (including Staff, Trainers, Volunteers, Tutors, and Contractors):

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction given by CHCC regarding WHS.
- Co-operate with any reasonable WHS policy or procedure of CHCC.
- Promptly report any hazards, incidents, or near misses to management.

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- Participate in WHS training and follow safe work procedures.
- Exercise the right to disconnect from work outside of agreed working hours, while understanding genuine emergencies may require response.

Student Responsibilities:

- Take reasonable care for their own health and safety while on CHCC premises or participating in CHCC-organised activities.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with all WHS instructions given by CHCC staff and trainers.
- Promptly report any hazards or incidents to their trainer or CHCC staff.

Key WHS Procedures

Induction and Communication:

- All new staff, tutors, and trainers will undergo a comprehensive WHS induction, covering CHCC's WHS policy, procedures, emergency protocols, and specific role-related WHS responsibilities.
- WHS requirements are included in student handbooks and induction processes.
- Regular communication will inform staff and students of legislative changes, new developments, and relevant WHS information.

Hazard and Incident Reporting:

- All workers and students are encouraged to promptly report any potentially dangerous situations, hazards, incidents, or near misses to a member of staff or management.
- 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 and assessed.
- All incidents will be investigated to determine root causes and implement corrective actions to prevent recurrence. Serious incidents will be reported to SafeWork NSW as required by legislation.

Emergency Preparedness and Response:

- CHCC will maintain comprehensive emergency/evacuation procedures for all sites, clearly displayed and communicated to all persons.
- Regular fire drills and emergency exercises will be conducted to ensure preparedness.
- All emergency equipment (e.g., fire extinguishers, smoke detectors) will be regularly inspected and maintained by qualified personnel as per Australian Standards and Fire & Rescue NSW requirements.
- Copies of site-specific instructions for staff in the event of fire or other emergency are maintained in the Office at each site, provided at student induction and staff induction.

First Aid:

- Adequate First Aid Kits are installed at the college and training sites and are maintained by administration staff.

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- Appropriate numbers of staff will be trained in First Aid and CPR, with refresher training provided at the organisation's expense.
- In the event of an injury, the Manager or Administration Staff member must be notified immediately.

- Tutors/trainers will ensure they are fully aware of emergency and evacuation procedures for the specific site at which they are conducting courses, including emergency exits, and the location of fire extinguishers and first aid kits.
- 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, health issues associated with physical activity). They must satisfy themselves that students are familiar with potential 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.

- Smoking and vaping is strictly prohibited on or immediately outside CHCC premises, or premises used for activities conducted on our behalf.
- The use, possession, or being under the influence of illegal drugs or excessive alcohol on CHCC premises or during CHCC activities is strictly prohibited.

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