

CHS Work Health and Safety Policy & Procedures

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1. Purpose

CHS is committed to providing a safe and healthy workplace for all employees, students, visitors and contractors. To promote the highest practicable standard of work health and safety for the College, and to ensure compliance with state Health and Safety Acts (WHS Acts) and associated regulations, standards and codes of practice for ensuring workplace health and safety.

To provide the necessary direction and support to ensure the College meets its responsibility and accountabilities under the requirements of the workplace health and safety legislation and associated regulations and to provide clear guidelines for all College workers, students and others in meeting their legal obligations.

2. Scope

This policy covers all students of CHS, all staffs of CHS (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of CHS (for example contractors, subcontractors, agents, consultants, and temporary staff).

3. Definitions

This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service.

When used in this policy the following words have the meaning set out below:

Term	Definition
WHS Acts	a general overview of how to make workplaces safe and healthy. They outline the legal responsibilities and duties for employers and officers.
Regulations	the standards that need to be met for specific hazards and risks, such as noise, machinery, and manual handling. They also set out the licenses needed for specific activities, the records that need to be kept, and the reports that need to be made.
Accident	an unplanned or unexpected event or sequence of events that may or may not cause injury or property damage
Regulating Agencies	also known as regulators, administer health and safety laws. They're responsible for inspecting workplaces, providing advice and help, and handing out notices and penalties where necessary.

4. Policy Statements

CHS is unequivocally committed to ensuring a safe and healthy environment for staff, students, visitors, contractors, related entities and other individuals or external organisations which may be affected by its operations. This commitment recognises that every person has the right to a safe and healthy working environment and that each individual has a prime responsibility to co-operate in the preservation and improvement of all work health and safety measures of CHS's activities.

CHS considers prevention of injury or ill-health to all individuals foremost in conducting its activities. Therefore, CHS is not only committed to ensuring that all legislative requirements are met, but to maintaining a position of excellence through a systematic and preventative approach in handling the workplace health, safety and welfare issues affecting its activities.

In observance of these commitments, the College includes this obligation in the Business Plan and has established this Workplace Health and Safety Policy. In conjunction with this policy, a series of procedures and programs on specific safety and health matters will be prepared, issued and reviewed on a regular basis or as legislative changes occur.

CHS will ensure, so as far as is reasonably practicable, the health and safety at work of their workers, as well as students, contractors, visitors and others. The implementation of this policy includes the:

- Provision and maintenance of a work environment without risks to health and safety;
- Provision and maintenance of safe plant and structures as well as safe systems of work;
- Safe use, handling and storage of plant, substances and structures;
- The provision of adequate facilities including ensuring access to those facilities;
- The provision of any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety;
- That the health of workers and the conditions at the workplace are monitored to prevent illness or injury arising in the workplace.

5. Procedures

5.1 Work Health and Safety Priorities

As priorities, this organisation will ensure that:

- an effective WHS program is introduced and maintained
- to ensure that all workplace hazards are identified, the associated risks assessed, and appropriate measures introduced to control these risks
- once established, the WHS program is monitored and reviewed to take account of changing conditions and circumstances at the workplace
- appropriate records are kept in relation to the risk management program
- employees and their representatives are consulted on WHS issues relevant to them
- all relevant documentation relating to WHS issues is made available to employees and their representatives
- it observes industry best practice standards with regard to the safety of its operations
- all necessary registration, certification and licensing requirements are complied with
- all necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping are undertaken in a timely manner
- tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do them
- all employees and contractors are appropriately trained, supervised and provided with adequate information to undertake their duties safely and without risk to health

- all students and visitors to the workplace are briefed on safety procedures, provided with identification badges and any necessary protective equipment, and adequately supervised to ensure workplace health and safety
- appropriate means are provided to prevent visitors and other unauthorised people from entering restricted areas or parts of the workplace where they may be at risk, or endanger others' safety and health
- any personal protective equipment needed to secure health and safety is provided free of charge and employees and other relevant people (such as contractors) are adequately instructed in its proper use, maintenance and storage
- all accidents, incidents and near misses are reported to the Senior manager responsible for OH&S; the circumstances of the accident, incident or near miss are investigated and recorded; and appropriate measures are taken to prevent a recurrence, and
- this policy is regularly monitored and revised in the light of legislative, best practice or organisational changes.

5.2 Health and Safety Assistance

Competent people have been appointed to assist this organisation in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the WHS policy is being adhered to.

The job titles, names, locations and contact details of these people are listed on the organisation's SharePoint site as such are regularly updated including Campus Manager, Health and Safety Representative and First Aider.

5.3 Incident Reporting

The relevant needs to fill up the Incident Report Form immediately. Please refer to CHS Critical Incident Policy for reporting procedures.

5.4 Regular Reporting

State regulators require that incidents involving serious injury or fatality and certain incidents involving machinery be reported to the regulator. The Senior Manager responsible for WH&S will be responsible for Reporting these incidents to the relevant state regulator. (NSW: Safe work NSW; Victoria: Worksafe Victoria; QLD: Worksafe Qld)

5.8 Emergency Management

While CHS will take all reasonably practicable steps to minimise the risks of accident (and particularly fire and other situations where there may be significant risks to personnel and property), it is acknowledged that, despite these measures, it cannot be assumed that a major incident will never occur. In consideration of this circumstance, our primary objective is to provide a practised, swift and effective response to any emergency situation.

CHS is committed protecting the health and safety of people during reasonably foreseeable emergency situations.

The College will maintain a fully documented emergency response plan that:

- identifies the possible emergency scenarios for our site
- prescribes the emergency organisation (people and duties), and
- specifies the arrangements to be implemented (systems and procedures).

Securing the safety of all personnel and others who may be affected by an emergency involving this organisation's activities is to be accorded the highest priority. Having ensured this, management will remain fully committed to containing the consequences of any emergency situation until that emergency situation has been fully controlled

As priorities, this College will ensure that each campus has an emergency response plan that is maintained and regularly tested as part of a process of continuous improvement. The College will also endeavour to give information and training as often as is necessary to all employees, students and others, such as contractors and visitors to facilitate a better understanding of the emergency response arrangements and procedures.

Any concerns which employees may have regarding the organisation's emergency procedures should be reported to a responsible person immediately. This College will then take the necessary measures to investigate and remedy the situation.

CHS has identified the following foreseeable emergencies which may need an evacuation of personnel including but not limited to fire and have developed an emergency/evacuation procedure.

This emergency/evacuation procedure will be displayed in prominent locations throughout each campus.

The campus manager shall be responsible for establishing and communicating this plan, ensuring that it is coordinated across CHS operating entities and with other building occupants where there are shared facilities.

6. Roles and Responsibilities

Principal	The Principal has overall accountability for the safety of all activities conducted by the College and will provide adequate resources and organisation to meet the aims and objectives contained in the Work Health and Safety policy. The Principal is empowered to enforce such actions as are considered necessary to protect the workplace health and safety of employees, students, contractors and other individuals, the environment and College premises and plant. The Principal is considered an "Officer" under the WHS Act.
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Campus Managers	The Campus Managers have overall responsibility for the safety of all activities within their campus of responsibility, and are accountable to the Principal for ensuring the health and safety of the College community within each campus. Campus Managers are to ensure that the on-line Incident Report form is completed for each incident and forward to the DACQA for inclusion in the Incident Register. Campus Managers are also considered "Officers" under the WHS Act.
Executive Management Team	The Executive Management Team have overall responsibility for ensuring the health and safety of individuals under their control and are accountable to the Principal. They are responsible for the development of Safety Management Plans, appropriate Action Plans and consultative mechanisms within their area of responsibility.
Heads of Functional Areas, Line Management, Supervisory and Academic Staff	In fulfilling their responsibility, line management, supervisory and academic staff have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to health. This includes the provision of resources commensurate with priorities. Academic staff are also responsible for the oversight of students and to safeguard the health, safety and well-being of students in their charge. They are responsible for ensuring that operations are undertaken in accordance with authorised procedures and that staff and students are appropriately trained in these operations and made aware of workplace health and safety requirements.
Director of Accreditation, Compliance and Quality Assurance (DACQA)	The DACQA is responsible for providing professional advice, developing appropriate policy and strategic programs and for maintaining the Incident Register.
Workplace Health and Safety Committees	Workplace Health and Safety Committees shall be constituted in accordance with legislative requirements and function as consultation mechanisms available to make recommendations to management regarding workplace health and safety issues. The requirements, roles and responsibilities of HSCs are to be detailed in the Terms of Reference for each committee.

Employees, Students, Contractors, Visitors and Others	<p>It is the responsibility of employees, students, contractors, visitors and others to ensure this policy is carried out and to regard accident prevention and safe working as a collective and individual responsibility.</p> <p>Each person conducting activities on the College's behalf is responsible for observing all safety rules and procedures. These will be issued as safety policies, procedure manuals and programs, as necessary.</p>
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7. Records

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule.

8. Related Documents

This policy should be read in conjunction with the:

- CHS Critical Incident Policy
- CHS Student Welfare and Safety Policy
- CHS Emergency and Recovery Plan
- CHS Student Code of Conduct
- CHS Student Misconduct Committee Terms of Reference

9. Related Legislation

- TEQSA Higher Education Standards Framework (Threshold Standards) 2015
- WHS/OH&S acts, regulations and codes of practice
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- NSW Codes of Practice
- SafeWork NSW
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Qld Codes of Practice
- Workplace Health and Safety Queensland

Appendix A Operating Details Procedure

A1. Investigation Procedure

All Incidents must be investigated in a thorough and professional manner with the purpose to establish the facts related to the incident and to determine the necessary corrective actions to prevent a reoccurrence of the incident. The investigation should not be used to apportion blame.

The Accident Investigation Form should be used to record the accident investigation findings which can be found on SharePoint.

Accident Investigation Key Principles

The rationale for undertaking accident investigations at CHS is to:

- Identify the hazards and risks involved in the accident
- Assess the hazards and risks involved in the accident
- (As a result of the identification and assessment of the hazards and risks) implement control processes aimed at preventing the same or similar accidents from re-occurring
- Assign responsibility to staff for the implementation of corrective action
- Ensure that corrective action has been taken and as part of the overall risk management process
- Ensure that all relevant facts surrounding an accident (including the general public) are recorded which may then assist in any litigation that may arise from the accident

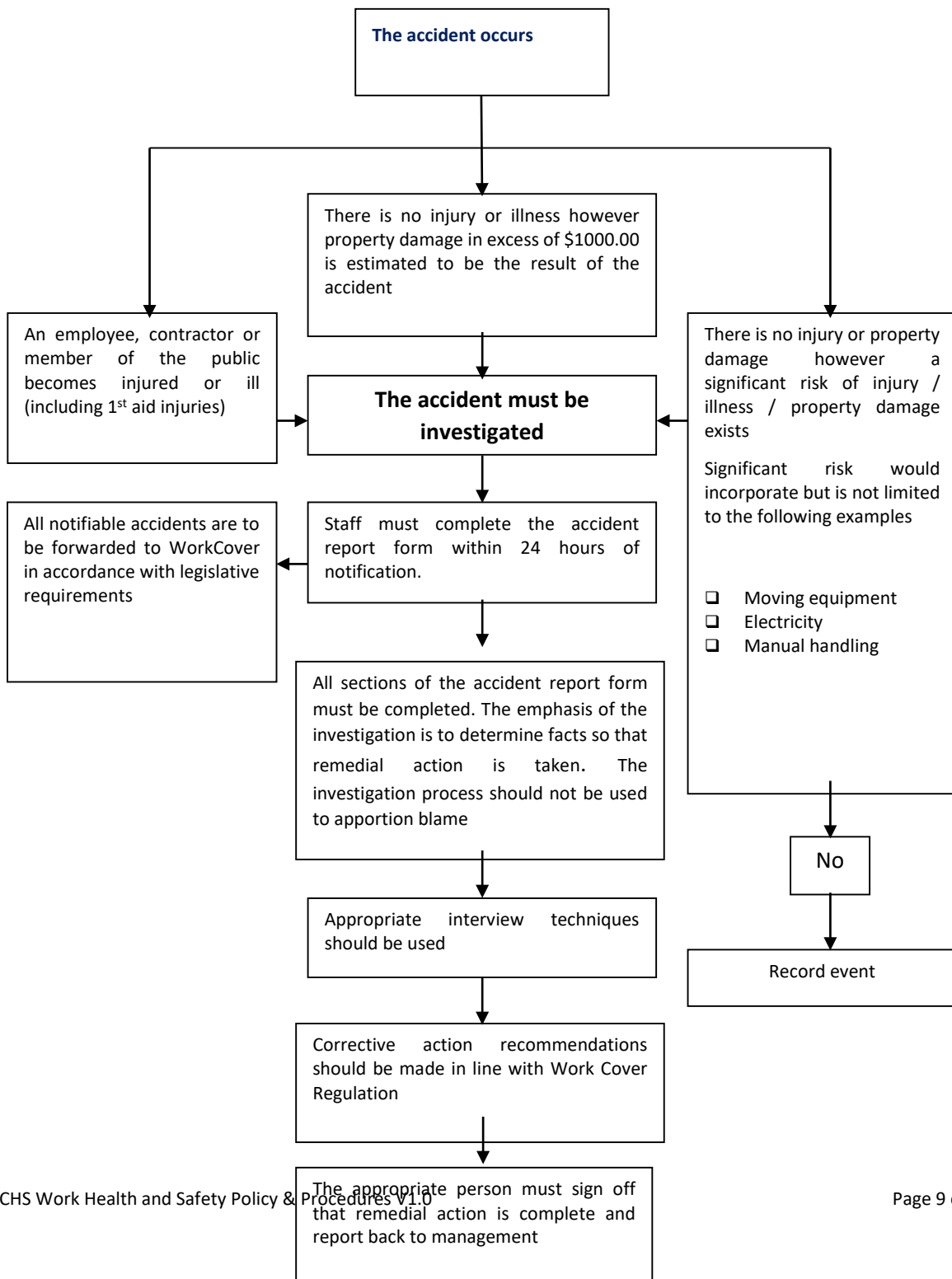
Accident definition

An accident is an unplanned or unexpected event or sequence of events that may or may not cause injury or property damage

Injury Causes -v- Accident causes

While there are many things that cause accidents (hazards and risks), it is the transfer of damaging energy that causes injury e.g. mechanical/electrical, chemical, biological, physical (e.g. kinetic) and psychological. Psychological hazards and the body's reaction to work situations (e.g. excessive work pressure) that may result in injury or illness being sustained however the internal transfer of damaging energy is not as obvious or easy to identify.

Accident Investigation



A2. Hazard & Risk

Hazard is the danger associated with the object, activity, process, machine operation etc.

Hazard Types

Hazard	Examples
Physical	Manual handling, slips trips and falls, striking an object, overuse / poor posture, temperature etc.
Chemical	Explosives, compressed gasses, flammable liquids, flammable solids, oxidizing agents, poisons, radioactive substances, corrosives and miscellaneous e.g. aerosol cans
Biological	Bacteria, pathogens (other than those classified in the chemical category), animals, diseases that can be passed from animal to man, insects and organic substances such as moulds etc.
Mechanical / Electrical	Mobile plant, moving machinery, unguarded machinery, noise etc. live circuits, static electricity
Psychological	Overwork, lack of recognition, boredom etc.

Risk is the probability of injury should a person come into contact with the uncontrolled hazard.

Risk assessment should consider the following:

Exposure

Dose	How much of the hazard or risk is a person(s) exposed to?
Over what time	How long is the person(s) exposed to the hazard? What is the frequency of exposure to the hazard?
How many people affected	Staff, contractors and the general public

Severity

What are the outcomes of exposure	Fatality, serious injury / illness, minor injury, property damage or near miss
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Factors that contribute to the risk

Are there any human differences / attitudes etc. that could impact upon the outcome of exposure	Physical stature and strength, age, gender, educational level, non-English speaking background, disabled etc.
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Physical stature and strength, age, gender, educational level, non-English speaking background, disabled etc.

Probability

As part of the investigation process an assessment of the probability of re-occurrence is required. When assessing the probability of re-occurrence, the following issues should be considered:

If the hazards or risks are not controlled, then what is probability that the accident could happen again given that:

- Large numbers of people / few if any are exposed to the hazard
- A few people are exposed to the hazard on a regular basis
- One person is exposed to the hazard on a continual / rare basis
- That probability is not strictly a function of time but in simple terms an estimation of re-occurrence given the above degrees of exposure

Assessment Tool

Hazard and risk assessment models are used in industry to aid in the assessment, prioritization and subsequent control of risks. One of the simplest models available is the Hazpak matrix. This assessment tool should be used as part of the accident investigation.

1. How severely could it hurt someone? Or 2. How ill could it make someone?	2. How likely is it to be that bad?			
	Very likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rarely	Very unlikely Could happen but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5

First aid needed	3	4	5	6
<p>The number show you how important it is to do something: 1 top priority: to do something immediately 6 low priority: do something when possible</p>				

Corrective Action / Hazard Control

When making recommendations as a result of an accident investigation it is important to pick a method of control that is the best in terms of control of the hazard or risk and at the same time appropriate in terms of feasibility. To do this we can use a hierarchy of controls one or more of which could be applied to the circumstances involved in the accident.

- Design out the hazard – if hazards are known prior to the opening of a new department or implementation of a new process they should and can be eliminated prior to commissioning of the department or process
- Eliminate the hazard – where a hazard or risk is identified in an existing work process where possible it should be eliminated from that process e.g. double handling of materials or goods
- Substitute the hazard – this method of hazard control is usually used in when controlling hazardous substances where a toxic substance is substituted with a less or non-toxic alternative
- Isolate the hazard – this is a relatively straightforward method of hazard control where the employee or hazard is isolated through the use of fencing or machine guarding etc.
- Administrative procedures – are generally used when there is a significant hazard involved and detailed work instruction procedures are required e.g. confined space entry procedures or where a specific activity is hazardous in nature such as manual handling. Other methods of the use of administrative controls are training and education, task analysis and task procedures and rest breaks.
- Personal protective equipment – while this method of control should be the last option considered because its use does not diminish the damaging energy and relies on the employee to correctly use the equipment. It may be the only viable method of control with hazards such a noise or dusts generated by hand held power tools etc.

A3. First Aid

The purpose of this procedure is to provide structure and direction for the treatment of illnesses or injuries to personnel, contractors and visitors in our workplace.

Responsibilities

Campus Managers/ Managers

- All staff under their control are to be made familiar with this procedure & aware of First Aid facilities.
- Ensure that first aiders skills are kept current.

- Formulate and record actions or proposed actions so as to minimise a similar accident reoccurring.
- Ensure all documentation is completed & processed correctly.
- Ensure that all staff under their control have received the appropriate level of training & instruction.

First Aiders

- To take control of any situations involving sudden illness or injury that occur in the workplace.
- To act with due diligence and care in the provision of first aid when attending to injury and illness.
- Ensure that the contents of First Aid Kits are complete and intact and within designated use.
- Complete Injury and treatment form

First Aiders

- Each campus requires as a minimum of 4 trained first aiders.
- Each first aider as a minimum to be trained to Level 2 - St Johns Ambulance course or equivalent
- First Aiders are to render immediate treatment in the event of injury or illness to employees, contractors or members of the public who may be injured or taken ill.
- First aid facilities & employee first aider to be made known to employee at each work location.
- The names, location & telephone no. of first aider must clearly be displayed in each location.
- Regular training of first aiders will be required to maintain skill levels & renew certification.
- The casualty must be told to consult their own doctor if the casualty has any concerns.
- The First Aider must ensure the relevant manager is notified immediately in the event of serious illness/injury.

First Aid Kits

- Each campus requires as a minimum 1 first aid kit per floor. The contents of the kits will be at least equivalent to the St Johns Ambulance "Intermediate Industrial Kit"
- The intermediate industrial kit is for use within the campus
- The first aid kit locations must be clearly marked
- First aid kits must be unlocked and readily accessible
- Note: There is no form of analgesic (pain killer) provided with the first aid kits
- First Aid Kit Contents

- Typical contents for the first aid kit are to be regularly checked and audited as per appendix

Procedures

Each campus shall display clearly the Names & phone number of First Aiders

Serious Injury

- Do not panic
- Send for first aid or activate alarm system where applicable.
- Ensure injured person is in no further danger and make them comfortable.
- Do not move injured person unless they are in life threatening situation.
- Ensure airway is clear.

What to say when Phoning for help

- Where the emergency is.
- What has happened.
- What is being done.
- Who is calling.

Electric Shock

- Do not touch victim if they are touching live electrical wiring.
- Disconnect power if possible or use non-conductive material, i.e.: dry timber/ rubber- / plastic, to remove victim or live wire.
- Make patient comfortable and keep warm.
- Call ambulance.

The CHS first aid treatment form and register are available on the organisations SharePoint site.

First Aid Kit Contents/Inspection

A First Aid Kit for a workplace where the risk of injury or illness is low should include at least the following, and be checked on a monthly basis:

- Adhesive strips (assorted sizes) for minor wound dressing

- Non-allergenic adhesive tape for securing dressings and strapping
- Eye pads for emergency eye cover
- Triangular bandage for slings, support and/or padding
- Hospital crepe or conforming bandage to hold dressings in place
- Wound/combine dressings to control bleeding and for covering wounds
- Non-adhesive dressings for wound dressing
- Safety pins to secure bandages and slings
- Scissors for cutting dressings or clothing
- Kidney dish for holding dressings and instruments
- Small dressings' bowl for holding liquids
- Gauze squares for cleaning wounds
- Forceps/tweezers for removing foreign bodies
- Disposable latex or vinyl gloves for infection control
- Sharps disposal container for infection control and disposal purposes
- Sterile saline solution or sterile water for emergency eye wash or for irrigating eye wounds (must be discarded after opening)
- Resuscitation mask to be used by qualified personnel for resuscitation purposes
- Antiseptic solution for cleaning wounds and skin
- Plastic bags for waste disposal
- Injury Report and Pencil for recording the injured or ill person's condition and treatment given
- Re-usable ice-pack for the management of strains, sprains and bruises

Checked by.....

Date Checked.....

General Safety Procedures

Signage

The use of safety signage is an important means of communicating hazards and the safety requirements for particular work areas and machines. CHS will use appropriate signage throughout its business for this purpose.

Housekeeping

Housekeeping is the maintenance of a clean and tidy workplace. Poor housekeeping can lead to injuries as a result of people tripping over objects, slipping on wet floors.

CHS will conduct a monthly Safety inspection on each campus of which a key part will be observing and correcting housekeeping deficiencies. These will be carried out by the respective safety committees.

Manual Handling

Manual Handling is any activity which requires the use of force to push pull lift lower carry or otherwise move an object or piece of equipment. Manual handling is responsible for a large % of workplace injuries.

CHS will take a proactive approach in identifying and assessing manual handling tasks and introducing procedures to minimise the risk of manual handling related injuries.

Hazardous Substances

Hazardous substances and chemicals are used in most work places. They may be cleaning chemicals and solvents. In the event that chemicals are identified and used in the work place they must be managed in accordance with OHS regulations. At a minimum, a Material Safety Data Sheet (MSDS) must be obtained and employees using the substance must be aware of its hazards and provided with appropriate training and personal protective equipment (PPE).

Where ever possible non-hazardous alternates should be identified and recommended for use.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) refers to equipment which is used in the workplace by employees to protect them from a hazard. It is the least preferred method for controlling hazards, however in some circumstances it is the only method available to minimise risk.

Some examples of PPE are

- Safety glasses
- Safety footwear
- Safety goggles & Face shields
- Ear plugs and ear muffs
- Hard Hats
- Gloves of various types
- Aprons
- Overalls
- Hi visibility clothing

CHS will provide at no charge all PPE required for its employees. CHS employees are expected to use the required PPE and maintain it in clean and serviceable state of repair. PPE items will be replaced on an as needed basis.

The process of Job Safety Analysis will be used to determine specific PPE requirements. Notwithstanding this, employees are expected to use their experience and knowledge of the work at hand to determine the right PPE to be used.

Relevant employees will be trained in the correct use of PPE. Details of these officers to be displayed on each floor of each building.

PPE is the last line of defence in the event of other control measures being insufficient.

Electrical Safety

CHS has engaged the services of a third party contractor to routinely test electrical equipment leads and cables. The equipment is tagged as having been inspected and also identifies next test date. The 3rd party contractor will maintain a register of equipment and its test dates.

Employees should only use electrical equipment that is currently “in test”.

Physical damage to electrical equipment and cables could lead to an unsafe condition. Any damaged equipment or cables should be removed from service immediately and inspected before being returned to service. Unsafe electrical equipment should be removed from the workplace and disposed of.

Fire Fighting Equipment

As part of our commitment CHS will be fitting out the workplace with appropriate fire extinguishers, fire blankets and fire hoses so that in the event of a fire it can be dealt with immediately before a small incident escalates into a catastrophic incident.

These firefighting devices will be strategically located on the site. These locations to be marked on the evacuation procedures and signage is fitted to identify their locations.

Maintenance of the equipment is essential and a 3rd party provider will be engaged to conduct routine inspection and maintenance.

CHS personnel will conduct routine inspection on a quarterly basis to ensure that the devices are in place and ready to use. Employees will be trained in the selection and use of fire extinguishers in fighting fires.

Office safety

Accidents and injuries are not unique to field operations. It is important to observe good safety and housekeeping practices in offices also.

- Passage, doorways and stairways should always be clear of obstruction, apart from everyday use they may need to be used in an emergency.
- Do not run up and down stairs, use the hand rail and look where you are going.
- Where possible avoid the use of long electrical leads to avoid trip hazards. Report any damaged cables or power outlets, position furniture over or near power outlets. Do not over load power points or have power or telephone cables across walkways. All electrical faults must be reported immediately and attended to by a qualified tradesperson.
- Open filing cabinet drawers one at a time and always close after use.
- Use steps to reach high places not a chair, stool or desk. If there is a need to climb on a desk or chair there is a need for a suitable office step ladder.

- Keep a look out for worn carpet or slippery surfaces especially on steps and stairs. Report such hazards immediately.
- Think about how you are sitting and adjust your chair and work station if necessary and do not forget stretch and move about from time to time.
- Be familiar with any action you must take in an emergency situation. If you are not aware of these procedures, ask your Manager.

A4. Emergency Management

While CHS will take all reasonably practicable steps to minimise the risks of accident (and particularly fire and other situations where there may be significant risks to personnel and property), it is acknowledged that, despite these measures, it cannot be assumed that a major incident will never occur. In consideration of this circumstance, our primary objective is to provide a practised, swift and effective response to any emergency situation.

CHS is committed protecting the health and safety of people during reasonably foreseeable emergency situations.

The organisation will maintain a fully documented emergency response plan that:

- identifies the possible emergency scenarios for our site
- prescribes the emergency organisation (people and duties), and
- specifies the arrangements to be implemented (systems and procedures).

Securing the safety of all personnel and others who may be affected by an emergency involving this organisation's activities is to be accorded the highest priority. Having ensured this, management will remain fully committed to containing the consequences of any emergency situation until that emergency situation has been fully controlled

Emergency response planning management priorities

As priorities, this organisation will ensure that each campus has an emergency response plan that is maintained and regularly tested as part of a process of continuous improvement. The organisation will also endeavour to give information and training as often as is necessary to all employees, students and others, such as contractors and visitors to facilitate a better understanding of the emergency response arrangements and procedures.

Any concerns which employees may have regarding the organisation's emergency procedures should be reported to a responsible person immediately. This organisation will then take the necessary measures to investigate and remedy the situation.

Foreseeable Emergencies

CHS has identified the following foreseeable emergencies which may need an evacuation of personnel including but not limited to fire and have developed an emergency/evacuation procedure.

This emergency/evacuation procedure will be displayed in prominent locations throughout each campus.

A detailed emergency plan will be established and practised for each campus that the CHS group operates (following development the plan will be available on SharePoint). The nominated campus manager shall be responsible for establishing and communicating this plan, ensuring that it is coordinated across CHS operating entities and with other building occupants where there are shared facilities.

CHS Evacuation Procedure (in general terms)

- Raise the evacuation alarm by activating the alarm buttons
- Contact Emergency Services
- Assist any one in danger (only if it safe to do so)
- Attend to emergency (only if it is safe to do so)
- Do not stop to collect work or personal belongings
- Move to the identified emergency evacuation assembly point
- The nominated manager shall ensure that all personnel and visitors are accounted for
- Alert neighbouring businesses as necessary
- Remain at evacuation assembly point until otherwise instructed

Evacuation assembly points

There will be two evacuation assembly points nominated in the event that wind conditions results in the primary evacuation point being unsafe.

Training

All workplace participants and students will be trained in the location of the emergency evacuation points within their workplace. This training will be refreshed annually.

Testing

The evacuation procedure will be tested by conducting a simulated emergency/evacuation exercise twice per year. A debrief will be conducted after each simulation to ensure that any deficiencies can be identified and procedures improved.

Roles and Responsibilities

A list of all appropriate roles is available on SharePoint which includes the contact offers for each campus of the Emergency Controller, Evacuation Coordinator and First Aiders Officers.

Liaising with Emergency Services

CHS firmly endorses the need for close liaison and cooperation with emergency services within each local area.

In accordance with this, the local police, fire and ambulance services' representatives will be invited to visit and inspect our site on an annual basis.

During these visits we will discuss our processes, workplace hazards and our controls.

A5. Procedures for Foreseeable Incidents

Accident Causing Serious Injury or Death

The following is a checklist to help ensure events following accidental serious injury or death are managed in a safe and legal manner:

SERIOUS INJURY

First Initial Measures

- Call emergency services
- Secure the scene (i.e. switch off power)
- Administer first aid / CPR
- Crowd control
- Delegate duties
- Preserve scene of accident for investigation
- Notify Senior Management

After Initial Measures

- Inform immediate family
- Inform employees manager
- Monitor treatment at hospital
- Secure car / belongings
- Arrange stand in for job
- Investigate accident
- Prevent repeat accident
- Arrange documentation

- Report accident to Work Cover
- Publish accident causes / remedies
- Ongoing contact at hospital
- Ongoing contact with employee's family
- Media spokesperson
- Arrange counselling / rehabilitation
- Arrange restricted / alternative work
- Modify facilities for disability

DEATH AT WORK

First Initial Measures

- Call emergency service(s)
- Secure the scene (i.e. switch off power)
- Administer CPR until ambulance arrives
- Crowd control
- Inform Senior Management
- Prevent premature notification of family / next of kin
- Preserve scene of accident for investigation
- Notify the Police
- Notify Work Cover
- Ensure doctor is called to certify death

After Initial Measures

- Ensure next of kin / family notified (normally done by Police, Employer may wish to participate)
- Media spokesperson
- Inform employees and request confidentiality to be maintained
- Investigate causes
- Senior person to maintain contact with next of kin
- Arrange counselling, internal / external
- Attend funeral if acceptable

Fire or Potential Fire

The following is the emergency/disaster plan in the event of Fire or potential Fire.

First Response when the Fire Alarm Sounds

- Immediately stop what you are doing.
- Advise others to STOP working immediately. Remain calm help each other and quickly make your way to the nearest exit area.
- Proceed to the nearest evacuation muster point and remain there for further instruction
- Report employee numbers
- Stay clear of the fire area until further notice is given by senior management or emergency service personal.

Exiting from Fire Affected Area

- Raise the alarm by phone or other means available
- Immediately stop all work activities.
- Attempt to extinguish the fire with firefighting equipment available, if safe to do so, if you have been trained in extinguisher use.
- Advise everyone to immediately cease work and exit the nearest fire exit route
- Keep calm.
- If the environment is smoke filled keep as low as possible to the floor to avoid smoke inhalation.
- If the exit route is blocked or filled with smoke exit via other doors or windows if it is safe,
- If you are still trapped inside stay low to the floor keep calm and wait for the Fire Brigade
- When out of the building seek First Aiders if treatment needed remain in the safe area and not wander off
- Report any missing personnel

NOTE: FIRE FIGHTING IS ALWAYS SECONDARY TO LIFE SAFETY EVACUATION IS THE PRIMARY CONCERN

A6. Hazard Identification and Risk Assessment

Introduction

Hazard identification and risk assessment are essential steps in providing and maintaining a safe and healthy working environment.

Hazard reporting enables hazards to be identified in all areas of the workplace in order to facilitate assessment and the selection of the appropriate control strategies. The safety committees on each campus are either responsible for identification of risks or liaising with Senior Management to have external suppliers monitor and report on all hazards and risks.

Hazard Identification

CHS uses the following methods to identify hazards in the workplace and to ensure corrective action is devised and implemented to either remove the hazard or implement procedures to mitigate the impact of the hazard.

Inspection and Audit

Internal Inspection

CHS conducts regular checklist based inspections as set out below.

The results of the checklists for the month are tabled at the monthly safety and communications meeting where any outstanding actions are determined

Inspection Title	Frequency
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General Campus and Office Inspection	Monthly
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Fire Equipment Inspection	Quarterly
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A schedule of these internal inspections is set at the beginning of each year.

External Inspection and Audit

Third party inspections are to be carried ongoing forward; conducted for

- electrical equipment under a check and tag process
- Fire equipment operability

From time to time external consultants may be used to conduct more detailed audit

Hazard Reporting

CHS encourages all employees to identify and report hazards. In the event that a hazard is identified it should be reported to the employee's direct supervisor and the appropriate corrective action implemented. People Engagement will maintain an overall register for the organisation.

A Hazard Report Form is used for this process to ensure that

- The hazards are correctly identified
- A risk assessment is completed (part of the form) and
- Corrective action is determined and implemented
- A review of the effectiveness of the corrective action can be conducted

The form remains as a record of the hazard and its corrective action.

A hazard register serves as a record of hazard identification and corrective action.

Risk Control Measures

Employers are required to remove or rectify any hazards, or if this is not possible then minimise the risk of harm to the lowest possible level.

Controlling risks for certain hazards will require you to comply with specific controls set out in OHS legislation.

In many instances a combination of control measures is used to control hazards. The following list of controls is in order of preference and known as the hierarchy of risk controls.

Eliminate the Hazard from the workplace

- Try to ensure that hazards are designed out when new materials, equipment and work systems are being planned for the workplace.

Remove or Substitute

- Where possible remove the hazard or substitute with less hazardous materials, equipment or substances.

Enclose or Isolate the Hazard

- This can be done through the use of guards, enclosing a noisy process from a person; use of remote handling techniques.

Engineering Controls

- This can be done through local or general exhaust ventilation systems; machine guarding; scaffolding.

Administrative Procedures

- Establish appropriate procedures such as:
- Job rotation to reduce exposure time or boredom, or timing the work so that fewer employees are exposed
- Routine maintenance and housekeeping procedures
- Training on hazards and correct work methods
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Personal Protective Equipment

- Provide suitable and properly maintained personal protective equipment and ensure employees are trained in its proper use. Examples include gloves, earplugs etc.

The emphasis on the above is on controlling the hazard at the source. Whichever methods are used, the effectiveness should be monitored regularly.

If the hazard cannot be eliminated, a combination of the above control measures may need to be taken to minimise the risk.

Risk Reviews and Control of Change

Risk reviews are conducted for any change in the workplace to ensure that potential hazards arising from the change can be identified and risk management strategies determined as part of the change process.

An inspection report form will be available on SharePoint.

Work Health and Safety Training

Introduction

CHS recognise that in order to have an effective Safety Management System all employees need to be trained in

- The company safety management processes
- Policy and procedures
- General safe work procedures
- Job safety procedures for the specific jobs that they undertake
- Specialised safety tasks such as first aid and OHS representative

The commitment to training extends to all staff including Senior Management

CHS commits resources of money and time each year to achieve the company safety training targets.

Process

CHS uses a number of methods to train its employees.

Induction Training

Induction training is conducted for all new employees and contractors. The contents of the induction manual are included as an appendix.

Monthly Training

Regular training is delivered at the Monthly Staff Meetings.

External Training

In addition to internal training CHS requires that certain people undertake approved training to develop skills in specific areas (as First Aid; & safety representation) which will support the CHS safety management process. Typically, this training is conducted by third party providers. All costs of undertaking approved courses will be met by CHS.

Records

Training records will be maintained for all training undertaken by each employee, with People Engagement having ultimate responsibility.

Safety Documents and Records

Maintaining appropriate record and files are a way of ensuring that the safety program is intact and relevant to the needs of the employees and provides a history of hazard identification and improvement.

The following records will be maintained for a period of at least five years:

- Employee training records
- Attendance at safety meetings and training
- Minutes of Monthly and routine staff meetings
- Incident reports; corrective action and subsequent review
- Employee qualifications
- Injury reports
- Workplace inspections
- Hazard identification reports
- Minutes of management review meetings