Health and Safety Guidelines

Policy Owner: College Director and Principal
Contact Officer: HR Coordinator
Policy Number: QHRIN002
Approved by: Senior Management Group
Date Approved: October 2008
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Related Policies: Health and Safety Policy, Critical Incident Policy, Delegations Policy

1. Overview

This document is underpinned by the Curtin College Health and Safety Policy and aims to provide employees with the necessary information to respond to potential or actual issues affecting health and safety in the workplace including:

- Emergency Evacuation Procedures
- Hazard Reporting, Investigation and Resolution
- Accident / Incident Reporting and Investigation
- Workers Compensation Claims

2. Emergency Procedures

All staff need to familiarise themselves with these emergency procedures and check the assembly area relevant to their location in the workplace.

All staff have a responsibility to give full support and co-operate with wardens and security staff during an emergency to ensure effective implementation of the procedures.

Curtin College Health and Safety Contact Officer – as at date of publication
Sanchia Malelo  sanchia.malelo@curtincollege.edu.au  9266-4892

Curtin College adopts the University’s emergency procedures as follows:

3. Evacuation procedure

- Alert other occupants in your area
- Commence evacuating the building by nearest emergency exit
- Remain calm
- Do not use lifts
- Follow instructions from Wardens
- Only take small personal belongings with you (eg keys, purse)
- Move directly to your assembly area
- Do not re-enter the building until advised safe to do so.

4. Medical emergency procedure

- Immediately Dial 0 000 (internal phone) or 000 (mobile or external phones)
- Give your name, location, number of people involved, details of medical emergency
- Render whatever assistance you are capable of and alert a designated First Aid Officer to assist
- Notify your Line Manager and complete an Incident or Hazard Report (refer to section 3 and 4 below).
5. **Fire procedure**
   - Stay Calm. Do NOT endanger your life, or the life of others. If in doubt, leave the building or area immediately.
   - DIAL "4444" (or 9266 4444 from mobiles) and report the location and details of the fire.
   - Alert other occupants in your area.
   - Attend to human life in danger if safe to do so.
   - Fire extinguishers and fire hoses are to be used only by those who have received the appropriate training.
   - Do not take any unnecessary risks or attempt to fight a fire larger than yourself.
   - Use stairs instead of lifts.
   - If a Floor Warden/Deputy Warden is present follow their instructions.

6. **Assault procedure**
   - From a university phone - dial ‘4444’ (or 9266 4444 from mobiles).
   - From a public phone or mobile phone, ring the police on 000.
   - If you wash, shower, change clothes or clean up in any way before talking to the police you may destroy vital evidence.
   - Avoid taking alcohol or drugs in order to provide a clear account of what occurred.
   - Try to remember everything you can about your attacker to assist the Police.

Security Office (Bldg 115, opposite Hockey stadium) - 9266 4444
University Counselling Services - 9266 7850
Sexual Assault Referral Centre (SARC) - 9380 1820
Guild Student Assistance - 9266 2900

7. **Earthquake procedure**
   - If you are outside - move to an open area away from any buildings.
   - If you are inside a building - take shelter under tables, desks or in doorways.
   - Stay away from windows/glass, shelving, and large free standing furniture.
   - Do not use lifts.
   - If safe to do so, leave the building and move to an area clear of potential hazards.
   - After the earthquake, look for any injured persons in your area and follow Medical Emergency Procedures (above) if necessary.

8. **Bomb threat procedure**
   - Treat as genuine and attempt to gain as much information from the caller as possible:
     - Where is the bomb located?
     - When is it set to go off?
     - What does it look like?
   - Do NOT hang up - keep the line open even if the other party hangs up.
   - Immediately go to another telephone and dial 4444 (or 9266 4444 from mobiles).
   - Await further instruction and advice.

9. **Suspicious Object or Package**
   - Stay well clear of the item and alert others nearby to leave the area.
   - Seal the area as best as possible (eg block entrance).
   - Immediately go to another area and dial 4444 (or 9266 4444 from mobiles).
   - Await further instruction and advice.

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Emergency information & procedures are displayed around all campuses.
10. Hazard Reporting, Investigation and Resolution

- Urgent and/or life threatening hazards must be reported immediately to Curtin University Security by dialing ‘4444’ (or 9266 4444 from mobiles);
- Any employee who identifies a real or potential hazard in the workplace is to immediately notify their Line Manager using the Curtin College Hazard Report Form (available from Curtin College Reception);
- The employee has the right to cease that particular activity if it poses a risk to their health and safety. If the matter cannot be resolved immediately the employee will undertake alternative duties while the matter is being resolved.
- The Line Manager must complete the form which involves risk assessment, recommending and actioning risk controls where they have the authority to do so.
- The completed form must be forwarded to hr@Curtin College.wa.edu.au for recording, reporting and tracking via the Health and Safety Register and for reporting on the Curtin University online reporting system at http://www.edusafe.edu.au/online/index.cfm
- Hazards assessed as Moderate to Catastrophic must be communicated immediately to the Senior Management Group.
- It is expected that hazards will either be resolved by Line Managers or escalated to the Curtin College Senior Management Group for action / investigation.
- This procedure should continue until the hazard is removed or the risk reduced to an acceptable level.
- If after exhausting this reporting procedure the matter has not been adequately addressed, the employer or the Curtin College Health and Safety Contact Officer must bring the matter to the attention of the health and safety of the University.
- If a matter cannot be resolved by the University Health and Safety Committee, then the employer or the Curtin College Health and Safety Contact Officer may notify an Inspector from WorkSafe Western Australia. NO employee, employer representative or Health and Safety Officer should notify a WorkSafe Inspector to attend the workplace unless the resolution procedure has been followed. Any person who notifies an Inspector is to advise the Safety and Health Committee and the Manager, Safety and Health (Curtin University).

The Curtin College Health and Safety Contact Officer is: Sanchia Malelo - Sanchia.malelo@curtincollege.edu.au

All Health and Safety Forms are available from Curtin College Reception or hr@curtincollege.edu.au
11. Accident / Incident Reporting and Investigation

- All accidents resulting in serious or life threatening injury / disease or death must be reported immediately to Curtin University Security (Dial ‘4444’ or 9266 4444 from mobiles) College Principal and Curtin University Health and Safety Manager and should be managed as critical incidents;

- All other injuries require the injured person or nominee to complete an Accident/Incident Report Form (available from Reception or via hr@curtincollege.edu.au) and send to their Line Manager with a copy to go to hr@curtincollege.edu.au;

- The Line Manager is to ensure that the injured employee is supported as necessary until they return to normal duties;

- Injured staff members or nominees will be provided with Workers Compensation forms and instructions within 24 hours of reporting their injury to hr@curtincollege.edu.au;

- All accidents will be reported to Curtin University via the online reporting system by the Curtin College Health and Safety Contact Officer;

- The Line Manager or nominee must investigate the accident;

- Documentation must be kept by the HR Coordinator in confidential files separate to personnel files;

- The following types of injuries to an employee are to be reported to WorkSafe Western Australia by the HR Coordinator or nominee:
  - a fracture of the skull, spine or pelvis;
  - a fracture of any bone;
  - in the arm, other than in the wrists or hand;
  - in the leg other than a bone in the ankle or foot;
  - an amputation of a hand or foot;
  - the loss of sight of an eye; and
  - any other injury that results, or on the basis of medical advice, appears likely to result in the employee being absent from his/her employment for 10 or more working days.

In the event of death or loss of limb, Curtin University Security, the College Director and the Manager, Health and Safety (Curtin University) are to be advised immediately.
12. Workers Compensation Claims

Any Curtin College employee who has a work related injury or disease requiring medical treatment and/or absence from duties for a certain length of time, may be entitled to workers’ compensation. The procedure is as follows:

- Report the injury to your Line Manager as soon as practicable following the accident/incident reporting procedure outlined above;

- Attend a consultation with a GP immediately following the accident and advise him/her of the circumstances surrounding your situation. If your GP provides you with a Workers’ Compensation First Medical Certificate certifying you partially or wholly unfit for work, provide the certificate to your HR Coordinator immediately following the consultation.

- If you are certified unfit to work you will be required to complete a leave form. Should your claim be accepted by Curtin College’s insurer, your leave will be reinstated.

- Request the appropriate forms from the HR Coordinator, then complete and return them to hr@curtincollege.edu.au as soon as possible.

- Curtin College’s insurer will notify you whether your claim has been accepted or declined or requires more time/information to make a decision.

- Pass all related medical invoices to the HR Coordinator. These will be forwarded to the insurer for payment if your claim is accepted.