

HEALTH AND SAFETY FRAMEWORK

WHS-01

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Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the objects of the College are the advancement of the Christian faith and higher education.

1 Policy statement and principles

The purpose of this policy is to provide a framework for Excelsia College to identify and manage risk posed to health and safety of staff, students, and the community. The following policy statements set the framework for the College's health and safety activities.

1.1 Work health and safety

- i. Excelsia College ('the College') is committed to providing and maintaining a safe and healthy environment for its staff, students and anyone entering its premises, and/or any other College work sites and/or external work sites.
- ii. The College, its Board and management will make every reasonable effort to provide a safe working environment that minimises incidents of risk or personal injury, ill health or damage to property. This includes:
 - regular consultation with employees on health and safety issues
 - risk assessments of health and safety issues
 - providing employees and contractors with appropriate training
 - providing safe equipment, systems of work and a wellness plan.

1.2 Risk management

- i. Risk management shall involve routine consultation with employees as well as annual checks including workplace inspections and departmental risk assessment consultations.
- ii. Foreseeable hazards and associated risks are to be eliminated where possible, and where elimination is not possible, minimised as far as reasonably practicable.
- iii. All control measures are to be applied and maintained in a way that ensures risks are minimised. Changes to control measures are to be implemented where necessary to ensure ongoing risk management.

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- iv. All employees shall receive suitable and adequate information, training, and instruction for maintaining health and safety while undertaking their role.

1.3 Emergency response

- i. Instances requiring evacuation and campus lockdown should follow associated procedure and be coordinated via the Emergency Wardens.
- ii. Emergency response preparedness is to be ensured and supported by regular training and testing.
- iii. Training of emergency evacuation for staff and students occurs at orientation and via an annual emergency evacuation drill.
- iv. Training of staff appointed to Emergency Wardens shall occur annually.
- v. Training of First Aid Officers and supply of first aid equipment shall occur as needed to maintain currency.
- vi. The Emergency Response Procedure shall be communicated to staff and students at orientation and reiterated at regular intervals.
- vii. Testing of the Emergency Response Procedure is to occur annually. Testing of the emergency alarms and PA system is to occur on a regular basis. Debriefs with the WHSC should be conducted following testing to identify amendments and changes where necessary.

1.4 Smoke-free campus

- i. All persons on College premises are entitled to a smoke-free environment.
- ii. Smoking is prohibited on all College premises. Smoking is also prohibited around all entrances to College premises, consistent with the College's legislative obligations.
- iii. Smoking is prohibited in College vehicles and on any approved College fieldwork activity.
- iv. Smoking of e-cigarettes is prohibited where smoking is prohibited.
- v. Sale of all tobacco products and e-cigarettes is prohibited on College premises.

Non-compliance with this policy framework may result in disciplinary action in accordance with Excelsia College by-laws.

2 Scope

This policy framework applies to all College students and staff, contractors and their staff, visitors and students on and around the entrances to College premises.

3 Roles and responsibilities

The following stakeholders have a responsibility in relation to this policy framework.

Role	Responsibility
Board of Directors	<ul style="list-style-type: none"> • Ensure appropriate framework is in place • Review and approve framework to be implemented • Address and respond to breaches of policy • Make recommendations to Management Committee
Chief Executive Officer	<ul style="list-style-type: none"> • Accountable to provide a safe environment for staff and students • Liaises with People and Culture and Board of Directors as required • Approves termination and suspension of employees as required
Chief Fire Warden	<ul style="list-style-type: none"> • Assesses building emergencies • Oversees evacuation processes • Contacts fire and rescue services • Ensures everyone has evacuated the building
Chief Operating Officer	<ul style="list-style-type: none"> • Provides oversight of development and implementation of framework • Ensures appropriate decisions are made in relation to framework • Ensures staff and student environment facilitates health and safety • Accountable to the timely management of risks to health and safety
Director of People and Culture	<ul style="list-style-type: none"> • Manages processes associated with items of this policy • Facilitates regular work health and safety induction and training programs as required • Monitors and manages reported hazards and incidents • Monitors the effectiveness of these policies and procedures • Maintains records as appropriate • Develops and implements the Wellness Action Plan and encourages participation
Emergency Wardens	<ul style="list-style-type: none"> • Follow instructions of Chief Fire Warden • Report back to Chief Fire Warden • Ensure everyone has evacuated the area
Facilities Department	<ul style="list-style-type: none"> • Contributes to decisions made in relation to this framework • Conducts regular campus inspections and maintains first aid supplies • Ensures routine and ad hoc repairs • Maintains working order of amenities
Managers	<ul style="list-style-type: none"> • Ensure safe environment and safety of staff and students • Maintain familiarisation and comply with this framework • Address and report hazards and incidents as required

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Staff	<ul style="list-style-type: none"> • Participate in induction and training programs • Maintain familiarisation and comply with this framework • Address and report hazards and incidents as required
WHSC Chairperson	<ul style="list-style-type: none"> • Coordinates and facilitates WHSC meetings
Work Health and Safety Committee (WHSC)	<ul style="list-style-type: none"> • Represent staff and students with regards to health and safety • Elected members represent Management Committee and the Board • Assess health and safety of workplace at regular meetings • Monitor, assess and mitigate hazards, risk, incidents as required, and reviews the measures taken to ensure health and safety and minimise risk • Investigate and attempt to resolve any matter of risk to work health and safety • Participate in annual inspections and risk assessments • Ensure adequate first aid access for staff and students • Assist in developing, implementing and reviewing health and safety related policies, standards, rules and procedures • Make recommendations on the training of WHSC members • Make recommendations on the training of employees in relation to work health and safety

4 Definitions

For the purpose of this policy framework, the following definitions apply.

Term	Definition
College premises	All land, property and any location/site (on or off campus) that may be under the control of the College or in use by the College.
hazard	An agent that has the potential to cause harm to the health and safety of a person.
incident	An unplanned event that caused or could have caused harm. For the purposes of this framework, all accidents, incidents and near misses are referred to as incidents.
personal protective equipment (PPE)	Anything used or worn by a person to minimise a risk to the person's health or safety.
risk	The possibility of harm (death, injury or illness) that might occur when exposed to a hazard (WorkSafe NSW).
risk control	An action proposed or taken to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard (WorkSafe NSW).
risk management	The proactive and systematic approach of managing hazards and uncertainty to minimise occurrence of risk.
tobacco products	All tobacco, cigarette, cigar, waterpipe or any other product containing tobacco designed for human consumption or use.

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5 Procedures

5.1 Work health and safety culture

- i. Safe working culture is the responsibility of everyone and this can be best achieved through cooperative efforts of staff and students. A safe culture will be reinforced through:
 - a. continually identifying, assessing and controlling in all of the College's workplaces the possible risks to the health and safety of all people that may arise
 - b. the provision of information concerning such risks and the promotion, instruction, training and supervision of all employees and anyone entering upon its premises to ensure safe workplaces
 - c. giving employees and anyone entering College premises the opportunity to participate in health and safety decisions that affect them.
- ii. The Safety Management Plan (Figure 1) represents how the College plans to manage safety.

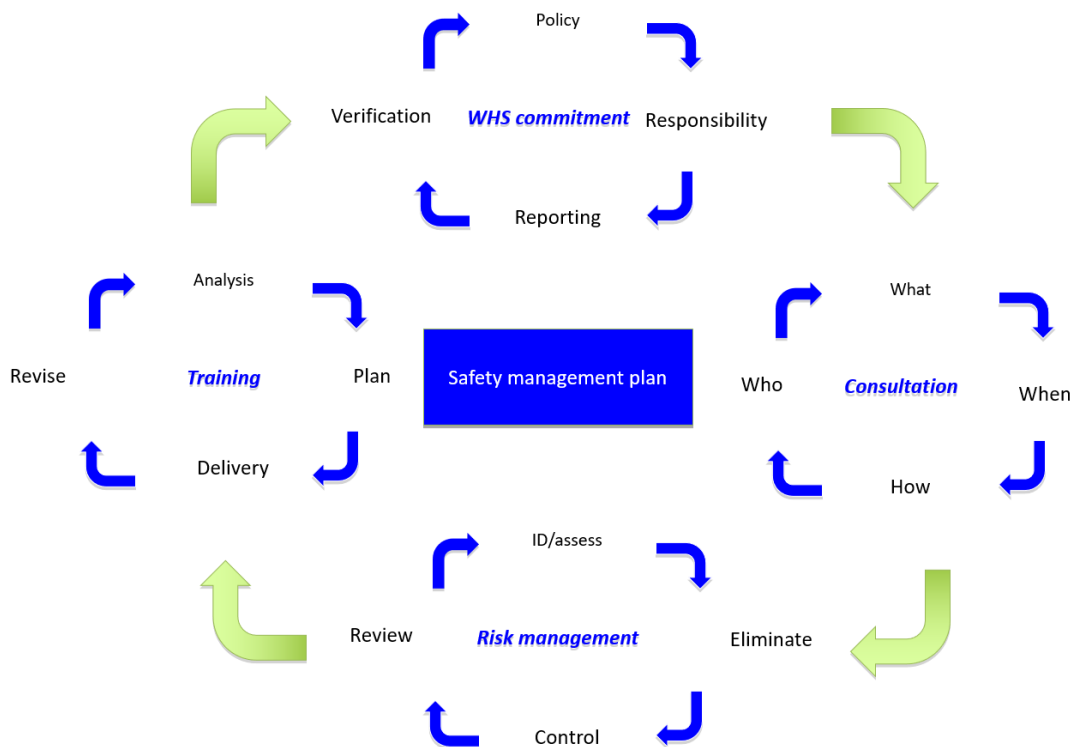


Figure 1: Safety Management Plan

5.2 Risk management

5.2.1 Reporting hazards

a. Hazard log

Item	Responsible	Procedure
Making a report	All	Report all hazards as soon as possible to the maintenance team or direct supervisor by completing Section 1 of the Hazard Log .
Addressing the hazard	Manager, Finance, Accounts and Administration	Address the hazard, in consultation with the Chief Finance Officer and Chief Operating Officer, giving consideration to: <ul style="list-style-type: none">the requirements of the <i>Work Health and Safety Act 2011</i> (NSW)relevant codes of practicerelevant Australian standardsthe hierarchy of risk control. Using Section 2 of the Hazard Log, record the actions taken to address the hazard and any recommendations for further action to prevent a reoccurrence of the hazard.
Sign-off	Director of People and Culture WHSC	Review the action taken to address the hazard and make recommendations for future action. Sign and date Section 3 of the Hazard Log. Provide a copy of the completed Hazard Log to the originating employee.
Record keeping	Director of People and Culture	Maintain a copy of the hazard logged for a minimum of 5 years.

b. Annual workplace inspections

Item	Responsible	Procedure	Documents
Develop schedule	Director of People and Culture WHSC	Develop an annual schedule for work health and safety inspections such that: <ul style="list-style-type: none">each area of the workplace is inspected at least once annuallyhigh-risk areas are inspected on a regular basis, i.e. First Aid Roomboth internal and external areas of the College are considered.	Annual Inspection Schedule WHSC Minutes

Review Inspection Templates	WHSC	Annually review the Inspection Templates to be used for the inspections. Consider: <ul style="list-style-type: none"> • identified risk controls • patterns of usage • high vulnerability users (students, clients with disability) • manufacturers recommendations. 	Inspection Checklists Templates: <ul style="list-style-type: none"> • Indoor • External • First Aid Room
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c. Incident reports

Item	Responsible	Procedure	Report Via
Notify	Injured person or witness	Verbally notify supervisor of the incident as soon as possible after the event (and before leaving the College).	
Assist	Bystanders	Assist any impacted person, obtain first aid or medical treatment as required.	
Report	College employee or student	<ol style="list-style-type: none"> 1. Complete Section 1 of the Excelsia College Incident Report. 2. Indicate the incident outcome by ticking the relevant box in the Outcome section. If the incident has multiple outcomes, tick as many boxes as apply. <p><i>An Incident Report must be completed within 24 hours of the incident occurring.</i></p>	Incident Report – Section 1
Report	Employee or Head of Department	<p>If outcome includes:</p> <ul style="list-style-type: none"> • physical injury • psychological injury • illness or • disease <p>then complete Section 2 of the Incident Report for each injured person.</p>	Incident Report – Section 2
Sign-off, send and submit	Head of Department	Sign page 1 of the Incident Report. Note: If the supervisor is not available to sign the report, send the report to Director of People and Culture within the 24-hour deadline, obtain the supervisor’s signature as soon as possible thereafter and re-send the signed report.	Incident Report

Review and action	Director of People and Culture	Complete Section 3, entering date received and internal notifications, and ensure form is reviewed and signed by the Chief Operating Officer. Engage with Workers Compensation Insurers as required.	Incident Report
Maintain records	Director of People and Culture	Keep a copy of the Incident Report in a secure location for a minimum of 5 years then archive. Enter information from the Incident Report into WHS Incident Report Progress. Incident Reports are submitted for noting to WHSC, Management Committee and Board of Directors.	Incident Report WHS Incident Report Progress

5.2.2 Assessing risk

Assessing the severity of a risk involves determining the *consequence* of being exposed to a hazard and the *likelihood* exposure will take place.

Refer to Table 1 to assist in assessing the consequence.

Catastrophic	Death or permanent disability to one or more persons.
Major	Hospital admission required.
Moderate	First aid required and further impact experienced, i.e. time lost.
Minor	First aid required.
Negligible	Injuries not requiring first aid.

Table 1: Assessing risk consequence

Refer to Table 2 to assist in selecting the likelihood.

Almost certain	To occur in most circumstances (10+ times per year)
Likely	Will probably occur in most circumstances (at least 1 time per year)
Possible	Could possibly occur (once every 10 years)
Unlikely	Not likely to occur in normal circumstances (once every 100 years)
Rare	May occur only in exceptional circumstances

Table 2: Assessing risk likelihood

a. Figure 2: Risk priority scale

	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Negligible
5 Almost certain	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
4 Likely	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
3 Possible	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
2 Unlikely	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
1 Rare	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

b. Table 3: Risk priority scale abbreviation

Extreme	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention.
Major	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
Medium	Medium risks that are likely to arise or have serious consequences requiring attention.
Minor	Minor risks and low consequences that may be managed by routine procedures.

c. Annual risk assessment procedure

Using WHS-F12 Risk Assessment and Control Plan Template, the Director of People and Culture will meet with each department to facilitate consultation of potential risks posed to work health and safety within the scope of their department work zones and duties. Risks will be assessed using the Risk Priority Scale and elimination and/or mitigation strategies developed.

d. Annual risk assessment action plan

Following consultation with all departments, the collated risk assessments are reviewed with the Chief Operating Officer and the Chairperson of the WHSC. The Annual Risk Assessment Action Plan is then developed and provided to the WHSC, Management Committee, and Board of Directors for review and approval. Risk elimination and/or control is implemented via control measures outlined in the Annual Risk Assessment Action Plan, informed in response to the findings of hazards, incidents, workplace inspections and the Risk Management Procedure.

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5.2.3 Controlling risk

When responding to an identified hazard, staff and students are to select controls that are at the top of the control hierarchy. A combination of controls may be implemented at any one time.

a. Hierarchy of risk control measures

1. Elimination involves removing the hazard completely.
2. Substitution involves replacing the hazardous substance, equipment or process with a safe alternative.
3. Engineering involves modifying a piece of equipment or work process, enclosing equipment, or putting guards in place to make it safer.
4. Administration involves developing and implementing safe work procedures and introducing training for hazardous tasks.
5. Wearing PPE involves safety glasses, footwear and hearing protection.

b. Types of controls

Personal protective equipment (PPE)

- i. Wearing PPE should only be used when there are no other practical control measures available, as an interim measure until a more effective way of controlling the risk can be used, or to supplement higher level control measures.
- ii. Providing PPE is the responsibility of the supervisor directing the work. Employees must not be charged for the purchase of PPE. If a supervisor needs to purchase PPE for their staff member(s), they should first consult with the Director of People and Culture. PPE can be purchased from appropriate suppliers of safety equipment.
- iii. The supervisor must ensure the equipment is:
 - a. suitable for the nature of the work and any hazard associated
 - b. a suitable size and fit and reasonably comfortable for the staff member to wear
 - c. maintained, repaired or replaced so it continues to minimise the risk to the staff member
 - d. used or worn by the staff member, so far as is reasonably practicable.
- iv. Selecting PPE must involve consultation with the employee and also include:
 - a. an evaluation of the risk and performance requirements for the PPE
 - b. compatibility of PPE items where more than one type of PPE is required
 - c. consultation with the supplier to ensure PPE is suitable for the work and workplace conditions
 - d. preference for PPE that complies with the relevant Australian standard or equivalent standard.

Training and instruction

- i. *Induction training:* Work health and safety induction training is provided by a representative of People and Culture, the WHSC or the supervisor. For permanent and fixed-term employees, training outcomes are recorded via the WHS-F03 Employee Site-Specific WHS Induction Form.

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For casual staff and students, training outcomes are recorded via attendance and the College Learning Management System (ExO).

- ii. *Specific training or licensing*: Where there is need to conduct work involving machinery, the employee must provide or seek licensure to operate such machinery. To enquire about licensure, staff must consult with their managers. An employee must not carry out a task or operate high risk machinery without adequate training or licensing.
- iii. *Training with supervision*: Supervision of employees may be required when undertaking a new task. If required, supervisors are to provide instructions and observe employees perform the task until they can safely perform the task without assistance. All training records are to be kept in the employee's personnel file whilst they are employed with the College.
- iv. *Manual handling instruction*: When delegating tasks that involve manual handling, supervisors must explain principles of safe manual handling. These principles include:
 - a. Balance: Keeping legs shoulder width and one foot slightly in front of the other
 - b. Move close to the load: Move close and bend at the knees and hips, not waist
 - c. Load: Tighten stomach muscles and lift using legs
 - d. Lift smoothly: Use steady pace to lift while holding the load close to the body
 - e. Avoid twisting: Keep sightlines straight and body square while lifting.

c. Review control measures

- i. Once approved, the Annual Risk Assessment Action Plan is implemented by the WHSC via the relevant College authorities and departments.
- ii. Throughout the implementation period, the College must ensure that all control measures are effectively applied and maintained in a way that ensures the risk is minimised.
- iii. The College must review and, if necessary, implement changes to the control measures. Reasons to implement changes to control measures include:
 - the control measure is not effective in controlling the risk
 - a change at the workplace is likely to give rise to a new or different health and safety risk and the existing control measure may no longer effectively control the risk
 - a new hazard or risk is identified
 - the results of consultation indicate that a review is necessary
 - the WHSC requests a review.

5.3 Emergency response

The following procedures outline steps to follow in the event of an emergency.

5.3.1 Fire emergency

Remove	Remove yourself and others from danger.
Alarm	Notify Chief Warden and/or Emergency Service.
Contain	The fire by using correct fire-fighting equipment (only if safe and if you are trained).
Evacuate	If smoke or fire is dangerous, evacuate the area and close (but do not lock) doors behind you.

5.3.2 Lockdown emergency

Notify	Notify the Chief Warden if there is a threat inside the campus. <i>Emergency services are to be contacted by Chief Warden, otherwise by Communication Officers.</i>
Follow instruction	Chief Warden uses the PA to make announcement if threat is outside, using the lockdown code.
Contain or evacuate	Wardens are to ensure everyone moves away from the windows and doors and sit low to the ground and lock doors if possible. Wait for further instructions from a Communications Officer.

5.3.3 Bomb threat received via phone

If you receive a bomb threat via phone:

1. Notify the Chief Fire Warden (or in their absence the Communications Officers) who will initiate the evacuation or lockdown process and dial 000.
2. Evacuate as per Evacuation Instructions or follow the lockdown process as applicable.
3. If possible, record details of threat and time on WHS-F11 Phone Threat Report Form, which is located in the Staff Resources, WHS Resources SharePoint folder under People and Culture.
4. If you find a suspicious parcel, do not touch it but secure and make the area safe, acting as instructed by Chief Warden and/or delegate.

5.3.4 Evacuation

If in danger or if advised by your Warden:

- Evacuate via the nearest safe exit.
- Ensure people with disability and visitors are assisted.
- Obey instructions of Wardens who are identified by the coloured safety helmets.
- Go to the assembly area, do not collect any belongings, and do not re-enter until authorised.

5.3.5 Medical emergency

- i. Check for danger to yourself, any injured person and any bystanders.
- ii. Ask a bystander to advise First Aiders.
- iii. Notify Emergency Services if required by dialling 000.
- iv. Arrange guidance for ambulance if applicable.
- v. Assist as best as you can.
- vi. Prevent unqualified persons from treating or unnecessarily moving any injured person.
- vii. Complete an Incident Report.

5.4 Smoke-free campus

5.4.1 Ensuring a smoke-free campus

- i. Facilities will ensure signage to reflect the College as a smoke-free environment.
- ii. A representative of People and Culture, the WHSC, or a supervisor will ensure all staff and students are advised of the Smoke-Free Campus Policy at orientation.
- iii. People and Culture are to ensure all vacant positions are advertised with advice about the Smoke-Free Campus Policy, and contracts issued for work at the College will refer to the Smoke-Free Campus Policy.
- iv. Prospective students shall be advised of the Smoke-Free Campus Policy at the point of receiving an offer to study and through the Student Handbook.
- v. Any staff or student may request people who are smoking to cease smoking or otherwise report the matter to the College's Facilities staff. If the request is ignored, the matter must be referred to College's Facilities staff. The matter should also be reported in accordance with the Hazard Reporting Procedure.
- vi. The Work Health and Safety Committee will monitor the effectiveness of this policy through a process of annual review.

5.4.2 Assistance for smokers

- i. Excelsia College recognises that some staff and students may require assistance to quit smoking. Professional help to assist employees and students who wish to stop smoking is available from Quitline (a telephone advisory service available by calling 137 848) or by visiting www.icanquit.com.au.
- ii. Students may speak with a counsellor in accordance with the College's Student Counselling Centre services for assistance in adjusting their smoking habits to align with this policy.

5.4.3 Dealing with non-compliance

- i. Under the [Smoke-free Environment Act 2000 \(NSW\)](#) external inspectors appointed by the appropriate government agency have the authority to enter College premises and collect information on breaches of the legislation. Under the Act, monetary penalties are enforceable by the external inspectors for breaches to individuals or organisations.

- ii. Staff or students who are found to have breached this policy will be subject to disciplinary measures associated with the Staff Code of Conduct and Student Code of Conduct.

5.5 Barbecue usage

The purpose of this procedure is to ensure safe use of the barbecue for events conducted at the College and to manage the longevity of facilities. The following outlines the procedure for usage of the barbecue before, during and at the end of an event. Please carefully follow the instructions outlined to minimise risk of injury.

5.5.1 Before event

- i. Check one day before usage of the barbecue that it has gas. This can be done by safely lifting (with knees) the gas bottle, discerning gas level by weight and movement within the bottle.
- ii. Remove protection covering of the barbecue and place it folded in a safe location.
- iii. Check logbook usage and ensure the log matches the current state of the barbecue. If the log does not accurately reflect the state of the barbecue, please record the correct state in the notes section.
- iv. If further cleaning is needed, conduct a thorough clean before commencing usage.
- v. Check that all necessary equipment is identified and clean. If the utensils are not clean, conduct a thorough clean in the kitchen before usage.
- vi. Check the barbecue for any food that has dropped through the grill onto the burners before igniting the flames. Remove dropped food to prevent higher and inconsistent flames once the barbecue is ignited.

5.5.2 During event

- i. Ensure the barbecue is monitored at all times.
- ii. Remove empty containers or packing materials from the bench of the barbecue once flames have ignited to ensure no material catches alight.
- iii. Monitor food to prevent under- or overcooking. Any overcooked/significantly burned food should be discarded.
- iv. If flames are excessive this may be due to excess oil dripping through the grill or food dropping onto the burners. If this is the case:
 - a. lower the burner flames or if needed switch off entirely
 - b. use the long tongs provided to remove food from the grill section to the plate
 - c. identify if the issue is excess oil or food dropping. Proceed cooking if the issue has been resolved.
- v. Once all food has been cooked, turn off the burners and turn the gas bottle to closed.

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5.5.3 End of event

- i. Ensure the gas bottle is turned tightly off.
- ii. Wait for barbecue to cool slightly before proceeding with cleaning stage.
- iii. Clean barbecue with appropriate cleaning products supplied. The barbecue should be wiped down on all surfaces and no food should be remaining inside or on the barbecue.
- iv. Clean and replace all necessary equipment.
- v. Unfold and replace cover correctly over the barbecue.
- vi. Note in the logbook the end of usage and any damage to equipment.

6 Guidelines

6.1 Transport, lighting and campus security

6.1.1 Student access to transport after hours, lighting arrangements and access to security assistance

Staff and student safety and security are a high priority for the College. The College encourages staff and students to act positively and responsibly to enhance their own safety and the safety of others. Safety on campus is managed by full-time facilities staff, who are dedicated to providing a safe and amenable campus for the College community. Specific safety features and measures that apply on campus include:

- i. After hours public transport available a short walk from the College (less than 5 minutes) on fully lit suburban roads.
- ii. The car park is enclosed within the College grounds providing ease of access and security for staff and students walking to cars.
- iii. The campus is fully lit during and after hours, including in the car park area.
- iv. The main doors are locked and alarmed after 10pm, with the less visible, security-camera monitored side entrance available for entry and exit after 10pm.
- v. Offices are locked and alarmed after hours to minimise any attractiveness to potential intruders.

Personal security and safety are discussed at orientation. Safety information is included in student handbooks, and appears on [Wellbeing and Safety](#) page of the College website.

7 Document status and governance

Responsible Officer	Chief Operating Officer	Date created: October 2023 Date of last review: October 2023
Approving Authority	Board of Directors	Meeting date: 7 December 2023 Agenda item number: 7C
Endorsement	Work Health and Safety Committee	Meeting date: 13 October (by circulation)
	Management Committee	Meeting date: 13 October 2023 Agenda item number: 8.6
Publication	Version 1 (Public)	December 2023
Related documents and references	<p>External documents</p> <p>Safe Work Australia</p> <p>Safe Work NSW</p> <p>Smoke-free Environment Act 2000 (NSW)</p> <p>Smoke-free Environment Amendment Regulation 2013</p> <p>Smoke-free Environment Regulation 2007</p> <p>Work Health and Safety Act 2011</p> <p>Internal documents</p> <p>Annual Inspection Schedule</p> <p>GOV-01 Governance Charter</p> <p>GOV-GS-STA-01 Staff Code of Conduct</p> <p>GOV-GS-STU-01 Student Code of Conduct</p> <p>HAN-STA-01 Staff Handbook</p> <p>HAN-STU-01 Student Handbook</p> <p>STU-AC-L38 Offer Letter and Written Agreement</p> <p>TOR-21 Work Health and Safety Committee Terms of Reference</p> <p>WHS Incident Report Progress</p> <p>WHS-F01 Incident Report</p> <p>WHS-F02 Hazard Log</p> <p>WHS-F03 Employee Site-Specific WHS Induction Form</p> <p>WHS-F11 Phone Threat Report Form</p> <p>WHS-F12 Risk Assessment and Control Plan Template</p>	

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	WHS-T01 Inspection Checklist Template – Indoor Environment WHS-T02 Inspection Checklist Template – External Environment WHS-T03 Inspection Checklist Template – First Aid Room	
HESF	1.3, 2.3, 6.2, 7.3	
Review date	Review of Version 1	December 2026

8 Document history

This policy framework has been amended as follows:

Version	Approved by and date	Sections amended