

WORK HEALTH AND SAFETY POLICY

Employer and business obligations

Employers or businesses, or anyone who falls under the definition of a 'person conducting a business or undertaking' (a PCBU), has legal obligations under work health and safety (WHS) laws.

A 'person conducting a business or undertaking' is a broad term used throughout WHS legislation to describe all forms of modern working arrangements, which is commonly referred to as businesses.

Contour College (Contour) is committed to ensuring the health and safety of everyone in its workplace, including its employees, students, contractors, clients and visitors to the campus.

The Chief Executive Officer, as the Contour responsible officer, recognises that the health and safety of everyone in the workplace is of primary importance. Work health and safety is ranked equally with all other operational considerations.

Contour is committed to ensuring all WHS legislative requirements are met. It is also committed to maintaining a position of excellence in handling WHS issues affecting everyone in its workplace.

Worker obligations

Workers have obligations under WHS laws.

A worker is a person who carries out work in any capacity for a business or employer or 'person conducting a business undertaking' They can be:

- an employee
- a trainee, apprentice or work experience student
- a volunteer
- an outworker
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour hire company.

While at work a worker must:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedure given by their employer, business or controller of the workplace.

Visitor obligations

All visitors to a workplace have WHS responsibilities.

Visitors can include:

- customers
- friends and family
- delivery people
- utility workers.

If you are a visitor, you must ensure you:

- take reasonable care for your own and others health and safety
- comply with any reasonable instructions, policies and procedure given by the employer, business or organisation.

Legislation

The [Work Health and Safety Act 2011](#) and the [Work Health and Safety Regulation 2017](#) define the obligations both employers and workers have to health and safety in the workplace.

Contour WHS program

Contour maintains an ongoing WHS program, which includes conducting regular inspections of the workplace in the quest of preventing accidents and incidents.

All staff are responsible and accountable for the health and safety of fellow employees, students, clients, contractors and visitors to the campus. Management is responsible for ensuring all regulations, procedures and safe working practices are followed at all times.

All employees and students are expected to:

- follow Contour safety requirements and relevant codes of practice
- maintain a clean and orderly work area
- report all injuries and safety incidents
- actively participate in safety improvement activities.

Contour WHS procedures

Contour's WHS procedures can be viewed upon request or on its website at www.contourcollege.com.au.

Accident prevention

All students will be inducted into Contour's safety procedures, including emergency evacuation. Students are required to adhere to these procedures in all activities.

Building and equipment

All equipment will be maintained in a safe and clean condition and in good repair. Any potential danger areas will be acted on urgently and any broken equipment must be reported to management.

Evacuation

Exit signs are clearly visible. All passageways and doorways must be kept free of equipment for easy and quick evacuation. Induction into Contour's WHS and evacuation procedures is mandatory, regardless of previous induction programs or previous study the student may have undertaken.

Hygiene and physical distancing (COVID-19)

Contour values the health and wellbeing of our employees, trainers, students and the broader community. With the COVID-19 pandemic, Contour has taken steps to limit exposure risks at the campus, based on the current health recommendations outlined by the Australian Government and NSW Health.

An antiseptic hand wash is provided in all toilets and training rooms and is to be used prior to and after attending classes.

Please do not attend the campus if:

- You are unwell
- You are awaiting results for a COVID-19 test
- You have been in contact (during the past 14 days) with a person who has been diagnosed with COVID-19
- You have visited an identified COVID-19 hotspot or "red zone" within the past 14 days.

If any of the above apply to you, please stay at home.

As a business in NSW, Contour is required to keep records of all people who attend its campus and may be required to disclose this information to NSW Health if we are identified as an exposure site. For this reason, all students are required to check-in using our Service NSW QR code. If you have concerns about this, please discuss with your trainer or Student Support.

Contour is taking extra measures to reduce exposure risks for anyone visiting the campus. These include (but are not limited to):

- Maintaining a distance of 1.5 metres between people
- Regularly disinfecting all commonly touched surfaces, such as handrails, door handles, and bathroom surfaces
- Making soap and hand sanitiser available
- Observing recommended coughing and sneezing etiquette
- No hand-shaking.

These steps to limit exposure risks at our campus are based on the current recommendations outlined by the Australian Government and NSW Health. However, these measures may change as the situation evolves. We will continue to do our best to protect the health of all of our students, staff and the broader community.

Smoking

Contour is committed to a safe and healthy environment for all staff and students. It is the policy of Contour that staff and students are **not** permitted to smoke in the office, within Contour campus, the internal courtyard, designated outdoor eating area, common grassed footpath area on Bounty Close or strata parking area. However, a designated area has been allocated and will be shown during induction. Contour recognises the individual rights of all to smoke. However, for the safety and respect of other employees', students and clients, smoking is **discouraged** during Contour hours.

Fire safety

Procedures to follow in the event of fire will be demonstrated to all students during induction. This will include identifying the types of extinguishers on site, their use and required fire drill.

First aid kit

A First Aid Kit is kept in the administration office. If first aid items are taken from the kit, administration staff to be informed to arrange replacement. Contour is not permitted to provide pain relief tablets or medicine to any student.

Manual handling

Bulk or heavy equipment, including tables, couches etc. must not be lifted or dragged by one person. Students may be required to lift and move heavy items under circumstances of classroom changes. Students will be educated on correct manual handling procedures at the introduction to the use of that equipment. All procedures for manual handling, including posture are fully outlined in the student induction information.

Incident report

If a student sustains an injury or has an accident, even a minor one, this must be immediately logged on an Incident Report Form and submitted to Student Support or sent by email to admin@contourcollege.com.au Incident Report Forms are available from the administration office along with the First Aid Kit.