

## **WORK HEALTH AND SAFETY PROCEDURE**

Contour College (Contour) is committed to ensuring that all employees, students and visitors to the campus are safe from injury and risks while at work.

The CEO, as the responsible officer of Contour, recognises work health and safety of all our employees and students is of primary importance and is ranked equally with all other operational considerations. Contour is not only committed to ensuring all legislative requirements are met, but also to maintaining a position of excellence in handling work health and safety issues affecting its workforce and others while at the campus.

This is a responsibility that everyone at work must share. For this reason, Contour considers that all employees and students have the following basic responsibilities:

- Work safely, follow all safety instructions and keep your workplace safe.
- Before starting a new task, be sure you know how to do it safely. Ask your workplace supervisor about it if you are unsure and follow instructions.
- Ensure the correct use is made of all equipment provided.
- If you notice possible hazards or ways to improve safety, report them to your manager.
- Maintain good standards of housekeeping in your workplace.
- Co-operate in activities and programs for the prevention of accidents and improvement of safety.
- Report all accidents/injuries to your manager as soon as possible and complete an Incident Report Form.
- Your responsibility also extends to co-workers and the public, which means you must not do anything to endanger their health and safety.