



7.0 Occupational Health & Safety

Raffles College is fully committed to providing a healthy and safe working environment for staff, students and visitors. In compliance with the requirement of the *NSW Occupational Health and Safety Act 2000* and other associated legislation, Raffles College aims to prevent injuries and work-related ill health by continuing to develop and update its OH&S policies and procedures and to implement them in the workplace. Should you have any concerns regarding OH&S please raise them with Administration.

The safety, welfare and feeling of comfort and acceptance at Raffles College is the responsibility of all staff, students, the building owners and managers and any person who is involved with the organisation, including your visitors.

Raffles College has a comprehensive Occupational Health and Safety policy which has been formulated to address the current local and State OH&S Regulations. To cover all this legislation would take an enormous amount of your time, so we have prepared a short outline of the issues which will affect you and those about you.

7.1 A Few Simple Rules

- Each of you is responsible for ensuring that you act in a safe manner. Running, jumping and climbing on furniture and desks is not responsible behaviour.
- Smoking is not permitted in ANY part of the building, INCLUDING the stair well. You are also not permitted to smoke within six metres of any external entry to the building. This is a local council rule and is enforced by local council rangers. A penalty of up to \$225 is now applicable and is being enforced as of July 1 2007.
- Doors to the fire stairs are not to be propped open under any circumstances. Doing so will endanger the lives of others and will cause some of the safety systems to malfunction. Access to the fire stairs is to be kept clear at all times.
- The use of spray adhesives and canned paint is banned at all times. They generate toxic chemical fumes which can and will affect the health of others (and you).
- Please ensure the safe use of any sharp objects, particularly retractable knives and box cutters. These have been an ongoing problem in the college.
- All students should ensure that they are wearing “closed” shoes at all times. This is to minimise impact injury should you stub your foot or drop something. Also glass breakage does occur from time to time.
- For those with longer hair, please tie it back or wear a cap if you are operating equipment.

7.2 Fire and Emergency

If you are the one to notice a fire or other emergency, please alert any staff member. If there are no staff present, and you can identify that there is a genuine need, activate the alarm by use of the “Break Glass Alarm” situated on the left side of the lifts. A simple press will set it off and commence the evacuation process. The alarm will sound and all people on that floor should immediately leave by either of the fire stairs. **DO NOT USE THE LIFTS UNDER ANY CIRCUMSTANCES!**

Most of our staff have been trained in the correct process should there be an emergency. Please follow the instructions of staff on the floor at the time. As you leave the building go to the assembly point which is the water feature in the plaza, up the hill in Mount Street. Do not hang around the doors.

Fire drills are held regularly on campus. Course Coordinators and Heads of School will ensure that all lecturers under their supervision are walked through the procedures. Each person should be aware of the position of fuse boxes, fire extinguishers and hydrants, and the name of the Fire Warden for their floor. Students will be provided with instructions on safety issues relevant to their campus by means of notices on each floor.

7.2.1 Fire Wardens

Deputy Chief Warden – Guy Campbell
Mobile: 0409 608 937 or contact Reception

Level	Floor	Stair
4	Building Manager	NA
5	Luke Harrison	Victoria Britz
6	Bob Chung	Freelance staff
10	Patrick Bernard	Cynthia Bobst Oriana Mitchell
12	Rafal Sidorowicz	Jaqi Coan
15	Guy Campbell	Sarah Smith
16	Robert de Giovanni	Lecturer on floor
17	Peter Cameron Simon Brushfield	John Rivers
18	Hannah Paterson	Meri Kurtelova



7.3 First Aid

First Aid is available from trained first aid officers located throughout the building. Your best option is to contact RECEPTION who will ensure that your needs are attended to by qualified people. If it is a serious injury or a person has collapsed, ensure one person stays with them and get another to summon help. A sick bay is located in the Library on Level 10. You can get the key from the Librarian or Administration during office hours.

Remember, the above points are there to protect you and your fellow students from dangerous situations. Please take the time to become familiar with them.

7.3.1 First Aid Officers

Guy Campbell	HR Manager & lecturer	Level 15 Mob: 0409 608 937
Claire O'Connell	Marketing	Level 18 Phone Ext: 133

If conditions seem urgent, order an ambulance via the emergency number 000. Make sure that you report such action to Administration as soon as possible.

7.4 Critical Incident Policy

Raffles College recognises the duty of care owed to its students and that planning for the management of a critical incident is essential. A critical incident is as defined by the National Code as *“a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury”*.

Critical incidents are not limited to, but could include:

- missing students;
- severe verbal or psychological aggressions;
- death, serious injury or any threat of these;
- natural disaster; and
- issues such as domestic violence, sexual assault, drug or alcohol abuse.

Non life-threatening events could still qualify as critical incidents.

This policy is available on the Raffles College website (www.raffles.edu.au)

