


<p>St Martin's College</p> 	<h2>Security and Personal Safety</h2>
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### Policy

The College is committed to ensuring a safe and secure working and living environment for all employees, residents and visitors. To ensure this happens all people on site need to maintain their own personal safety as well as taking responsibility to ensure the safety of others.

### Procedures

- Any resident, staff member or visitor who identifies a safety or security hazard should take immediate action to eliminate the identified hazard. Where hazards cannot be eliminated a Hazard report form (available in the chapel/office) should be completed as soon as possible and given to the Head of College.
- Security contact details should be readily available:
  - CSU Security* (5pm -7am) ph: 32288
  - Head of College* ph: 34902 or 34907
  - RA's* contact numbers are on cottage noticeboards
  - Emergency Services* dial 0 then 000
- **Students** should be aware of the following responsibilities:
  1. All bedroom doors have individual locks and it is the individual resident's responsibility to secure their room.
  2. The residents of each cottage are responsible for ensuring that front and back doors of cottages are locked at night.
  3. Cleaners cupboards and IT cupboards are out of bounds to students.
  4. Don't walk alone on campus, especially at night.
  5. If you are away from College for an extended period of time please advise the college office and let someone in your cottage know where you are.
- **Staff** should be aware of the following responsibilities:
  1. RA's are responsible for locking the Chapel at nights and on weekends.
  2. All cleaners' cupboards should be locked when in use.
  3. Each member of staff must keep master keys secure at all times.
  4. All cash and cheques should be held securely and banked as soon as possible.
  5. Wear footwear that is appropriate to their work tasks.
  6. Appropriate gloves, supplied by the college, should be worn when handling chemicals or performing tasks with a risk of hand injury or dermatitis. These gloves should be checked regularly for pin point holes and discarded when holes are evident.
  7. Appropriate eye protection or face masks should be worn when using some chemicals.
  8. Regularly refer to MSDS for safety requirements and first aid for chemicals in use.
  9. Ensure they are trained in correct manual Handling procedures. This training can be organised by the Head of College or the training module on the CSU OH & S site may be used. [http://www.csu.edu.au/division/healsafe/frames/MH\\_p.htm](http://www.csu.edu.au/division/healsafe/frames/MH_p.htm)

- **Head of College** should be aware of the following responsibilities:
  1. The design of gardens and surrounds should minimise hiding spots for intruders.
  2. Ensure that a hazard reporting system is implemented and that all notifications of safety or security hazards are acted on immediately, with a risk assessment to be made, appropriate action taken.
  3. Ensure the Site emergency procedures are kept up to date and that current lists of residents are supplied to CSU security.
  4. Ensure that external lighting in grounds and car park is adequate and maintained.
  5. Conduct 6 monthly OH&S and building inspections to identify hazards, ensure structural integrity, safety of wiring, plumbing, grounds and enact the maintenance required to maintain a safe and secure college.
  6. Ensure that safety equipment such as gloves, ear plugs, masks, eye protection and First Aid materials are readily available to staff.
  7. Ensure that staff are trained in manual handling procedures.
  8. Ensure office staff have access to the web booklet titled “Health and Safety in the Office” which can be found at <http://www.csu.edu.au/division/healsafe/ohs1/>

Hazard Number: \_\_\_\_\_

## Hazard Report

### Part 1. Hazard Information (To be filled out by the person reporting the hazard)

\_\_\_\_\_  
Person Reporting Hazard

\_\_\_\_\_  
Date

Type of Hazard
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- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Slip, trip or fall    | <input type="checkbox"/> Repetitive Action    | <input type="checkbox"/> Burn or scald      |
| <input type="checkbox"/> Manual handling       | <input type="checkbox"/> Chemicals            | <input type="checkbox"/> Cuts               |
| <input type="checkbox"/> Awkward posture       | <input type="checkbox"/> Electrical equipment | <input type="checkbox"/> Infectious disease |
| <input type="checkbox"/> Challenging behaviour | <input type="checkbox"/> Gas Equipment        | <input type="checkbox"/> Other: _____       |

Description of Hazard
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Assessment of Risk
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Within the risk table, circle the most appropriate category:

How likely is it that the hazard will hurt someone?	Could it kill or severely disable someone?	Could several days off work be required?	Could first aid be required?
Very likely	<b>HIGH</b>	<b>HIGH</b>	<b>Medium</b>
Likely	<b>HIGH</b>	<b>Medium</b>	Low
Unlikely	<b>HIGH</b>	<b>Medium</b>	Low
Very unlikely	<b>Medium</b>	Low	Low

As a guide:

- HIGH risks should be immediately & urgently eliminated or controlled.
- Medium risks should be eliminated or controlled within one (1) to three (3) months of reporting.
- Low risks may not need immediate attention and may be managed by routine procedures.

Hazard Number: \_\_\_\_\_

Possible Solution to the Hazard

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**Part 2. Action Taken**

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**Part 3. Outcome**

Hazard Eliminated                      Hazard Controlled                      Hazard not yet controlled

Reason why hazard is not yet controlled:

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**Part 4. Monitoring**

- Date of Hazard Report Closure: \_\_\_\_\_
- Date for review of hazard (if required): \_\_\_\_\_
- Future action required:

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