



WORK HEALTH AND SAFETY POLICY

1. INTRODUCTION

Charles Sturt Campus Services Limited (CSCS) is a controlled entity of Charles Sturt University. The Company provides services to Charles Sturt University campuses. Locations include, but are not limited to Wagga Wagga, Bathurst, Thurgoona, Dubbo, Orange, Port Macquarie and Canberra.

CSCS is contracted to provide a range of services to the University community. These include cleaning of the campus teaching facilities and residential accommodation, a laundry service, a courier service between campuses, and maintenance services.

Health and safety is a core value of CSCS and this value is reflected in the way we do business. This policy demonstrates our commitment to building a safe and healthy work environment in accordance with the *Work Health & Safety Act 2011* and with standards *AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use* and other requirements.

CSCS encourages commitment to the health and safety of our workers, including employees, contractors and visitors to our workplaces by striving to integrate health and safety into all aspects of the business through a process of continual improvement. This will be achieved by developing, implementing and maintaining reputable work, health and safety systems and practices relevant to the services we provide.

2. SCOPE

This policy applies to all employees (including casual and consultants) and contractors (including sub-contractors) of Charles Sturt Campus Services Limited within all workplaces under our control.

3. PRINCIPLES, OBJECTIVES AND RESPONSIBILITIES

In order for CSCS to develop, implement and maintain reputable health and safety management systems and practices, the Company will establish measurable objectives and targets to ensure continued improvement aimed at the prevention of work related injury and illness. We will achieve this by:

- a) Identifying and complying with relevant health and safety laws, codes of practices and industry standards;
- b) Promoting a strong culture of health and safety awareness;
- c) Providing a safe work environment, using safe work practices and providing necessary protective gear and safety equipment;
- d) Adopting best practice for health and safety management and maintain an effective health and safety management system;
- e) Ensuring adequate resources to implement this policy and ensure that it is available to all interested parties;
- f) Providing appropriate training, competency, information and supervision of our workers to ensure that they understand their responsibilities in complying with WHS policies and procedures and safe working practices




- g) Encouraging co-operation and engagement by communicating and consulting with workers on health and safety matters;
- h) Proactively identifying, eliminating, controlling or reducing risk of hazards;
- i) Maintaining an effective rehabilitation program to return injured employees to gainful employment.
- j) Establishing measureable objectives and targets for health and safety, aimed at the continual improvement in relation to work-related illness, injury and of overall health and safety performance of employees, by monitoring outcomes against performance indicators; and to develop and maintain regular workplace inspections and reporting procedures;
- k) Reporting on WHS performance to CSCS Board of Directors on a scheduled basis.
- l) Overall responsibility for work health and safety at CSCS rests with Senior Managers and the Board of Directors;

Each level of management has specific responsibilities for the implementation of this policy including periodical review to ensure our policy and procedures remain relevant and up to date with the Company's objectives and targets.

4. SIGN OFF

Company Representative:

Signed:  Date: 18-01-18

Name: Martin Dooner Position: General Manager, CSCS

Signed: _____ Date: _____

Name: _____ Position: _____