



CHARLES STURT CAMPUS SERVICES

DATE OF LAST REVIEW: 2-05-22

COMPLIANCE REGISTER OF APPLICABLE LEGISLATION, AUSTRALIAN STANDARDS AND INDUSTRY CODES OF PRACTICE

This register lists Legislation, Australian Standards and Industry Codes of Practice that impact on CSCS’s activities and operations, to the extent that CSCS has some obligation of compliance or accountability.

LEGISLATION/STANDARDS/ CODES OF PRACTICE/REGULATION	REGULATOR	HOW IT APPLIES TO THE ORGANISATION	CONTROLS IN PLACE	AUTHERISATIONS, LICENCES, CONSENTS & RELATED RECORDS	STATUS / COMMENTS RESPONSIBLE OFFICER
Work Health & Safety Act 2011. Work Health and Safety Act 2011 (legislation.gov.au)	SafeWork NSW NSW WHS laws NSW contacts WorkSafe Victoria Vic WHS laws Vic contacts WorkSafe ACT ACT WHS laws ACT contacts	Applies to all aspects of WHS within the organisation	WHSMS	ALL WHSMS RECORDS	Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



	<p><u>Comcare - Commonwealth WHS Laws Commonwealth and national contacts</u></p>				
<p>Work Health & safety regulation 2017</p> <p>https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#statusinformation</p>	<p><u>SafeWork NSW NSW WHS laws NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p> <p><u>Comcare - Commonwealth WHS Laws Commonwealth and national contacts</u></p>	<p>Applies to all aspects of WHS within the organisation</p>	<p>WHSMS</p>	<p>ALL WHSMS RECORDS</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



LEGISLATION/STANDARDS/ CODES OF PRACTICE/REGULATION	REGULATOR	HOW IT APPLIES TO THE ORGANISATION	CONTROLS IN PLACE	AUTHERISATIONS, LICENCES, CONSENTS & RELATED RECORDS	STATUS / COMMENTS RESPONSIBLE OFFICER
Occupational Health & Safety Management Systems – Specifications S:\Administrative\Financial Services\Residences & Business\CSCS\CSCS DOCUMENTS & FILES\CSCS ADMINISTRATION\CSCS MASTERS\ISO 540012018	SafeWork NSW NSW WHS laws NSW contacts WorkSafe Victoria Vic WHS laws Vic contacts WorkSafe ACT ACT WHS laws ACT contacts Comcare - Commonwealth WHS Laws Commonwealth and national contacts	Applies to all aspects of WHS within the organisation	WHSMS	ALL WHSMS RECORDS	Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Occupational Health & Safety Management Systems – General Guidelines \\csumain\csushared\Administrative\Financial Services\Residences & Business\CSCS\CSCS DOCUMENTS & FILES\CSCS ADMINISTRATION\CSCS MASTERS\ISO 540012018	SafeWork NSW NSW WHS laws NSW contacts WorkSafe Victoria Vic WHS laws Vic contacts	Applies to all aspects of WHS within the organisation	WHSMS	ALL WHSMS RECORDS	Officer: Human Resources & Safety Manager. Current:



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Charles Sturt Campus Services Limited

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678

	<p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p> <p><u>Comcare - Commonwealth WHS</u> <u>Laws</u> <u>Commonwealth and national</u> <u>contacts</u></p>				<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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LEGISLATION/STANDARDS/ CODES OF PRACTICE/REGULATION	REGULATOR	HOW IT APPLIES TO THE ORGANISATION	CONTROLS IN PLACE	AUTHERISATIONS, LICENCES, CONSENTS & RELATED RECORDS	STATUS / COMMENTS RESPONSIBLE OFFICER
<p>Workers Compensation Act 1987</p> <p>Workers Compensation Act 1987 No 70 - NSW Legislation</p>	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p> <p>Comcare - Commonwealth WHS Laws Commonwealth and national contacts</p>	<p>Applies to all aspects of WHS within the organisation</p>	<p>WHSMS. Incident/Injury Management Policy & Procedures. Risk Assessments. Report Forms. Staff training/induction. Site Safety Rules. RTW Coordinator. SWMS.</p>	<p>Incident/Injury Management Policy & Procedures Report Forms</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Workplace Injury Management and Workers Compensation Act 1998</p> <p>Workplace Injury Management and Workers Compensation Act 1998 No 86 - NSW Legislation</p>	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p> <p>Comcare - Commonwealth WHS Laws Commonwealth and national contacts</p>	<p>Applies to all aspects of WHS within the organisation</p>	<p>WHSMS. Incident/Injury Management Policy & Procedures. Risk Assessments. Report Forms. Staff training/induction. Site Safety Rules. RTW Coordinator. SWMS.</p>	<p>Incident/Injury Management Policy & Procedures</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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Workplace Injury Management and Workers Compensation Act 1998 Workplace Injury Management and Workers Compensation Act 1998 No 86 - NSW Legislation	SafeWork NSW NSW WHS laws NSW contacts WorkSafe Victoria Vic WHS laws Vic contacts WorkSafe ACT ACT WHS laws ACT contacts Comcare - Commonwealth WHS Laws Commonwealth and national contacts	Applies to all aspects of WHS within the organisation	WHSMS. Incident/Injury Management Policy & Procedures. Risk Assessments. Report Forms. Staff training/induction. Site Safety Rules. RTW Coordinator. SWMS.	Incident/Injury Management Policy & Procedures	Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



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<p>Workers Compensation Legislation Amendment Act 2018</p> <p>https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2018-062</p>	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p> <p><u>Comcare - Commonwealth WHS Laws Commonwealth and national contacts</u></p>	<p>Amendments to WC Act 1987 & Workplace Injury Management and Workers Compensation Act 1998</p>	<p>CSCS Procedures and Policies</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Workers Compensation Amendment (Pre-injury Average Weekly Earnings) Regulation 2019</p>	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria WHS 133 V009</p>	<p>Workplace Injury Management and Workers Compensation</p>	<p>WHSMS Incident/Injury Management Policy & Procedures</p>		<p>Officer: Human Resources & Safety Manager.</p>



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	<p><u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p> <p><u>Comcare -</u> <u>Commonwealth</u> <u>WHS Laws</u> <u>Commonwealth</u> <u>and national</u> <u>contacts</u></p>	<p><u>Act 1998</u></p>			<p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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AS 1885.1-1990 Measurement of Occupational Health & Safety Performance	N/A	A guide for PCBU on how to establish recording information on injury and disease at the workplace. Used for data reporting and comparison and for prevention strategies and comparison.	WHSMS. Incident/Injury Management Policy & Procedures. Risk Assessments. Report Forms. Staff training/induction. Site Safety Rules. RTW Coordinator. SWMS.		Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
National compliance and enforcement policy https://www.safeworkaustralia.gov.au/law-and-regulation/model-whs-laws/national-compliance-and-enforcement-policy	SafeWork NSW NSW WHS laws NSW contacts WorkSafe Victoria Vic WHS laws Vic contacts WorkSafe ACT	Applies to all aspects of WHS within the organisation	WHSMS		Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



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Code of Practice: How to Manage Work Health & Safety Risks May 2018	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p> <p>Comcare - Commonwealth WHS Laws Commonwealth and national contacts</p>	<p>Applies to all aspects of WHS within the organisation</p>	<p>WHSMS Policies and Procedures</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Code of Practice: Work Health & Safety Consultation, Co-operation & Co-ordination May 2018</p>	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p> <p>Comcare - Commonwealth WHS Laws Commonwealth and national contacts</p>	<p>Applies to all aspects of WHS within the organisation The PCBU must consult, co-operate and co-ordinate activities, so far as is reasonably practicable, with workers who are directly affected by a health and safety matter.</p>	<p>Regular staff meetings held to inform staff of WHS matters.</p> <p>WHS Committee / Representatives Established</p> <p>Weekly Management Meetings to discuss WHS issues</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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<p>Model Code of Practice: Work health and safety consultation, cooperation and coordination</p> <p>https://www.safeworkaustralia.gov.au/doc/model-code-practice-work-health-and-safety-consultation-cooperation-and-coordination</p>	<p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>Applies to all aspects of WHS within the organisation The PCBU must consult, co-operate and co-ordinate activities, so far as is reasonably practicable, with workers who are directly affected by a health and safety matter.</p>	<p>Regular staff meetings held to inform staff of WHS matters.</p> <p>WHS Committee / Representatives Established</p> <p>Weekly Management Meetings to discuss WHS issues</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Child Protection (Working with Children) Act 2012 No 51</p> <p>Child Protection (Working with Children) Act 2012 No 51 - NSW Legislation</p>	<p>Office of the children's Guardian: Justice Department</p>	<p>Working with Children Check. There are childcare facilities at some of the sites that our staff clean. Children may be present while our staff are working. We need to ensure the children are safe.</p>	<p>Our company pays the fee to conduct this check for staff.</p> <p>Verification performed on those staff working at the preschools.</p>	<p>Working with Children Check.</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>WHS Regulations for Confined Spaces 34-38, 5, 64, 34, 66, 77, 50, 67, 72, 69, 76, 74</p> <p>https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-confined-spaces-v2.pdf</p> <p>Confined-spaces-COP.pdf (nsw.gov.au)</p>	<p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>There are a number of classified confined spaces at worksites that require staff to enter for cleaning purposes.</p>	<p>Confined Space Risk Assessment</p> <p>Staff Confined Space Training / Licence</p> <p>Confined Space Permits PPE</p>	<p>Staff Confined Space Training / Licence</p> <p>Confined Space Permits</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Confined Spaces</p> <p>WHS Act Sections 47,48, 46</p> <p>https://www.legislation.gov.au/Details/C2017C00305</p>	<p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>There are a number of classified confined spaces at worksites that require staff to enter for cleaning purposes.</p>	<p>Confined Space Risk Assessment</p> <p>Staff Confined Space Training / Licence</p> <p>Confined Space Permits PPE</p>	<p>Staff Confined Space Training / Licence</p> <p>Confined Space Permits</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Confined Space</p> <p>https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-confined-spaces-v2.pdf</p> <p>AS 2865-2009 – Confined Spaces</p> <p>Work Health and Safety (Confined Spaces) Code of Practice 2015</p>	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p>	<p>There are a number of classified confined spaces at worksites that require staff to enter for cleaning purposes.</p>	<p>Confined Space Risk Assessment</p> <p>Staff Confined Space Training / Licence</p> <p>Confined Space Permits PPE</p>	<p>Staff Confined Space Training / Licence</p> <p>Confined Space Permits</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Drivers Licence</p> <p>NSW Drivers Licence</p>	<p>Roads and Maritime Services</p>	<p>Staff use their personal vehicles to attend various sites.</p> <p>Staff also utilise University vehicle or leased vehicle.</p>	<p>Contacts database established and updated with driver's Licence details.</p>	<p>Current NSW Drivers Licences</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>National Licence to Perform High Risk Work. National Standard for Licensing Persons performing High Risk Work: EWP Licence</p> <p>https://www.safeworkaustralia.gov.au/system/files/documents/1702/nationalstandard_licensingpersonsperforminghighriskwork_2006_pdf.pdf</p>	<p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p> <p>Australian Quality Training Framework.</p>	<p>Elevated Work Platforms are used to perform Cleaning at Heights. The organisation must ensure that operators of the EWP are fully trained, competent and Licenced.</p>	<p>Staff operating EWP must have a current National High Risk Work Licence</p>	<p>National Licence to Perform High Risk Work EWPAA Yellow Card – SL & BL</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Hazardous Manual Tasks</p> <p>https://www.safeworkaustralia.gov.au/system/files/documents/1905/model-cop-hazardous-manual-tasks.pdf</p>	<p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>Some Cleaning tasks require lifting, lowering, pushing, pulling or carrying that can be repetitive</p>	<p>Regular breaks, Manual Handling training, Risk assessments, trolleys, Team handling, look at design of equipment.</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Dangerous Goods (General) Regulation 1999	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p>	<p>Chemicals are used within the company. Classification of chemicals determined via these references. Only Dangerous Chemicals in use. Safe Storage and handling of chemicals in place.</p> <p>The Company must take all reasonably practicable steps to protect the health and safety of employees.</p>	<p>All Chemicals have SDS. All Hazardous / Dangerous Chemicals have risk assessment. Chemical Stored as per SDS. All PPE available. Chemical Spill Kits available. Correct signage erected. Training of Staff. Alternative chemicals considered. Storeroom ventilation. Written policies and work instructions. Chemical register in place. Bunding. Emergency procedures and documents in place. Dangerous Goods Storage Cabinets</p>	<p>Chemical Register / Manifest</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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Dangerous Goods Act 1985	<p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p>	<p>Chemicals are used within the company. Classification of chemicals determined via these references. Only Dangerous Chemicals in use. Safe Storage and handling of chemicals in place.</p> <p>The Company must take all reasonably practicable steps to protect the health and safety at work of employees.</p>	<p>All Chemicals have SDS. All Hazardous / Dangerous Chemicals have risk assessment. Chemical Stored as per SDS. All PPE available. Chemical Spill Kits available. Correct signage erected. Training of Staff. Alternative chemicals considered. Storeroom ventilation. Written policies and work instructions. Chemical register in place. Bunding. Emergency procedures and documents in place. Dangerous Goods Storage Cabinets</p>	<p>Chemical Register / Manifest</p>	<p>Officer: Workplace Improvement Officer Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace 2021</p> <p>https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-risks-hazardous-chemicals-workplace</p>	<p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>Chemicals are used within the company. Classification of chemicals determined via these references. Only Dangerous Chemicals in use. Safe Storage and handling of chemicals in place.</p>	<p>N/A – We do not use Hazardous Chemicals</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Code of Practice: Preparation of safety data sheets for hazardous chemicals 2021</p> <p>https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0022/72643/preparation-safety-data-sheets-hazardous-chemicals-cop-2021.pdf</p>	<p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>Chemicals are used within the company. Classification of chemicals determined via these references. Only Dangerous Chemicals in use. Safe Storage and handling of chemicals in place.</p>	<p>N/A – We do not use Hazardous Chemicals</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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<p>Code of practice: Labelling of Workplace Hazardous Chemicals</p> <p>https://www.safework.nsw.gov.au/_data/assets/pdf_file/0016/50083/Labelling-of-workplace-hazardous-chemicals-COP.pdf</p> <p>Work Health and Safety Amendment (GHS Labelling) Regulation 2020</p>	<p>Com Care</p> <p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>Chemicals are used within the company. Classification of chemicals determined via these references. Only Dangerous Chemicals in use. Safe Storage and handling of chemicals in place.</p>	<p>N/A – We do not use Hazardous Chemicals</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



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Industry Code of Practice: First Aid In the Workplace Jan 2020 https://www.safework.nsw.gov.au/_data/assets/pdf_file/0015/52152/First-aid-in-the-workplace-COP.pdf	Com Care SafeWork NSW NSW WHS laws NSW contacts WorkSafe Victoria Vic WHS laws Vic contacts WorkSafe ACT ACT WHS laws ACT contacts	Obligated to Provide First Aid Equipment and ensure workers can access this equipment. Ensure adequate number of staff are trained to provide first aid, and an area to provide first aid.	First Aid Kits available to staff throughout the university campuses. A CSCS First Aid Kit is kept and maintained at each site. A number of CSCS staff a trained First Aiders. Emergency Policies and procedures are in place. Records of injuries are kept. Staff are fully trained and kept informed.	Provide First Aid Provide cardiopulmonary resuscitation Provide basic emergency life support	Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



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LEGISLATION/STANDARDS/ CODES OF PRACTICE/REGULATION	REGULATOR	HOW IT APPLIES TO THE ORGANISATION	CONTROLS IN PLACE	AUTHORISATIONS, LICENCES, CONSENTS	STATUS / COMMENTS RESPONSIBLE OFFICER
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				& RELATED RECORDS	
Industry Code of Practice: Managing the Work Environment and Facilities 2019 https://www.safework.nsw.gov.au/_data/assets/pdf_file/0016/5/0074/Managing-the-work-environment-and-facilities.pdf	Com Care SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u> WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u> WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u>	The PCBU must ensure that the layout of the workplace, lighting and ventilation enables workers to carry out work without risks to health and safety. Ensure the provision of adequate facilities for workers; and prepare emergency plans.	Consult workers about facilities, emergency procedures, housekeeping, and work areas. Access to facilities; toilets, water, staff room. PPE provided		Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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				RECORDS	
Industry Code of Practice: Managing Noise & Preventing Hearing Loss at Work 2020 Industry Code of Practice: Managing Noise & Preventing Hearing Loss at Work 2020	Com Care SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u> WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u> WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u>	Some cleaning equipment have noise levels. The PCBU needs to determine if the noise levels exceed exposure levels and whether PPE or other preventative measures need to be incorporated into the business.	SWMS, Risk Assessments, Consult workers, set days to vacuum, not every day, regular breaks		Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

LEGISLATION/STANDARDS/ CODES OF PRACTICE/REGULATION	REGULATOR	HOW IT APPLIES TO THE	CONTROLS IN PLACE	AUTHORISATIONS,	STATUS / COMMENTS
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		ORGANISATION		LICENCES, CONSENTS & RELATED RECORDS	RESPONSIBLE OFFICER
High Visibility Safety Garments AS/NZS 4602:1:2011 High Visibility Safety Garments	NIL	The business employs courier drivers, Kubota users, delivery drivers. These employees are in and out of vehicles all the time and are exposed to other traffic.	Hi-visibility Clothing issued to staff		Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Model Code of Practice: Managing the risk of falls at workplaces 2020 https://www.safeworkaustralia.gov.au/doc/model-codes-practice/model-code-practice-managing-risk-falls-workplaces#:~:text=This%20model%20Code%20of%20Practice,WHS%20)%20Act%20and%20WHS%20Regulations.	SafeWork NSW NSW WHS laws NSW contacts WorkSafe Victoria Vic WHS laws Vic contacts WorkSafe ACT ACT WHS laws ACT contacts	Helps to identify hazards that could cause falls in the workplace and show how to eliminate or minimise the risk.	Staff training, Fall arrest systems, PPE, SWMS, Australian Standard Equipment used, signage, no slip mats, Emergency Procedures.		Officer: Human Resources & Safety Manager. Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



LEGISLATION/STANDARDS/ CODES OF PRACTICE/REGULATION	REGULATOR	HOW IT APPLIES TO THE ORGANISATION	CONTROLS IN PLACE	AUTHORISATIONS, LICENCES, CONSENTS & RELATED RECORDS	STATUS / COMMENTS RESPONSIBLE OFFICER
<p>Code of Practice: Managing Electrical Risks in the Workplace</p> <p>Code of Practice: Managing Electrical Risks in the Workplace 2018</p>	<p>Com Care</p> <p>SafeWork NSW NSW WHS laws NSW contacts</p> <p>WorkSafe Victoria Vic WHS laws Vic contacts</p> <p>WorkSafe ACT ACT WHS laws ACT contacts</p>	<p>Electrical appliances are used in the workplace, the PCBU must ensure that staff are not exposed to electrical hazards/risks, and those risks should be eliminated or minimised.</p>	<p>Consultation and training of staff, regular maintenance of appliances, testing and tagging, RCD's in use, risk assessments, safety inspections of hired equipment.</p>	<p>Statement of Attainment in In-Service Testing of Electrical Equipment</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>



<p>Model Code of Practice: Abrasive blasting 2020</p> <p>https://www.safeworkaustralia.gov.au/doc/model-code-practice-abrasive-blasting</p>	<p>Com Care</p> <p>SafeWork NSW <u>NSW WHS laws</u> <u>NSW contacts</u></p> <p>WorkSafe Victoria <u>Vic WHS laws</u> <u>Vic contacts</u></p> <p>WorkSafe ACT <u>ACT WHS laws</u> <u>ACT contacts</u></p>	<p>High Pressure washers are used in the workplace, the PCBU must ensure that staff are not exposed to abrasive cleaning hazards / risks, and those risks should be eliminated or minimised.</p>	<p>Training, PPE, short term exposure, risk assessments, SWMS, supervision.</p>		<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>LEGISLATION/STANDARDS/ CODES OF PRACTICE/REGULATION</p>	<p>REGULATOR</p>	<p>HOW IT APPLIES TO THE ORGANISATION</p>	<p>CONTROLS IN PLACE</p>	<p>AUTHORISATIONS, LICENCES, CONSENTS & RELATED RECORDS</p>	<p>STATUS / COMMENTS RESPONSIBLE OFFICER</p>



Health & Safety
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Charles Sturt Campus Services Limited

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678

<p>In service safety inspection and testing of electrical equipment</p> <p>AS/NZS 3760 In service safety inspection and testing of electrical equipment</p>	<p>Nil</p>	<p>Use of electrical cleaning equipment</p>	<p>Maintenance Staff conduct routine maintenance and repairs of cleaning equipment.</p> <p>Training register of qualified staff.</p> <p>Tagging of tested equipment.</p> <p>Tagging of 'Out of Service' equipment.</p> <p>Asset Register maintained.</p>	<p>Statement of Attainment in In-Service Testing of Electrical Equipment</p>	<p>Officer: Human Resources & Safety Manager.</p> <p>Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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SIGN OFF/VERIFICATION OF COMPLIANCE

Company Representative

Signed:

Date: 2nd April 2022

Name:

Martin Dooner

Position:

General Manager

Next Verification Review Due: May 2024