



# WORK HEALTH AND SAFETY POLICY WHS005

## 1. INTRODUCTION

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

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 (NSW)**, relevant Regulations, Codes of Practice, and with standards **ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use**, and other applicable compliance obligations.

CSCS recognises its primary duty of care to ensure, so far as reasonably practicable, the health and safety of workers and others, including employees, contractors, students, visitors and members of the public. This includes both **physical and psychological health and safety**, including the management of psychosocial hazards.

CSCS encourages commitment to the health and safety of workers by integrating WHS into all aspects of the business through continual improvement.

This will be achieved by developing, implementing, and maintaining effective WHS systems and practices relevant to our operations.

## 2. SCOPE

This policy applies to all employees (including casuals and consultants) and contractors (including sub-contractors) of Charles Sturt Campus Services Limited across all workplaces under the control, management, or influence of CSCS, including client sites and shared work environments.

## 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 (including psychological injury).

We will achieve this by:

- a) Identifying, understanding and complying with relevant work health and safety laws, regulations, Codes of Practice, Australian Standards, and other applicable compliance obligations, including obligations regarding **incident notification and record keeping**, including notifiable incidents involving serious physical or psychological risk.
- b) Promoting a strong culture of health and safety awareness, accountability, and leadership across all levels of the organisation.
- c) Providing and maintaining a work environment that is safe and without risks to health, including safe plant, structures, systems of work, and safe use, handling and storage of substances.



- d) Identifying, assessing and managing risks arising from both **physical and psychosocial hazards**. These include fatigue, work-related stress, bullying, harassment, remote work risks and occupational violence.
- e) Adopting best practice WHS management and maintaining an effective **WHS Management System aligned with ISO 45001**. This includes processes for hazard identification, risk control, incident management, and continual improvement.
- f) Ensuring adequate financial, human, and technological resources are provided to implement this policy and ensure that it is available and communicated to all relevant stakeholders.
- g) Providing appropriate training, instruction, information and supervision to ensure workers are competent and understand their WHS responsibilities, including safe work procedures and emergency response requirements.
- h) Establishing and maintaining effective **consultation and communication processes**, ensuring workers and their representatives are actively involved in decision-making on WHS matters.
- i) Proactively identifying hazards and eliminating risks so far as reasonably practicable, or otherwise minimising risks using the hierarchy of controls.
- j) Managing contractors and subcontractors to ensure they meet CSCS WHS requirements, including risk assessments, safe work method statements (SWMS), inductions and ongoing monitoring.
- k) Establishing effective **emergency preparedness and response procedures**, including drills and coordination with relevant stakeholders.
- l) Maintaining an effective early intervention and rehabilitation program to support recovery and return to work for injured workers.
- m) Establishing measurable objectives and targets for health and safety performance, including leading and lagging indicators, audits, workplace inspections and reporting procedures.
- n) Monitoring compliance and performance through regular inspections, audits, incident investigations and management reviews, and using findings to drive continuous improvement.
- o) Reporting on WHS performance, risks, incidents and improvement initiatives to the CSCS Board of Directors on a scheduled basis.
- p) Ensuring officers (including Directors and senior management) exercise due diligence in accordance with WHS legislation. This includes maintaining current WHS knowledge, understanding operational risks, ensuring appropriate resources and processes are in place, and verifying their implementation.
- q) Recognising that overall responsibility for work health and safety at CSCS rests with Senior Managers and the Board of Directors, with clear allocation of WHS responsibilities, accountabilities and authorities across all levels of management.


Each level of management has specific responsibilities for implementing this policy, including periodic review to ensure policies, procedures and systems remain relevant, effective and aligned with legislative requirements and organisational objectives.



All workers have a responsibility to take reasonable care for their own health and safety and that of others, and to comply with all WHS policies, procedures and instructions.

**4. SIGN OFF**

**Company Representative:**

**Signed:**  **Date:** 18-05-2026

**Name:** Martin Dooner **Position:** General Manager, CSCS