



Charles Sturt Campus Services Limited

Work Health and Safety Management System Summary

Charles Sturt Campus Services (CSCS) is a company owned by Charles Sturt University. The company provides services to Charles Sturt University campuses, including Wagga Wagga, Bathurst, Thurgoona, Dubbo, Orange, Canberra and Port Macquarie. 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, a courier service between campuses, and maintenance services.

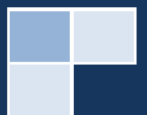


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1. INTRODUCTION

Charles Sturt Campus Services (CSCS) aims to provide the structures, system and support to ensure the health, safety and welfare of all its employees and visitors. We facilitate, guide and encourage management and employees to strive to achieve a work environment that minimises risk and we have safety as a core company value.

This document defines the main interrelated elements required by the CSCS Work Health & Safety Management System (WHSMS) and their interaction, in compliance with AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use*.

This standard requires that the WHSMS incorporates the core elements of policy, planning, implementation, measurement and evaluation and management review.

2. SCOPE

This document defines the WHSMS at CSCS and applies to all employees (including casuals and consultants), clients and visitors, within all locations the company operates.

3. WORK HEALTH AND SAFETY POLICY

A Work Health & Safety Policy has been produced to give direction to the management of Work Health & Safety at Charles Sturt Campus Services. The requirements of the WHS Policy are defined in AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use*.

4. PLANNING

4.1 HAZARD AND RISK MANAGEMENT

4.1.1 Risk management

There must be a documented method for the identification, assessment and control of WHS hazards and their associated risks. The detailed requirements are described in the document WHS Risk Management Procedure.

4.1.2 Risk management tools

An approved risk assessment tool must be available for use at CSCS. The details are described in the document WHS Risk Management Procedure.

4.1.3 WHS Risk Register

- WH&S must maintain a WHS risk register detailing the WHS risks associated with CSCS's operations.
- The register must include the likely impact of risks, causes and risk rating as well as the treatment strategies in place to minimise identified risks.
- Preventative and corrective actions identified as a result of the risk register shall be implemented as per the requirements of the WHS Risk Management procedure.

4.2 LEGAL & OTHER REQUIREMENTS

CSCS shall maintain a documented set of procedures that include legal requirements that are directly applicable to the activities, products or services, including relevant relationships with contractors or suppliers.

4.3 WHS PLANS

The following WHS Plans must be produced:

- WHS Strategic Plan;
- Charles Sturt Campus Services WHS Plan;
- WH&S Operational Plan.

4.3.1 Plan requirements

4.3.1.1 The WHS Strategic Plan must:

- outline CSCS's WHS focus for the next three years;
- must have at least four objectives;
- must have actions indented to achieve these objectives; and
- the actions must be measurable.

4.3.1.2 The CSCS WHS Plan must:

- take hazard and incident data into account when determining objectives;
- give direction, but also allow for customisation;
- must have a built-in process for reporting progress every quarter; and
- progress on the plan must be reported to the Board of Directors.

4.3.1.3 The WH&S Operational Plan must:

- be aimed at helping WH&S achieve the objectives of the WHS strategic plan and additional operational requirements;
- take hazard and incident data into account when determining objectives;
- keep track of the progress towards these objectives; and
- progress must be reported to the Board of Directors every quarter.

5. IMPLEMENTATION AND OPERATION

5.1 RESOURCES

CSCS must identify and allocate financial and physical resources to enable the effective implementation of the WHSMS. These resources must be provided for in budget allocation to WH&S.

5.2 RESPONSIBILITY, ACCOUNTABILITY AND AUTHORITY

The WHS roles and responsibilities for staff are detailed in WHS Roles and Responsibilities Procedure.

5.3 COMPETENCE, TRAINING AND AWARENESS

5.3.1 The requirements for training are detailed in the document WHS Training & Competency Policy.

5.4 COMMUNICATION, PARTICIPATION & CONSULTATION

5.4.1 Consultation

5.4.1.1 The primary method for consultation must be through direct communication with Health & Safety representatives, staff and via the WHS Consultants/Advisors.

5.4.1.2 The requirements for WHS consultation are detailed in:

- Workplace Consultation Policy

5.4.1.3 Consultation with a range of staff occurs via:

- Work Health and Safety Committee;

5.4.2 Internal Communication

CSCS's WHS Policy, WHS documentation and all other relevant WHS information must be communicated to staff, students, contractors and visitors through the following media as appropriate:

- WH&S website;
- Targeted emails to staff;
- WHS induction;
- Contractor safety induction;
- information handbooks and publications; Safety manuals/safe operating procedures/safe work instructions; and
- Safety signage.

5.4.3 External Communication

CSCS must establish, implement and maintain a procedure for:

- Communication with contractors and other visitors to the workplace; and
- Receiving, documenting and responding to relevant communications from external interested parties.

5.4.4 Reporting

CSCS must measure and report on its WHS performance on a regular basis via:

5.4.4.1 Reports by WHS Consultants and Advisors to:

- WHS committee meetings

5.4.4.2 Reports to Board of Directors by:

- WH&S;
- General Manager

5.4.4.3 Reports by WH&S to:

- Senior Management Team;

5.4.4.4 The minutes of the quarterly WHS Committee meetings must be displayed on the CSCS web site.

5.5 DOCUMENTATION

5.5.1 The requirements for the WHSMS are described in this document. Certain key elements are described in more detail in their specific procedure, which are referenced in this document.

5.5.2 The requirements for documentation are detailed in AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use*.

5.6 DOCUMENT CONTROL

The requirements for the control of documents are detailed in Managing Company Documents Policy.

5.7 HAZARD IDENTIFICATION, HAZARD/RISK ASSESSMENT AND CONTROL OF HAZARDS/RISKS

The requirements for hazard identification, risk assessment and risk control and the evaluation of effectiveness of control measures is documented in WHS Risk Management Procedure and Program, WHS Audit procedure. Control of hazards/risks is documented in the WHS Risk Management procedure and program.

5.8 EMERGENCY PREPAREDNESS & RESPONSE

5.8.1 Requirements for emergency planning and response must be documented.

5.8.2 Resources must be provided to respond to actual emergency situations and prevent or mitigate associated adverse WHS consequences.

5.8.3 The procedure for crisis response is detailed in Evacuation and Emergency Procedures.

5.8.4 The emergency control organisation in each building must conduct an evacuation exercise in the first half and second half of each year.

5.8.5 For building with a student presence, one of these evacuations must be done during semester.

5.8.6 False alarms and genuine emergencies that occur during core business hours can count as an exercise for the requirements of 8.8.4.

5.8.7 WH&S may give specific buildings exemptions from 8.8.4, requiring the building to be evacuated only once per year.

6. MEASUREMENT AND EVALUATION

6.1 MEASUREMENT & MONITORING

The requirements for measurement and monitoring are detailed in the WHS Monitoring, Measurement and Registration Procedure.

6.1.1 Health Surveillance

The requirements for health surveillance programs at CSCS are detailed in the Health Surveillance Procedure.

6.2 EVALUATION OF COMPLIANCE

CSCS shall establish, implement and maintain a procedure for periodically evaluating compliance with applicable legal requirements.

Awareness of the WHS legal and other requirements must be kept up to date by:

- Subscription to legislation services for WHS, including Dangerous goods, Workers' compensation and building legislation.

- Web access to Standards Australia;
- Regular review of the WHS regulatory websites;
- Participation of WH&S staff in workshops, forums and programs run by Safe Work Australia

Refer to WHS Legal Compliance Procedure and CSCS Compliance Register.

6.3 HAZARD AND INCIDENT REPORTING

The requirements for reporting hazards and incidents, reporting methods and responsibilities are detailed in the WHS Risk Management Procedure and Program and the Incident and Injury Management Policy and Procedure.

6.4 CONTROL OF RECORDS

WHSMS records must be maintained. The requirements are detailed in the Managing Company Document Procedure.

6.5 AUDITS

The requirements for auditing, reporting methods and responsibilities are detailed in WHS Audit Procedure

7. MANAGEMENT REVIEW

7.1 RESPONSIBILITY

- 7.1.1 Management must meet the requirements of monitoring and measurement procedures.
- 7.1.2 The Manager, WH&S, must provide all relevant WHS performance indicators to the Board of Directors.
- 7.1.3 An annual review meeting of the Board of Directors must ensure that the WHSMS continues to be an effective means of satisfying CSCS's WHS Policy commitments and stated objectives. This review must include:
 - o WHS performance indicators;
 - o WHS risk and legal compliance registers;
 - o A consolidated report of WorkCover entry reports; and
 - o Changes in operations (activities and structure).

- 7.1.5 A cyclic review of the WHSMS must be conducted every three years, in conjunction with the update of this document.

7.2 WHS PERFORMANCE INDICATORS

7.2.1 Additional performance indicators include:

- Legal compliance reports
- Compensation claims
- Health and Wellbeing

8. COMPLIANCE

This procedure is written to meet the requirements of:

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.

WHS performance indicators are measured based on the following procedures:

- Injury and Incident Management Procedure
- WHS Risk Management Procedure
- WHS Roles and Responsibilities
- WHS Training and Induction Procedures
- Preventative and Corrective Actions Procedure