

 <p>St Martin's College</p> <p>Building hope and faith</p>	<p><i>SECURITY & PERSONAL SAFETY</i></p> <p><i>Date Approved by Board: 1st December 2006</i></p> <p><i>Updated: 31st August 2016</i></p>
---	---

Policy

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

Procedures

1. 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 office) should be completed as soon as possible and given to the Head of College.
2. **Students** should be aware of the following responsibilities:
 - a) All bedroom doors have individual locks and it is the individual resident's responsibility to secure their room.
 - b) The residents of each cottage are responsible for ensuring that front and back doors of cottages are always securely closed when leaving a cottage.
 - c) Cleaners cupboards and IT cupboards are out of bounds to students.
 - d) Don't walk alone on campus, especially at night.
 - e) 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.
3. **Staff** should be aware of the following responsibilities:
 - a) RA's are responsible for ensuring all students have vacated the Fairfax Centre & Chapel at nights and on weekends.
 - b) All cleaners' cupboards should be locked when in use.
 - c) Each member of staff must keep master keys/cards secure at all times.
 - d) All cash and cheques should be held securely and banked as soon as possible. The college safe should never be left opened and unattended. Safe banking procedures are to be observed.
 - e) Wear footwear that is appropriate to their work tasks.
 - f) 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.
 - g) Appropriate eye protection or face masks should be worn when using some chemicals.
 - h) Regularly refer to MSDS for safety requirements and first aid for chemicals in use.
 - i) Ensure they are trained in correct manual Handling procedures. This training can be organised by the Head of College.

4. **Head of College** should be aware of the following responsibilities:
- a) The design of gardens and surrounds should minimise hiding spots for intruders.
 - b) 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.
 - c) Ensure the Site emergency procedures are kept up to date and that current lists of residents are supplied to RAs and CSU security.
 - d) Ensure that external lighting in grounds and car park is adequate and maintained.
 - e) Conduct 6 monthly WHS 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.
 - f) Ensure that safety equipment such as gloves, ear plugs, masks, eye protection and First Aid materials are readily available to staff.
 - g) Ensure that staff are trained in manual handling procedures.
 - h) Ensure office staff have access to the web booklet titled "Officewise – a Guide to health and safety in the Office" which can be found at http://www.worksafe.vic.gov.au/_data/assets/pdf_file/0016/3634/Officewise_web.pdf
 - i) Schedule two emergency drills per year for student accommodation – 1 fire drill and 1 whole college emergency evacuation drill.
5. Security contact details should be readily available:
- CSU Security* ph: 32288 or 400
 - Head of College* ph: 34966 or 34907
 - RA's* contact numbers are on cottage noticeboards
 - Emergency Services* dial 000

Hazard Number: _____

Hazard/Risk Report

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

Person Reporting Hazard

Date

Type of Hazard

- | | | |
|--|---|---|
| <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

Assessment of Risk

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	HIGH	HIGH	Medium
Likely	HIGH	Medium	Low
Unlikely	HIGH	Medium	Low
Very unlikely	Medium	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

Part 2. Action Taken

Part 3. Outcome

Hazard Eliminated

Hazard Controlled

Hazard not yet controlled

Reason why hazard is not yet controlled:

Part 4. Monitoring

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