



Central Coast  
Conservatorium  
Of Music

## Health and Safety Policy and Procedures

### Updated As at 15th March 2023

#### 1. Principles

Central Coast Conservatorium of Music (CCCM) is committed to creating a healthy, safe working environment for students, patrons and staff. In order to comply with the requirements of the Workplace Health and Safety laws, management and staff will make every reasonable effort in the areas of accident prevention, hazard control and removal, protection from injury, health preservation and promotion.

#### 2. WHS Committee

Staff can assist the Workplace Health and Safety (WHS) Committee and management by advising of any dangerous working conditions that may cause an injury to anyone within the CCCM. The WHS Committee can consist of Board representatives, Executive Leadership Team (ELT) representatives, and staff representatives.

The WHS Committee advises the Board how to maintain a safe working environment. This includes training courses and safety equipment that may be necessary for you to perform your job in the most efficient manner. For information about who is on the committee or how to join the committee please see the WHS notice board or ask the Chief Executive Officer or Financial Controller. The WHS noticeboard also displays the CCCM's Return to Work Procedures if you are injured at work.

WHS Committee Objectives include:

- Ensure the relevant acts and regulations are adhered to
- Identify hazards, appraise risks and implement strategies to minimise the risk of injury to people and property
- Implement and maintain safety practices and maintenance programs
- Encourage staff co-operation through induction, training and appraisal processes
- Ensure all necessary safety equipment and training is provided.
- Obligations under WHS

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### **3. Obligations**

You have an obligation to take reasonable care for your own safety and that of students, patrons, and staff. For your protection, you are required to report all accidents and incidents which could have resulted in an injury to the Chief Executive Officer immediately.

### **4. Process for Managing Potential Hazards:**

- Identify the hazard
- Appraise the risk posed by the hazard
- Control the risk
- Evaluate the effectiveness of the controls.
- Responsibilities of CCCM
- Provide a safe and healthy workplace
- Ensure safe work methods and practices
- Maintain safe entrances and exits
- Ensure adequate budgetary provision is made available to comply with WHS legislation
- Actively practice and develop in staff proper attitudes toward WHS matters
- Training of all staff on WHS policies and procedures in accordance with recognised competency standards.

### **5. Responsibilities of staff and volunteers**

- Ensuring their actions or inaction does not place themselves or other persons at risk of injury or illness
- Ensuring the timely reporting of all hazards, near misses, incidents and injury / illness to their supervisor
- Taking action to avoid, eliminate or minimise hazards
- Undertaking the appropriate safety orientation, induction or training provided to them
- Complying with all CCCM WHS procedures, as well as local guidelines and rules developed to implement WHS procedures
- Seeking information or advice where necessary before carrying out new or unfamiliar work
- Maintaining dress standards appropriate for the work activity
- Making themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aid staff.

## **6. Incident reporting procedures**

Incidents in the workplace can occur through several reasons including lack of knowledge or skills, stress, tiredness or illness, inadequate physical capability, and incorrect tools for repairs and maintenance. The most common incidents stem from trips, falls and inappropriate manual handling practices.

CCCM is required by law to notify incidents to WorkCover NSW and/or the workers' compensation insurer of workplace accidents/injuries. In the event of a workplace accident/injury you should notify your Supervisor immediately. An incident report will be completed.

If medical treatment is required:

- Staff must obtain a WorkCover Medical Certificate from a doctor;
- Staff must obtain an accident/injury report from their supervisor or the Management Team as soon as possible;
- Staff should forward all documentation to the above person within 24 hours.

Before returning to work, you must obtain a WorkCover Medical Certificate or doctor's certificate stating that you are fit to return to work. If you are not able to return to your normal duties, an individual return to work plan will be developed offering suitable duties which will be identified after consultation with the relevant parties and specified in writing.

## **7. Fire and Evacuation Procedures**

In the event of a major incident such as a fire or fire risk or smoke alarm sounding then it is necessary to evacuate the buildings. In an Emergency Evacuation, roles are as follows:

### Wardens (or Area Monitor)

The primary role of wardens is not to combat fire and emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from emergencies.

### Staff

Staff must ensure that a roll is taken before class (or similar) begins and after evacuation to account for those present. If you are working outside normal operating times, please report your presence to the area monitor on duty. If you are the only group on the floor, then you are the area monitor.

### Action by Individuals

Before a fire or emergency occurs, staff should make themselves familiar with the Emergency Evacuation Procedures for the building, the location of fire exits and the operation of firefighting and emergency equipment. If working with customers, ensure you advise customers where fire exits are located and the assembly point.

### In the Case of Fire or Emergency

If you discover a fire or emergency:

- Notify the appropriate emergency service contact number (000 or 112):
- Details of location, type and scale of the emergency, and
- The name and location of the caller
- Alert other people in the vicinity and notify the Fire Warden
- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).

If you are instructed to evacuate by the Fire Warden (Administration Support Officers), walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.

### To prevent injury and possible panic during evacuation:

- Do not run, push, or overtake
- Use stairs calmly
- Do not return to your desk, office or room
- Do not return to your building until the "all clear" is given by the Building Warden or Fire Service.

### Fire Escape Doors

By law, Fire Escape doors and the surrounding area should not be misused in any circumstances. Anyone found in breach will be liable for an immediate employment review.

Fire Escape doors are specially constructed to slow the spread of fire and smoke. It is for this reason that fire doors, especially in corridors and in stairways, must be kept closed and should never be propped open. If you leave a fire door propped open, you give fire a free path into the rest of the building. The following guidelines must be adhered:

- Do not prop open fire escape doors with bricks or other objects for any reason.

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- Do not use the doors for entry into or exit from the CCCM for any reason (no perimeter access).
- Do not store anything behind the fire escape doors or in the stairwells and do not block the passage for any purpose.

## **8. Workplace Violence**

Workplace violence can be defined as repeated, unreasonable, or inappropriate behaviour directed towards a worker, or a group of workers, that creates a risk to health and safety. Workplace violence may not always be a critical or extreme situation from the outset. It sometimes follows a pattern of escalating behaviour - from agitation, expressed anger or frustration and intimidating body language, to verbal or written abuse and threats, physical threats, or assault.

There are four types of workplace violence.

Type 1: External and Intrusive violence

Criminal intent by strangers (including robbery and armed robbery)

Mental illness or drug related aggression

Type 2: Consumer and Client related violence

Consumer/customers/patients (and family) violence against staff

Vicarious trauma to staff

Staff violence to customers/consumers

Type 3: Relationship violence

Staff on staff violence and bullying

Domestic violence at work

Type 4: Organisational violence

Organisational violence against staff

Organisational violence against customers

### Action by individuals

Staff and students are requested to follow personal safety protocols to minimise risks.

These include:

- locking the external access door while lessons are in progress
- not permitting anyone to enter unless they're known to the staff member and identify themselves
- walking the student from the lesson to meet their parent/caregiver

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- carrying a mobile phone at all times to enable communication
- calling Gosford Police in the case of an emergency or concern (phone number 4323 5599 - put this in your contacts please)
- calling other teachers on the premises if there are fears of an unwanted intruder

## **9. Cyber Bullying and Cyber Stalking**

Cyber bullying and cyber stalking in any format are unacceptable behaviour within CCCM. This includes any form of discrimination, harassment, and other workplace violence utilising (but not limited to) the following at any time:

- SMS
- Social Media (e.g. Facebook and Twitter)
- Emails
- Blogging sites and forums
- CCCM websites and forums.

### If you have been a Victim of Workplace Violence

If you believe you have been a victim of workplace violence including cyber bullying or cyber stalking, complete an incident report and provide this to the Chief Executive Officer. Alternatively, follow the Grievance Resolution process.

Current Workplace Health and Safety Committee as at 14/2/2023

Kathleen Novosel (Secretary)

Sharon Ferguson

Nicky Castle

Rod Bowman

Patrick Brennan

Lisa Barnes (Chair)