

## WORKPLACE HEALTH AND SAFETY POLICY

<b>Revision Number</b>	1	<b>Accountability</b>	President
<b>Policy Number</b>		<b>Operational Responsibility</b>	Campus Director
<b>Date of Approval</b>		<b>Last Reviewed</b>	
<b>Approval Authority</b>	Campus Leadership Team	<b>Next Review</b>	Q2 2021

## OBJECTIVES

LCI MELBOURNE is committed to providing a healthy, safe and secure environment for all students, employees and visitors. The school has safety and emergency preparedness measures in place that ensure a safe environment and demonstrate that the organization is prepared to respond to emergency situations and critical incidents.

The objective of this policy is to:

- Prevent/reduce the potential for injury or illness in the workplace;
- Ensure compliance with regulatory requirements;
- Promote the maintenance of an environment free of theft, fraud and corruption where students, employees and visitors can work and study without threat or fear;
- Provide emergency preparedness measures that ensure a safe environment and demonstrate that the organization is prepared to respond to emergency situations and critical incidents;
- Continually improve health, safety and personal security standards in the workplace;
- Protect the physical property of both LCI MELBOURNE and its students, employees and visitors;
- Integrate health, safety and security into the management structures, systems and strategies of LCI MELBOURNE.

## SCOPE

Jurisdiction of this policy extends to all students, employees and visitors of LCI MELBOURNE as well as to all LCI MELBOURNE owned, leased or hired buildings, spaces, structures, external areas and vehicles.

## PROVISIONS

LCI MELBOURNE is committed to high standards of duty of care in the workplace.

The key components of LCI MELBOURNE's Occupational Health and Safety Policy are:

- Enforcing a strong leadership for health, safety and security and clearly defining it throughout all levels of the organization;
- Integrating health, safety and security planning, monitoring and reporting into management structures;
- Promoting effective consultation and communication of health, safety and security issues through the involvement of all members of the College;
- Having systems that ensure the identification and control of workplace hazards and compliance with regulatory requirements;
- Managing adequate, updated resources in order to inform the design, construction and maintenance of buildings and the purchase and maintenance of materials and equipment such that all activities comply with legal requirements and take into consideration the safety, security, health and well-being of the LCI MELBOURNE community;
- Offering accessible and accurate information, instruction and training that will allow all staff and students to perform their work in a safe manner;
- Providing guidance which enhances the personal safety of staff and students and the security of material assets of LCI MELBOURNE;
- Supporting those whose health has been impacted by the workplace;
- Maintaining adequate systems and resources to manage potential emergency situations with regular testing and review of such systems;
- Managing resources to develop and support health, safety and security management systems.

Duty of care falls upon all persons who have a responsibility for the management of others. Consequently, such individuals, as members of the Health and Safety Committee, will ensure that their respective work environments are in accordance with the health, safety and security protocols outlined in this policy in order to increase the safety and security of those employees and students under their care.

A health and wellness program is available to full-time employees. The details of the program are available on the school Intranet.

Concurrently, matters related to health, safety and security are the business of all members of the LCI MELBOURNE community who must cooperate with policies and procedures to ensure that a high standard is maintained for all people in the workplace.

## **ADDITIONAL SECURITY POLICIES AND GUIDELINES**

### **Personal Safety Guidance**

Many crimes are crimes of opportunity which can be avoided with simple behaviour changes and avoidance of locations that are inherently more dangerous. Below is a list of suggested practices that will contribute greatly to personal safety and the security of personal property:

- Be a hard target by concealing valuables such as mobile phone, iPod, laptop etc.;
- Avoid the use of headphones when moving at night or in areas known to be frequented by petty thieves as this significantly reduces situational awareness and consequently may invite action;
- Use the buddy system when moving during hours of darkness;
- Generally speaking when on foot, select routes that are heavily trafficked and, at night especially, choose paths that are well-lit even if they may take additional time;
- Do not allow unknown persons into buildings that require an access card or a key to enter;
- Park in well-lit car parking lots close to the work area, especially if planning to stay after-hours, and ensure that all of the vehicle's doors are locked and windows are closed;
- If alone at night on campus, make sure that others know;
- Know the location of the nearest emergency telephone;
- Program the security emergency / non-emergency phone numbers into a mobile phone

### **Theft, Fraud and Corruption Prevention Policy**

LCI MELBOURNE's policy on theft, fraud and corruption is intended to prevent and minimize incidents as well as to improve student and employee awareness. The school aims to ensure that organizational assets, facilities, revenue, expenditure and sensitive information are safe-guarded against fraudulent or corrupt behaviour by students, employees and others. Prevention, control and reporting (in line with this policy and its supporting procedures) are the responsibility of all employees.

LCI MELBOURNE considers theft, fraud and corruption to be serious offences and maintains a zero-tolerance approach to such matters. Further, the organization is committed to managing such threats with commensurate policies and protocols.

LCI MELBOURNE ensures that all students and employees are aware of its Theft, Fraud and Corruption Prevention Policy and related procedures. All students and employees are encouraged to report suspected incidents of fraud and corruption.

LCI MELBOURNE is fully prepared to report suspected instances of fraud and corruption to the appropriate legal and regulatory authorities for investigation and/or adjudication.

Any failure by employees to comply with the Theft, Fraud and Corruption Prevention Policy and related procedures may result in disciplinary action including termination of employment and referring cases to local law enforcement.

### **Surveillance System**

LCI MELBOURNE provides a surveillance system for the safety and security of the school community. Surveillance video cameras are used for the purpose of observing areas in and around the College and

can serve as a deterrent against theft and violence. The school reserves the right to record and store footage that may be used as evidence to support claims against employees, students or visitors.

### **Alarm System**

LCI MELBOURNE provides a security alarm system to warn against burglaries and magnetic locks to secure the front doors. Emergency Evacuation Procedures Situations requiring evacuation include fire, hazardous material release, bomb threats and earthquakes. Fire alarms must be treated as real emergencies and building evacuation must occur. The need for evacuation in other situations will be determined by emergency personnel and you will be advised if evacuation is necessary.

## **SUPPORTING PROCEDURES**

**In the case of any health and safety incident, report to the reception desk situated on the main floor (for outside calls +61 3 9676 9000 ext. 8129) or for emergencies, call 000 – be sure to state the address – 150 Oxford Street Collingwood, 3066.**

### **Procedures for Accidents**

- In the case of an accident, report to the reception desk, situated on the main floor
- The front desk ext. is 8129
- For outside calls: **+61 3 9676 9000 ext. 8129.**

### **Need for First Aid**

A situation in which a person requires the assistance of first-aid or rescue for himself or herself or for a third person. It can also be about physical injury, allergies, a drop in blood pressure, or even disease.

- Report to or ask someone to report the accident to the security desk, situated on the main floor – ext. 8129 - For outside calls: **+61 3 9676 9000 ext. 8129.**
- Follow the directives of the security desk person and, if necessary, dial 911. State the address: **150 Oxford Street, Collingwood, 3066.**
- Never move the injured person.

### **Procedures for Power Failure**

A situation whereby the building is without power in its entirety, with the exception of the emergency systems (emergency lighting for evacuation, sprinklers, fire detection panel and components, etc.) in place. Electrical failure is usually short-lived and does not necessarily require an evacuation.

- Stay calm
- Evacuate the building
- The LCI Melbourne phone line is not a land line and cannot be reached in the case of a power failure. Call CitiPower 131280 or Powercor 132412 for power outage update.
- Only return to the building if instructed to do so.

### **Procedures for Fires and fire drills**

If you encounter smoke or flames

- Pull the manual fire alarm
- Evacuate from the dangerous zone
- Close the doors behind you on the way out
- Call 000

### **Evacuation procedures**

There are two (2) ALARMS that will sound in the event of an evacuation.

Alarm one (1) is a BEEPING sound which is a warning. When you hear this sound you should prepare to evacuate.

1. Switch off all appliances and equipment.
2. Collect any nearby personal items.

Alarm two (2) is a loud WOOP sound which means its time to evacuate.

1. Upon hearing the ALARM stay calm and reassure anyone who may seem nervous.
2. Listen to your instructor or if not in class and if safe to do so, calmly make your way to the closest emergency exit and use the nearest STAIRS ONLY.
3. DO NOT USE THE ELEVATORS.
4. If you encounter a mobility/hearing/sight impaired persons please notify your instructor or a Fire Warden. Fire Wardens are identified by wearing either a White, Yellow or Red Helmet.
5. Close any doors as you leave.
6. Make your way to the closest exit; if you are unsure of your closest exit, evacuation plans are located on the walls throughout the building.
7. If a Fire Warden is nearby listen to his/her instructions.
8. Proceed to the assembly area which is located on corner of Oxford and Stanley Street and remain there until further instructed by the Chief Warden.
9. Report any unaccounted persons to your Tutors or Wardens.
10. Listen to instruction from the Chief Fire Warden.
11. Do not re-enter the building until you have been given the all clear.

Note: If you arrive at the campus during an emergency, report to a Warden at the assembly area.

### Fire Warden Helmet Colours and Roles

White - Chief Wardens/Deputy Chief Wardens

Yellow/Red - Wardens

### Mobility Impaired Person

The mobility impaired person should be placed on the landing in the fire stairs or other safe place with a Warden, or responsible person, to provide comfort and reassurance. The Chief Warden should be notified and arrange priority evacuation in conjunction with the Emergency Services. If in a building with no stairs mobility impaired person should be guided to the evacuation point and the Chief Warden notified accordingly.

### Person Refusing to Comply with Wardens' Directions

Should a person refuse to comply with the directions given by a Warden:

- The Warden is to clearly advise the person they are required to evacuate the building because of an emergency situation;
- Notify the Chief Warden, who will advise the Officer-in-Charge of the Emergency Service (Fire Brigade or Police).
- The Officer-in-Charge at his or her discretion may take the appropriate action under law to remove the person;
- The Warden and the Chief Warden shall provide a written report to the Chief Executive Officer who will initiate disciplinary proceedings. Witnesses should be cited if possible.

### Employees should show students the following on the first day of classes and explain the procedures outlined in the sections above and below related to fire and fire drills below:

- Stairs and exits
- Manual fire alarms
- Portable fire extinguishers

### For fires and fire drills

- If you hear the alarm system, keep calm
- Evacuate as quickly as possible – do not run
- Leave the building as quickly as possible
- Do not return for any reason, including personal items or important documents
- Always use the stairs**, as elevators will automatically be blocked
- Report to the meeting place outside school grounds in the parking lot.
- Follow the instructions given by the exit supervisors.

### For faculty, if in a class when smoke or flames are observed or if the fire alarm is heard

- Evacuate students immediately through the closest exit, making sure to close the classroom door behind when the last person is out
- Lead students to the predetermined meeting place (see above) outside the building
- Take a head count to confirm the presence of all students.

#### **Procedures for person stuck in an elevator:**

A situation in which a person finds that another person is stuck or trapped in the cabin of a defective or out of order elevator.

- Ask for the name of the person and if he or she requires medical attention
- Notify the front desk at LCI MELBOURNE and follow instructions provided
- Remain in contact with the person stuck in the elevator
- Never make a heroic gesture when an elevator is stopped mid-step.

#### **If stuck in an elevator:**

- Stay calm
- Press on the emergency button situated on the left control panel or use the emergency telephone to make presence known
- Inform the person helping if there is a health issue
- Do not attempt to open the doors.

#### **Procedures for Personal Security**

- Know the location of the nearest phone, alarm and exits.
- Have emergency numbers posted by the phone.
- If you have concerns about your personal safety, call Campus Security (numbers above).

#### **Procedures for Safety on the go:**

- Walk with someone else whenever possible.
- Stay in busy, well lit areas. Do not take shortcuts through low-traffic areas.
- Use caution when stopping to give strangers information or directions, especially at night.
- If you suspect you are being followed, be suspicious. Keep checking behind you so the person knows you cannot be surprised. Change directions, cross the street and go to a busy, well lit area. Report the incident to the police immediately.
- Park your car or bicycle in a busy, well lit area. If this is not possible, or if you are returning to your vehicle late at night, have someone accompany you.
- Be alert as you return to your vehicle. If someone is hanging around - leave. Have your keys ready and check your backseat before getting in your car. Lock your door and keep your windows rolled up. **150 Oxford Street, Collingwood, 3066.**

#### **Procedures if you witness a crime:**

- Call 000
- Do not place yourself in danger by attempting to apprehend or interfere with a suspect.
- Get a good description of the suspect. Note physical characteristics, clothing, direction and mode of travel.
- Note the license plate number as well as the make and colour of any vehicle which maybe involved.

### **Procedures for Suspicious Parcel**

A situation whereby a person discovers an object considered suspicious that may represent a threat for the people nearby.

- Do not touch the package. If it is the case, wash hands and face
- Contact the front desk at **+61 3 9676 9000 ext. 8129** and inform them about the incident
- Do not use a mobile phone within a radius of 50 meters of the package.
- Move away all persons near the parcel and follow the safety guidelines provided.

### **Procedures for Suspicious Call**

A situation whereby a person receives a call he or she considers suspect and that could represent a threat to the organization or one or several persons.

- Try to keep the caller on line as long as possible by asking these questions:
  - Who are you?
  - Where is the bomb?
  - What does it look like?
  - What do you want?
  - Why?
- Try to retrieve the call by using the "Applicant" function on the display.
- Notify the front desk at **+61 3 9676 9000 ext. 8129** and wait for instructions.

### **Procedures for Contaminated domestic water**

A situation whereby water is declared unsafe and may cause health problems to persons inside the building, if consumed.

- Stay calm.
- Do not drink the water
- Wait for instructions from the person in charge.

### **Procedures for Spillage / Leakage of hazardous materials**

A situation whereby a gas leak or chemical product is harmful to the health of persons inside the building.

- Stay calm
- Keep everyone away from the source of danger
- Notify the front desk at **+61 3 9676 9000 ext. 8129** and wait for instructions.

### **Procedures for Natural Disaster**

This is an emergency measure which occurs in the case of a natural event putting people at risk inside the building.

### **Earthquake/Strong Winds:**

- DROP, COVER, HOLD-ON
- Drop **down** onto hands and knees
- Take cover under solid furniture or towards the door frames or corners of bearing walls
- Cover head and torso to prevent being hit by falling objects
- Hold on to the object to remain covered
- Stay there until the shaking stops
- Avoid being close to or facing the windows
- Never use the elevator
- Wait for instructions from supervisors.

### **Flooding:**

- Stay calm.
- Move away from danger.
- Notify the front desk at **+61 3 9676 9000 ext. 8129** and wait for instructions.

### **Procedures for Suspicious/Aggressive Individual**

A situation in which an UNARMED person has an attitude likely to affect the safety of people in the vicinity.

- Stay calm, speak softly and respectfully.
- Respect the personal space of the individual.
- Keep a distance of 3 metres, if possible.
- Keep in mind where the emergency exits are located
- Watch his or her hands
- If the individual is aggressive, cooperate as much as possible to the requests of the aggressor and do not stand his or her gaze. He or she could take this gesture as an aggression.
- If possible, ask someone to notify the front desk at **+61 3 9676 9000 ext. 8129**.

### **Procedures for Hostage Taking**

A situation in which a person or a group of people are taken by an individual who usually has conditions in exchange of the hostages.

- Stay calm.
- Do not resist. Do all that the armed kidnapper says
- Speak only if spoken to
- Do not joke or make sarcasm and do not try to reason with the aggressor

- Do not show your back and do not lean unless ordered to do so
- Take note mentally of the names, physical appearance (height, gender, clothing, and specific brands worn) and peculiarities (accent, mannerisms, structure of authority) of all perpetrators.

### **Procedures for Seclusion**

An emergency measure that could be used in the case of an active shooter, a natural disaster or in the event of a spill or leak of hazardous materials occurring outside the building.

- Let in the people who are standing outside.
- Close and lock all doors and windows and do not open them.
- Wait for the Emergency Coordinator guidelines.

### **Procedures for an Active Shooter (CODE BLACK)**

This is a situation whereby an ARMED individual (all types of weapons combined) has an attitude which is potentially dangerous for the safety of people in the area.

#### **If escape looks possible without risk:**

- Do not activate the manual fire warning device
- Leave the building immediately
- Alert all people met along the way and tell them to get out
- Once in a safe place, call 000
- Follow the instructions given by the authorities.

#### **If escape does not look possible without risk:**

- Do not operate the manual fire warning device
- Ignore the fire alarm unless there are signs of fire
- Immediately go to the nearest premises
- Let the people in and then close and lock the door
- Put mobile phone to "silent" mode
- Place objects in front of the door (desk, etc.) If door does not lock, prop up an object under the door (i.e. bag, shoe, book) or barricade it with a piece of furniture, to avoid opening it on the other side
- Block the door window, switch off the lights, lower blinds and turn off all devices present in the room to give the impression that the room is unoccupied
- Stand along a wall, lie on the floor, take a blanket, hide behind an object and stay silent - avoid being seen and heard by the shooter
- Once barricaded:
  - Look at possibilities of leaving the building safely (windows, fire escapes, etc.)
  - If possible, call the police for help (cell/mobile phone, fabric or memo in the window, gestures, etc.)
  - Inform the people inside and outside the building about the presence of a threat

- Wait until the police arrive.
- Do not let anyone enter until the police arrives and gives instructions:
  - Stay alert (no shots, noises of people moving).
  - Police officers are never alone; they always have a teammate with them.
  - If someone wants to break down the door, they are not police officers. Police officers give the orders.

**Accountable Officers**

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category				
Responsible Officer				
Review Date				
Approved by				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date