

These Procedures support the *Wellness, Health and Safety Policy*

Procedures Owner: College Director and Principal

Keywords: Wellness, Health and Safety, Incident, Hazard, Incident, Emergency

| | |
|--|---|
| 1. Intent..... | 2 |
| 2. Organisational Scope..... | 2 |
| 3. Definitions..... | 2 |
| 4. Procedures Content: | |
| Wellness, Health and Safety (WHS) Framework..... | 2 |
| Wellness Initiatives..... | 4 |
| Hazard Identification, Reporting and Resolution..... | 4 |
| Accident, Injury and Incident Response..... | 5 |
| 5. Related Documents..... | 7 |
| 6. Contact Information..... | 7 |
| 7. Approval History..... | 7 |
| Figure 1. Health and Safety Framework..... | 3 |
| Figure 2. Hazard Identification, Reporting and Resolution..... | 4 |

Appendix 1: Emergency Response:

| | |
|---|----|
| ACTIVE SHOOTER | 7 |
| BOMB THREAT or SUSPICIOUS OBJECT | 7 |
| TOTAL CAMPUS EVACUATION | 8 |
| EARTHQUAKE | 8 |
| HAZARDOUS MATERIAL SPILL | 9 |
| GAS LEAK OR SUSPICIOUS ODOUR | 9 |
| PERSONAL THREAT | 10 |
| SEXUAL ASSAULT AND SEXUAL HARASSMENT | 11 |
| PANDEMIC | 12 |
| MEDICAL EMERGENCY | 13 |
| FIRST AID | 13 |
| FIRE | 14 |

1. INTENT

- 1.1 These Procedures outline the processes and requirements for Edith Cowan College's ('ECC' or the 'College') Wellness, Health and Safety (WHS) Framework, including:
- a) WHS strategic planning, monitoring, reporting, evaluation and improvement;
 - b) maintaining a safe work/study space through Hazard identification, reporting and resolution; and
 - c) Emergency response(s).
- 1.2 These Procedures support the *Wellness, Health and Safety Policy*.

2. ORGANISATIONAL SCOPE

- 2.1 These Procedures apply to all ECC Staff, Students and visitors.
- 2.2 ECC's Partner Providers outside Western Australia will comply with these Procedures and with relevant local Health and Safety (HS) legislation as a minimum. Where there is a difference, the higher standard will apply.

3. DEFINITIONS:

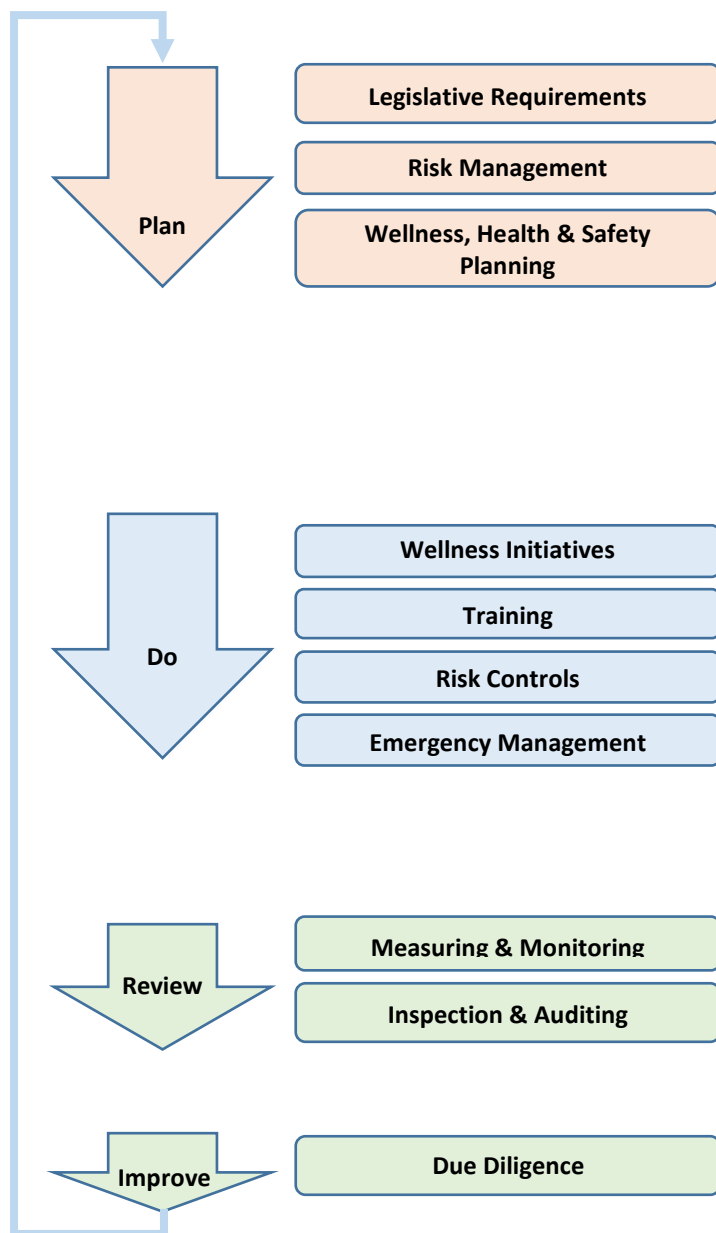
- 3.1 The *Glossary of Policy Terms* applies to these Procedures.

4. PROCEDURES CONTENT:

Wellness, Health and Safety (WHS) Framework

- 4.1 Edith Cowan College is committed to the Wellness, Health and Safety of Students, Staff and visitors, and to working with Navitas and Edith Cowan University to maintain a robust WHS system.
- 4.2 ECC's Wellness, Health and Safety (WHS) Framework (Figure 1.) outlines the areas of WHS work and the quality assurance process of continuous evaluation and improvement.
- 4.3 ECC's Wellness Health and Safety Committee oversees the operationalization of ECC's WHS system including:
- a) creating, maintaining and monitoring the College's WHS response;
 - b) ensuring that identified ECC Staff members are WHS trained, including First Aid, Mental Health First Aid and Emergency response (Fire Wardens, Building Warden) and elected Health and Safety (HS) Representatives inducted by WorkSafe WA;
 - c) taking a systematic and consistent approach to the identification, reporting and resolution of Health and Safety Hazards to prevent harm;
 - d) liaising with the ECC Social Committee and Student and Academic Services (SAS) on social and Wellness events and initiatives; and
 - e) WHS reporting to ECC Governance bodies, Navitas and ECU.
- 4.4 Everyone has an obligation to take reasonable care for their own Safety and Health and avoid negatively impacting the Safety and Health of other people through any act or omission during College activities.

Figure 1.
Wellness, Health and Safety Framework



Plan

ECC works with Navitas and ECU to meet its Wellness, Health and Safety goals and compliance obligations under State and Commonwealth legislation. The ECC Board of Directors has oversight over the College’s WHS activities.

The Senior Management Group leads and monitors ECC’s Wellness, Health and Safety actions.

The Wellness, Health and Safety (WHS) Committee plans ECC’s Health and Safety response.

The Social Committee plans social events for staff, and Student & Academic Services plans social events for students.

Do

Wellness: Through a range of activities, events, policies, procedures, governance bodies and physical space, ECC strives to promote wellness in the ECC Community by fostering a welcoming, inclusive and safe environment.

Training: Training all ECC staff, students and visitors on Health & Safety at ECC. Training of First Aiders, Fire Wardens, Mental Health First Aiders, WA Health & Safety Representatives.

Risk Controls: The WHS Committee conducts regular Hazard checks and reporting, to ensure the campus is safe.

ECC’s Risk Management is reported to Navitas (via Tickit-on-Demand) including an annual *WHS Action Plan* and to ECU via Riskware.

Emergency Management: Emergency plans and processes are in place, are communicated in Staff and Student inductions, in signage on campus, and are accessible via the ECC Portal. Emergency evacuation drills are conducted.

Review & Improve

Quality assurance measures (reporting, auditing, checklists, inspections) taken by the WHS Committee, WA Health & Safety Representative, Quality & Compliance Manager and College Director & Principal, Navitas and ECU, track ECC’s WHS planning, actions and response.

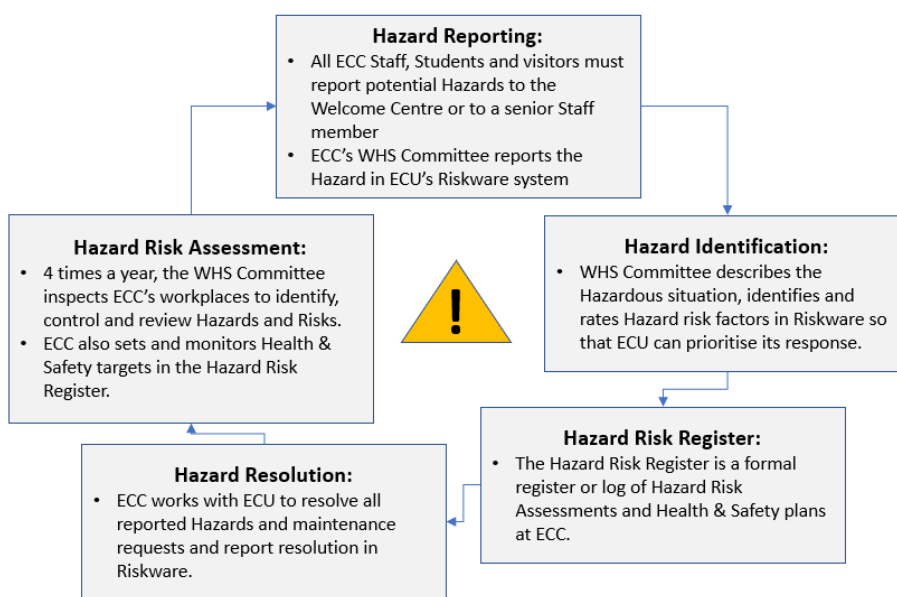
Wellness Initiatives

- 4.5 Through a range of activities, events, policies, procedures, governance bodies and physical space, ECC strives to promote wellness in the ECC Community by fostering a welcoming, inclusive and safe environment.
- 4.6 The Social Committee plans social events for staff, and SAS plans social events for Students.
- 4.7 Staff have access to free counselling through Navitas EAP, and ECC has a Student Counsellor.
- 4.8 Whenever relevant and possible, ECC links Students with Wellness initiatives run by ECU.

Hazard identification, reporting and resolution

- 4.9 A Hazard is anything that may result in injury to a person or may harm the health of a person.
- 4.10 As part of its pro-active and ongoing Health and Safety response, ECC’s Wellness, Health and Safety (WHS) Committee will conduct Workplace Inspections to identify Hazards 4 (four) times a year and will report to Navitas through TICKIT and to ECU through Riskware.
- 4.11 It is the responsibility of all ECC Staff, Students and visitors to report Hazards to the Welcome Centre or to a senior Staff member.
- 4.12 A member of the Wellness, Health and Safety Committee will then report and track the Hazard’s resolution in ECC’s Hazard Risk Register in ECU’s Riskware system, and work with ECU to resolve the Hazard.
- 4.13 The WHS Committee reports on Hazard mitigation and response to the Senior Management Group every month.

Figure 2. Hazard identification, reporting and resolution



Accident, Incident and Injury Response

- 4.14 Depending on the risk of the Accident or Incident, immediate action must be taken to prevent further persons from being injured. This may involve the activation of Emergency Evacuation procedures or other actions to control the immediate risk to persons in the area, e.g. barricading the area, alerting ECU Security.
- 4.15 The immediate priorities whenever any Incident occurs are to:
- ensure your own Safety and the Safety of others** and take appropriate action to ensure the location of the Incident is made safe;
 - provide **First Aid/Care** for persons who are injured or ill; and
 - notify **Emergency services** and then **ECU Security**, if required.
- 4.16 ECC has ECU-owned and managed First Aid boxes and defibrillators, as well as trained First Aid Officers and Staff trained in Mental Health First Aid. These people and this equipment are listed on posters found throughout the campus.
- 4.17 ECC Staff, Students, Visitors and Contractors can notify Staff at the Welcome Centre if they are unsure how to contact the First Aid Officers and/or Mental Health First Aid responders.

Reporting Accidents, Incidents and Injuries

- 4.18 Everyone is responsible for reporting Health and Safety Incidents.
- 4.19 All Accidents, Incidents and Injuries must be reported to one of the following immediately, or as soon as practicable, after the Incident:
- Staff at the Welcome Center;
 - the Manager or Supervisor of the work or teaching area; or
 - a senior Staff member.
- 4.20 It is the responsibility of the person identified in Clause 4.19 to communicate details of Incidents where medical treatment beyond First Aid was required to the College Director and Principal in person, by telephone or email and as soon as is practicable after the Incident.
- 4.21 Students and Staff may use the [PocketSafety app](#) to report an Incident to ECU, and the [Navitas Incident Report](#) to report an Incident to Navitas; however, in most instances, Staff will assist Students reporting Incidents or will report on behalf of Students.
- 4.22 Where practicable, photographs should be taken of the scene as soon as possible after the Incident occurs and provided as part of the Incident report.
- 4.23 ECC reports Incidents to Navitas via TICKIT and to ECU via Riskware. Incidents are reported to the Senior Management Group every month, and to the Board of Directors four times annually.

5. RELATED DOCUMENTS

5.1 These Procedures support the *Wellness, Health and Safety Policy*.

5.2 Compliance documents relevant to these Procedures include:

[Age Discrimination Act 2004](#)

[AS/NZS ISO 9001: Quality management systems](#)

[AS/NZS ISO 31000: Risk Management: Principles and Guidelines](#)

[Australian Human Rights Commission Act 1986](#)

[Disability Discrimination Act 1992](#)

[Fair Work Act 2009](#)

[ISO 45001: Occupational Health and Safety management systems](#)

[Occupational Safety and Health Act 1984 \(WA\)](#)

[Racial Discrimination Act 1975](#)

[Sex Discrimination Act 1984:](#)

[TEQSA Good Practice Note: Preventing and Responding to Sexual Assault and Sexual Harassment in the Australian Higher Education Sector, July 2020.](#)

[The National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Treasury Laws Amendment \(Enhancing Whistleblower Protections\) Act 2019](#)

[Workplace Gender Equality Act 2012:](#)

6. CONTACT INFORMATION:

For queries relating to this document please contact:

| | |
|-------------------------------|--------------------------------|
| PROCEDURES OWNER | College Director and Principal |
| ALL ENQUIRIES CONTACT: | Quality and Compliance Manager |
| TELEPHONE: | 6279 1133 |
| EMAIL ADDRESS: | justask@ecc.edu.au |

7. APPROVAL HISTORY:

| | |
|--|---|
| PROCEDURES APPROVED BY: | College Director and Principal |
| DATE PROCEDURES FIRST APPROVED: | January 2010 |
| DATE LAST MODIFIED: | March 2010 |
| REVISION HISTORY: | June 2021. Updated to reflect legislative change and changes to ECU's health and safety policies and procedures. Adoption of a principle-based policy approach. Name change from <i>Occupational Health and Safety Policy</i> . |
| NEXT REVISION DUE: | June 2023 |

Appendix 1

EMERGENCY RESPONSE

ACTIVE SHOOTER

There is no standard response to an active shooter incident, primarily due to the random nature of this type of event. Nevertheless, established practices and protocols have been developed that have the potential to minimise harm.

During an active shooter incident, having simple, outlined options available will assist individuals to make sound decisions when under stress. The below advice is broad in nature and is based on three fundamental principles:

ESCAPE HIDE ACT TELL

All students and staff are encouraged to familiarise themselves with the [ECU Active Shooter Advice](#) available as a download on this page.

BOMB THREAT or SUSPICIOUS OBJECT

If you find a suspicious object:

1. Contact **ECU SECURITY** on **+61 8 6304 3333** (3333 from internal phones).
2. Be ready to evacuate
3. Follow the instructions of your Building or Area Wardens.
4. Switch off office computers if possible and take your valuables with you.
5. Open all doors if possible to do so.

If you receive a bomb threat telephone call:

1. DO NOT HANG UP (even if the caller does); endeavour to obtain as much information as possible about the threat.
2. Follow the attached [Bomb Threat Checklist](#).
3. Raise the alarm by attracting the attention of somebody nearby who should notify **ECU SECURITY** on **+61 8 6304 3333** (3333 from internal phones).

TOTAL CAMPUS EVACUATION

The following areas have been designated as assembly areas in the event of an emergency incident which requires a total evacuation of the Campus:

Joondalup Campus

- Sports field
- Police Academy parade ground

Mt Lawley Campus

- Ron Stone Park located alongside Bradford Street.
- Hamer Park or Inglewood Oval located alongside Woodsome Street.

These areas are approved designated Assembly Areas and your Building Wardens will guide you to which area is to be used depending on the location or type of emergency incident.

EARTHQUAKE

In the event of an earthquake, please follow these steps:

1. Do not evacuate the building unless instructed by the Building Warden, Security or Emergency Personnel (lifts must not be used).
2. **STAY AWAY** from windows and glassed areas.
3. **SHELTER** under a table or desk or door frame for protection against falling debris.
4. Do not light cigarettes, lighters etc. as these can cause explosions - there may be flammable fumes from damaged containers or gas mains.
5. If instructed to evacuate, stay away from buildings, power lines, poles and trees while making your way to your designated **ASSEMBLY ZONE**.

HAZARDOUS MATERIAL SPILL

In the event you should experience a chemical spill, please follow these steps:

1. If trained to do so, extinguish all sources of ignition that could cause an explosion.
2. Walk away from the immediate area.
3. Contact **ECU SECURITY** on **+61 8 6304 3333** (3333 from internal phones).
4. Evacuate any injured persons to a safe location if it is safe to do so, without causing any harm to yourself.
5. If necessary, stay with the injured person and, if possible, wash the affected area of the body with water; and
6. Evacuate from the immediate location and stop people from entering into the area.

GAS LEAK OR SUSPICIOUS ODOUR

In the event of a gas leak or suspicious odour, please follow these steps:

1. If trained to do so, extinguish all sources of ignition.
2. Walk away from the immediate area.
3. Contact **ECU SECURITY** **+61 8 6304 3333** (3333 from internal phones).
4. Describe the location of the odour and the odour itself.
5. Cordon off the affected area and prevent anyone from entering.

PERSONAL THREAT

If you see suspicious or anti-social behaviour, witness or are involved in a security incident, please

contact **ECU SECURITY** immediately **6304 3333**

or use the many security phones located on each campus.

ECU Security provide escort services to walk with you around campus 24/7 every day of the year.

If attending the campus out of hours we encourage the use of the Working Alone functionality within the **Nowforce App**, staying to the many well-lit pathways and parking close to the building you are working in (parking zone restrictions do not apply after 5pm). Call us!

If you even feel a just little unsafe at any time, CALL US (6304 3333)

FOR LIFE THREATENING EMERGENCIES

Always CALL 000 FIRST.

ECU's **Nowforce App** gives you the opportunity to contact Security staff directly from your mobile phone anytime day or night.

This includes a live mobile duress alarm link directly to our 24/7 control room. (This app sends us your GPS location, video, audio, name etc)

ECU Security will initiate a response both on and off-campus.

The working alone functionality is included, meaning security will check on areas where you study after hours, and provide peace of mind.

1. Register at www.ecu.nowforce.com

2. Download the app



3. Log in with your phone number/password



SEXUAL ASSAULT AND SEXUAL HARASSMENT

If you feel unsafe, please

contact **ECU SECURITY** immediately **6304 3333**

or use the **Nowforce App**

or use the many security phones located on each campus.

ECU Security provide escort services to walk with you around campus 24/7 every day of the year.

For guidelines on how to report Sexual Assault and/or Sexual Harassment, see the *Sexual Assault and Sexual Harassment Response Procedures*.

The screenshot shows a web form titled "Report Sexual Misconduct" from Edith Cowan University (ECU). The form includes the ECU logo and the text: "This form can be used to report sexual harassment, sexual assault or any sexual misconduct to Edith Cowan University (ECU) for ECU to investigate under its rules and policies. Please provide any information you feel relevant and we will get back to you unless you submit this report anonymously." It also states: "You may also report any concerns in person to a University Contact Officer." and "----Please call +61 6304 3333 or the Police on 000 if you have concerns for the immediate safety of anyone." The form has a section for "Required" questions, with the first question being "1. Do you want to submit anonymously? *". Below this question is a dropdown menu with the text "Select your answer" and a downward arrow. At the bottom of the form is a blue "Submit" button and a footer that says "Never give out your password. Report abuse".

PANDEMIC

**REPORT ANY CONCERNS OR INFORMATION TO
STUDENT & ACADEMIC SERVICES **6279 1100**
OR CALL THE RELEVANT GOVERNMENT HOTLINE**

OFFSHORE STUDENT

1. Stay up-to-date with all pandemic communications and adhere to specific directions given by Edith Cowan College, your Government and your health agencies.
2. Contact your Academic Program Coordinator.

ONSHORE STUDENT

3. Stay up-to-date with all pandemic communications and adhere to specific directions given by Edith Cowan College, the State Government and Commonwealth agencies.
4. Follow *COVID-19 Response Protocol for Students*.

STAFF MEMBER

5. Stay up to date with all pandemic communications and adhere to specific directions given by Edith Cowan College, the State Government and Commonwealth agencies.
6. Follow ECC's *COVID-19 Response Protocol for Staff*.

MEDICAL EMERGENCY

CALL 000 FOR AN AMBULANCE

1. Provide the operator with details of your location and the type of emergency.
2. Then:

contact **ECU SECURITY** immediately **6304 3333**
or use the many security phones located on each campus.
3. Provide the ECU Security Officers with details of your location and the medical emergency.
4. Take direction from the ECU Security Officers who are all First Aid qualified.
5. Ask qualified ECC First Aiders to assist.

FIRST AID

1. Make sure you and those around you are not in danger.
2. Introduce yourself to the injured person.
3. If you are First Aid Trained, begin to assist the person.
4. Ask qualified ECC First Aiders to assist (ask at the Welcome Center or phone an ECC First Aider listed on one of the posters).
5. If the Welcome Center is closed, then **CALL ECU SECURITY 6304 3333** (or pick up any campus Security Phone).

FIRE

CALL ECU SECURITY 6304 3333

IF THE SITUATION IS LIFE-THREATENING, CALL 000

If you see fire:

1. Remain Calm.
2. If trained and it is safe to do so, attempt to extinguish the fire.
3. Be ready to evacuate and follow the instructions of your Building or Area Wardens.
4. Close all doors, if possible, to isolate smoke and fire.
5. If the evacuation siren sounds (“woop woop woop”), evacuate the building in an orderly manner.
6. Take your immediately accessible valuables with you.
7. Assist any physically impaired persons to the nearest safe location i.e. the designated fire stairwell. Advise Area Building Warden at the fire panel.
8. Assist anyone in immediate danger if it is safe to do so.
9. **EVACUATE** to a safe nominated **ASSEMBLY ZONE** and await further instructions from the ECU Emergency Response Team.