

Policy Owner	College Director and Principal
Contact Officer:	HR Coordinator
Policy Number:	QHRPR001
Approved by:	Senior Management Group
Date Approved:	11 March 2010
Last Reviewed:	23 March 2015
Related Policies:	OHS Policy Critical Incident Policy Delegations Policy Critical Incident Policy

1. Overview

1.1. This document is underpinned by the ECC OHS Policy and aims to provide employees with the necessary information to respond to potential or actual issues affecting health and safety in the workplace including:

- ECC /ECU Emergency Evacuation Procedures
- Hazard Reporting, Investigation and Resolution
- Accident / Incident Reporting and Investigation
- Workers Compensation Claims

1.2. Where a staff member has a query not covered by this guide they should contact the ECC OSH Contact Officer.

ECC OSH CONTACT OFFICER – AS AT DATE OF PUBLICATION

Lina Ridley Rumbie Muparutsa	lina.ridley@edithcowancollege.edu.au rumbie.muparutsa@edithcowancollege.edu.au	6279-1112 6279-1193
---------------------------------	--	------------------------

ECC / ECU - EMERGENCY EVACUATIONS

All staff need to familiarise themselves with these emergency procedures and check the assembly area relevant to their location in the workplace.

ECC adopts the University's emergency procedures as follows:

- **Emergency Warning System** (if you hear 'whoop-whoop' tone)
 - evacuate by nearest **safe EXIT** and move to **Assembly Area**
 - close all doors
 - **do not** re-enter, or allow others to enter, building until all-clear has been given
- **Bomb Threat**
 - evacuate by nearest **safe EXIT** then to **Assembly Area**
 - do not use mobile phones
 - Lecturer to call Security on 6304 3333
 - **do not** re-enter, or allow others to enter, building until all-clear has been given
- **Fire or other Emergency**
 - evacuate by nearest safe EXIT and move to Assembly Area
 - in case of earthquake do not evacuate, move under desks, tables etc.

- close all doors
- raise the alarm, use RED break glass alarm (if available)
- Lecturer to call Security on 6304 3333
- **do not** re-enter, or allow others to enter, building until all-clear has been given

All staff have a responsibility to give full support and co-operate with wardens during an emergency to ensure effective implementation of the procedures. Staff may not leave the campus unless specifically authorized to do so.

Emergency information & procedures are displayed around all campuses.

HAZARD REPORTING, INVESTIGATION AND RESOLUTION

- Urgent and/or life threatening hazards must be reported immediately to ECU Security on 6304 3333;
- Any employee who identifies a real or potential hazard in the workplace is to immediately notify their Line Manager using the ECC Hazard Report Form (available from ECC Welcome Centre);
- The employee has the right to cease that particular activity if it poses a risk to their health and safety. If the matter cannot be resolved immediately the employee will undertake alternative duties while the matter is being resolved.
- The Line Manager must complete the form which involves risk assessment, recommending and actioning risk controls where they have the authority to do so.
- The completed form must be forwarded to hr@edithcowancollege.edu.au for recording, reporting and tracking via the OHS Register and for reporting on the ECU online reporting system;
- Hazards assessed as Moderate to Catastrophic must be communicated immediately to the Senior Management Group.
- It is expected that hazards will either be resolved by Line Managers or escalated to the ECC Senior Management Group for action / investigation.
- This procedure should continue until the hazard is removed or the risk reduced to an acceptable level.
- If after exhausting this reporting procedure the matter has not been adequately addressed, the employer or the elected safety and health representative must bring the matter to the attention of the Occupational Safety and Health Committee of the University.
- If a matter cannot be resolved by the University OSH Committee, the employer or the ECC OSH representative may notify an Inspector from WorkSafe Western Australia. NO employee, employer representative or OSH representative should notify a WorkSafe Inspector to attend the workplace unless the resolution procedure has been followed. Any person who notifies an Inspector is to advise the Occupational Safety and Health Committee and the Manager, Occupational Safety and Health (ECU).
- The ECC OSH Representatives are: Lina Ridley and Rumbie Muparutsa

All OSH Forms are available from ECC Welcome Centre or hr@edithcowancollege.edu.au

ACCIDENT / INCIDENT REPORTING AND INVESTIGATION

- Accidents resulting in loss of limb; life threatening injury / disease or death must be reported immediately to ECU Security (6304 3333) College Principal and ECU OSH Manager;
- Either the injured person or nominee must complete an Accident Report Form (available from Welcome Centre or via hr@edithcowancollege.edu.au) and send to their Line Manager with a copy to go to hr@edithcowancollege.edu.au;
- The Line Manager is to ensure that the injured employee is supported as necessary until they return to normal duties;
- Injured staff members or nominees will be provided with Workers Compensation forms and instructions within 24 hours of reporting their injury to hr@edithcowancollege.edu.au;
- All accidents will be reported to ECU via the online reporting system by the ECC OSH Representative;
- The Line Manager or nominee must investigate the accident ;
A copy is to be kept by ECC and the ECC OSH Representative;
- The following types of injuries to an employee are to be reported to WorkSafe Western Australia by the HR Coordinator or nominee :
 - a fracture of the skull, spine or pelvis;
 - a fracture of any bone – in the arm, other than in the wrists or hand; in the leg other than a bone in the ankle or foot;
 - an amputation of a hand or foot;
 - the loss of sight of an eye; and
 - any other injury that results, or on the basis of medical advice, appears likely to result in the employee being absent from his/her employment for 10 or more working days.

In the event of death or loss of limb, ECU Security, the ECC College Director and the Manager, OSH (ECU) are to be advised immediately.

WORKERS COMPENSATION CLAIMS

Any ECC employee who has a work related injury or disease requiring medical treatment and/or absence from duties for a certain length of time, may be entitled to workers' compensation. The procedure is:

- Report the injury to your Line Manager as soon as practicable following the accident/incident reporting procedure outlined above;
- Attend a consultation with a GP immediately following the accident and advise him/her of the circumstances surrounding your situation. If your GP provides you with a Workers' Compensation First Medical Certificate certifying you partially or wholly unfit for work, provide the certificate to your HR Coordinator immediately following the consultation.

- If you are certified unfit to work you will be required to complete a leave form. Should your claim be accepted by ECC's insurer, your leave will be reinstated.
- Request the appropriate forms from the HR Coordinator, then complete and return them to hr@edithcowancollege.edu.au as soon as possible.
- ECC's insurer will notify you whether your claim has been accepted or declined or requires more time/information to make a decision.
- Pass all related medical invoices to the HR Coordinator. These will be forwarded to the insurer for payment if your claim is accepted.

ECC OSH REPRESENTATIVE – AS AT DATE OF PUBLICATION

Lina Ridley	lina.ridley@edithcowancollege.edu.au	6279-1112
Rumbie Muparutsa	rumbie.muparutsa@edithcowancollege.edu.au	6279-1193