



## Work, Health & Safety (WH&S) Resident Procedure & Guidelines

Version: 1<sup>st</sup>

**Responsible To:** Head of College & CEO – John XXIII College

**Pertains To:** Residents (Accommodation Agreement Holder) – John XXIII College

**Supported By:** Deputy Head of College – John XXIII College  
Staff – John XXIII College  
Collegiate Team – John XXIII College

**Monitored By:** Head of College & CEO – John XXIII College

### The Aims and Objectives

1. John XXIII College will implement “Risk Management” procedures to ensure that the College is free of risk for all members of the College community. This will be achieved by the College managing the risks associated with all aspects of operating John XXIII College.
2. The objectives of the Risk Management process will be:
  - a. To encourage a safe place for work, living and studying,
  - b. To promote the co-operation of all members of the community in creating a risk free environment,
  - c. To promote safety by identifying hazards and carrying out risk assessments involving consultation with employees, students and other community members,
  - d. To ensure that safe working and living practices exist within the College and that suitable controls have been developed and implemented, with the aim of eliminating or reducing risks to staff, students or visitors,
  - e. To monitor WH&S procedures and the work and living practices within the College.

### General Staff and Resident Responsibilities

1. The promotion and maintenance of WH&S is mainly the responsibility of the College Management and the Student Leadership, but all staff and Residents also have responsibilities in this area so that they ensure that they live and work in a risk free College.
2. The Head of College has responsibility for:
  - a. The overall implementation of this policy,
  - b. The allocation of resources for its effective implementation,
  - c. Ensuring that the staff, Residents and visitors are aware of their responsibilities through appropriate delegation,
  - d. Ensuring that established safety practices are managed proactively and appropriately on a day to day basis,
  - e. Taking steps to ensure that identified hazards are eliminated as far as reasonably practicable or controlled using the hierarchy of risk controls.
3. The Deputy Head of College has responsible for:
  - a. Overseeing College activities and Resident issues, with the assistance of the Operations Manager,
  - b. Consulting with staff / Residents and investigating procedures or issues needing WH&S resolution,
  - c. Carrying out “Risk Assessments” with relevant Residents, staff and community members in relation to College activities, Resident activities and Resident issues.
  - d. Advising the Head of College of any matters relating to WH&S and the students and making recommendation on possible action in relation to WH&S procedures and issues that have been ranked in a “Risk Assessment”.
  - e. Supervising a whole College approach to WH&S matters, including:
    - i) Inducting new leaders on WH&S matters,



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- ii) Ongoing WH&S training and education of student leaders,
  - iii) Safety rules for Residents and the staff they interact with,
  - iv) Emergency procedures and drills,
  - v) Recording of incidents, accidents, injuries and illness,
  - vi) Provision of WH&S information to students.
4. Managers in the College are responsible for:
- a. Ensuring that the College WH&S risk management system is implemented, effective and consistent with the College's objectives,
  - b. Monitoring and reviewing the WH&S risk management system to take account of changing conditions and circumstances at the College,
  - c. Observing, implementing and fulfilling responsibilities under the Acts & Regulations which apply to WH&S within the College environment,
  - d. Being available to take reports from staff and Residents on unsafe situations at the College,
  - e. Taking action to rectify problems identified in accordance with established hazard identification and risk assessment procedures.
5. The Residents are responsible for ensuring the College is a safe environment by:
- a. Following the WH&S Policy and Procedures and co-operate with any policy or procedure of the College relating to health or safety at the College,
  - b. Taking ownership of their own health and safety for those matters within their control or ability to influence,
  - c. Reporting all known or observed hazards, incidents and injuries as well as near misses and potential injuries,
  - d. Co-operating with College Management and comply with any reasonable instruction so that the staff of the College can carry out their duties as required under the WH&S Act and Regulations,
  - e. Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons at the College.

### Procedures – Notification of WH&S Issues

1. For minor WH&S issues that are easily resolved, Residents are encouraged to take action themselves if they possess the relevant skills and it is safe to do so.  
e.g.
  - a. Move an obstacle out of a walkway to prevent potential trip and fall incidents.
2. For minor WH&S issues that cannot be resolved by the Resident  
e.g.
  - a. A light out in a bathroomLog a job for the maintenance team by reporting the issue to the Front Office in person, by phone or by E-Mail.
3. More serious WH&S issues should be referred to the Resident's Senior Resident (SR) and also reported to the Front Office.
  - a. The SR is to report the matter to the Deputy Head of College and
  - b. The Front Office and Deputy Head of College will refer the matter to the Operations Manager.In addition, Residents may bring WH&S issues to the Operation Manager's attention directly by E-Mailing [safety@johnxxiii.anu.edu.au](mailto:safety@johnxxiii.anu.edu.au)



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4. The Operations Manager will attempt to resolve the issue in consultation with the staff members and/or Residents involved. Where the issue is beyond the control of the Maintenance staff, the Operations Manager will organise a contractor to quote on the repairs or the work required.

### College WH&S Rules

1. In addition to the responsibilities of the staff and Residents the College has other specific WH&S rules.
2. The Specific WH&S Rules are:

#### Fire Related

- a. Cooking, burning incense and burning candles are all prohibited in the residences,
- b. False activations of fire alarms are seen as serious behavioural incidents,
- c. Tampering with, needlessly discharging or misusing fire-fighting equipment is seen as an illegal action and a serious behavioural issue,
- d. Tampering with or obstructing smoke detectors and fire doors or smashing exit signs is seen as life threatening illegal actions.

#### Electrical

- a. Electrical appliances brought to College must be new or if not recently bought they must be tested and tagged,  
NB.  
They can be Tested & Tagged by College staff if requested.
- b. Electrical fittings must not be tampered with,  
NB.  
The College Electrical System is fitted with RCD's (Residual Current Devices) to protect against any possible injury due to electrical malfunction.
- c. Bar heaters, air-conditioning units, electric blankets, irons (except College supplied irons that remain in laundries), electrical fan heaters and double adaptors are prohibited at College,
- d. Land line telephones are to remain plugged into the wall socket in rooms.

#### Security and Safety

- a. The CCTV system must not be tampered with,
- b. External doors to the buildings must not be jammed open,  
NB.  
In addition to being a security risk, these are fire doors and this is a breach of the fire regulations.
- c. All College staff and contractors, such as cleaning staff, once they complete their task in a Resident's room are required to lock the door on their departure,
- d. Bicycles, boxes and other obstructions must not be left in the corridors or stair wells as they are a hazard in times of an emergency evacuation and is an offence under the Emergencies Act (2004),
- e. Shoes must be kept inside Residents' bedrooms or when wet, in the bike sheds or on the shelves provided at each courtyard entrance,  
NB.  
Shoes and other personal items left in the corridors will be removed from the corridors and disposed of.
- f. Gatherings in the Residence's corridors cause blockages and are prohibited for WH&S reasons,
- g. Mattresses must remain on beds.

#### General

- a. The Residents may not keep any pets at the College,



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- b. All maintenance jobs including replacing light globes must be logged at the Front Office. Residents are NOT to undertake any maintenance jobs,
- c. Explosive, corrosive, flammable or dangerous substances, including any types of weapons may not be brought to College or stored at College.

### Health

- a. ANU has designated the entire university (grounds and buildings) as a no smoking areas and as a result John XXIII is also a non-smoking area,
  - b. The only place smoking is permitted within the College is the west wall of the Chapel (facing the courtyard) which is a Designated Outdoor Smoking Area (DOSA) (see the College's alcohol, smoking and drug policy).
3. Any breach of a Residents WH&S responsibilities or of the WH&S policy will be treated seriously and dealt with as a Level 3 Intervention under the College's Resident Behaviour Policy. Serious incidents, such as those involving the tampering of fire safety equipment may lead to the Resident being expelled from the College.

### **SPECIFIC WH&S PROCEDURES (see APPENDICES)**

The following procedures are part of the John XXIII College WH&S Policy:

1. The Risk Assessment Process
2. The Provision of First Aid and Medication
3. Evacuation Procedures
4. Fire Safety
5. Communicable and Notifiable Diseases
6. Acute Psychological Illness or Symptoms
7. Student Activities – WH&S Procedures
8. Reporting Accidents and Injuries
9. Procedures in the Event of a Bomb Threat
10. Procedures in the Event of an Active Shooter or Terrorist Act

### **Appendix 1: The Risk Assessment Process**

#### **Introduction**

Risk Assessment is one part of the overall approach to managing risks. This process has the following steps:

1. Identify the risks,
2. Assess the risks,
3. Prioritise the risks,
4. Monitor the risks,
5. Manage the risks and reduce the impact of the risks to the College,
6. Assess the risks after the controls are in place.

#### **Identify the Risks**

Risk identification involves:

1. Identify, characterise threats – What can happen?
2. Assess the vulnerability of critical assets to specific threats – How can it happen?
3. Determine the risk (i.e. the expected likelihood and consequences of specific types of attacks on specific assets).



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### Assessing and Prioritising the Risks

Once the risks have been identified, they must then be assessed as to:

1. Their potential severity of impact (generally a negative impact, such as damage or loss) – What are the consequences if it happens? And to
2. The probability of occurrence – What is the likelihood of it happening?

In the assessment process it is critical to make the best educated decisions in order to properly prioritise the implementation of the risk management plan.

#### The Consequences

The impact of the risk event is commonly assessed on a scale of 1 to 5, where 1 and 5 represent the minimum and maximum possible impact of an occurrence of a risk. This scale could have the following descriptors:

- |                   |  |
|-------------------|--|
| 1 = Insignificant | = The impact has a negligible effect on the College / Residents                    |
| 2 = Minor         | = The impact has some effect on the College / Residents                            |
| 3 = Moderate      | = The impact has a serious effect on the College / Residents                       |
| 4 = Major         | = The impact has a severe effect on the College / Residents                        |
| 5 = Catastrophic  | = The impact is catastrophic (eg death, serious damage) to the College / Residents |

#### The Probability

The probability of the occurrence is also assessed on a scale from 1 to 5, where 1 represents a very low probability of the risk event actually occurring while 5 represents a very high probability of occurrence. This scale could have the following descriptors:

- |                  |   |
|------------------|---|
| 1 = Not expected | = The event is not known to have occurred                     |
| 2 = Unlikely     | = The event has been known to have occurred at other Colleges |
| 3 = Possible     | = The event has been known to have occurred at the College    |
| 4 = Likely       | = The event occurs at the College regularly                   |
| 5 = Certain      | = The event has occurred at the College very regularly        |

#### The Risk Index

This is:

Risk Index = The Consequences of the risk event x the Probability of its occurrence  
= C x P

This gives values ranging from 1 to 25 and this can be divided into a number of sub ranges

The overall risk assessment of a risk is then classified from a Low to Extreme Risk. Where:

- |          |               |   |
|----------|---------------|---|
| 1 to 3   | = Low         | - this is the desirable level and requires no action      |
| 4 to 6   | = Acceptable  | - this requires you to monitor the risk                   |
| 8 to 12  | = Undesirable | - this requires action to mitigate the risk               |
| 15       | = Significant | - this is an unacceptable risk and requires urgent action |
| 16 to 25 | = Extreme     | - this is a catastrophic risk and must be stopped         |

### Manage the Risks

When managing an undesirable, significant or extreme risk, the College can use one or more of the following techniques:

- A = Avoid – eliminate or withdraw from the activity with the risk
- C = Control – mitigate the risk of the activity
- A = Accept – accept and budget for the risk
- T = Transfer – share or outsource the risk



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### Appendix 2: The Provision of First Aid and Medication Background

All Senior Residents (SRs) have access to a first-aid kit and have completed first-aid training including determining when a matter requires progressing to a health professional.

#### Definitions

##### First Aid

First Aid is the initial care of the ill or injured. The main aim of first aid is the provision of emergency treatment for Residents suffering illness or injury at College.

##### A First Aid Officer

A First Aid Officer is a person holding a current first aid qualification, usually an SR.

##### Cardiopulmonary Resuscitation (CPR)

CPR is an emergency procedure administered by a First Aid Officer when the individual being helped has stopped breathing and / or their heart has stopped beating.

#### The Aims

1. To ensure that first aid is administered as soon as reasonably possible following an injury or illness.
2. To provide first aid to injured/ill Residents and visitors by a qualified person, but not beyond that for which the First Aid Officer is qualified and competent.
3. To reduce wherever possible, the severity of the injury/illness by providing appropriate first aid treatment.
4. To appropriately record accidents/incidents and maintaining appropriate records of accidents/incidents.

#### The Role of the Senior Resident (SR)

1. To attend an incident and determine the correct response that is needed. If the person:
  - a. Has stopped breathing or has no pulse – commence CPR and call for extra support, including an ambulance,
  - b. Is badly injured – provide support and call an ambulance,
  - c. Has a minor injury – provide first aid.
2. It is not the role of the SR or the College to provide medication to a Resident. In fact, this is dangerous, as some people may have an allergic reaction to some common medications such as Panadol.
  - a. Residents taking regular medications should inform the Deputy Head of College, who will record the information on their file,
  - b. Residents have the responsibility to administer their own medication.
3. Record the details of any incident / accident requiring first aid.

#### First Aid Procedure

1. The College will supply a first aid box and regularly ensure that it is regularly restored.
2. Make sure the first aid box, manual and first aid record book is kept in an accessible place and is clearly marked.
3. Know what is in the first Aid box and check and replace any items that are needed in first aid box supplies, by reporting the need to the front office.
4. When an incident occurs, provide first aid assistance if required.



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5. Provide a quiet and private place for individuals to rest if required.
6. Refer individuals to or contact medical services/ambulance if necessary and notify the Deputy Head of College of the incident.  
NB.
  - a. Call an ambulance when the individual:
    - i. Required CPR or
    - ii. Is unconscious or
    - iii. Does not respond to the first aid treatment or
    - iv. Is in severe pain.
  - b. Arrange for a Resident to drive the individual hospital, when the individual needs:
    - i. Further treatment or
    - ii. To be checked (e.g. a blood test or X ray).
7. Record details of first aid treatment in a written incident report and send it to the Deputy Head of College as soon as possible after the incident.

### Reporting

1. Complete an incident report for all cases where first aid had to be administered to a Resident or Visitor.
2. Should a Resident find:
  - a. Themselves with recurrent or ongoing medical conditions, or
  - b. An SR be providing first aid to a Resident on a regular basis,The Resident and SR should advise the Deputy Head of College so that the matter can be monitored as needed and the issue noted on the Resident's profile.

### Appendix 3: Evacuation Procedures

#### Introduction

There are a number of times when it will be necessary to evacuate the College – such as a fire, bomb threat or chemical spill.

When an evacuation occurs this may be of three types:

1. A full evacuation – e.g. in cases of a fire,
2. A partial evacuation – when an incident occurs in one part of the College,
3. An altered evacuation – when a chemical spill occurs on the Daley Road and is affecting the College assembly area.

#### Evacuation Procedure

1. Upon hearing the evacuation warning, all College Residents must immediately move to the designated assembly area. Only take personal belongings and something to keep you warm if it is cold.
  - a. The Assembly area is the grassed area across Daley Road opposite the College entry,
  - b. The alternate Assembly area is the car park at the back of the College.
2. Move quickly, walk in an orderly fashion - do not run, and go via the **nearest safe exit** (which may not be the front automatic doors).
3. Close doors behind you.
4. Follow the instructions given by the Fire Wardens, staff or the Student Leaders.



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5. At the Assembly area:
  - a. Advise the staff of any injured person as soon as possible,
  - b. Advise staff of people that you know are trapped in the building.
6. If the emergency becomes too severe, be prepared to move to a secondary Assembly Area. Only move to this area when instructed to by the staff.
  - a. The Secondary Assembly Area is South Oval.
7. Do not leave the Assembly Area and attempt to re-enter the College until the Residents and staff are instructed to do so by emergency personnel.

### Appendix 4: Fire Safety

#### Introduction

The College maintains a fire alarm and fire panel along with fire-fighting equipment and signage to ensure timely and appropriate responses to any fire or emergency situation.

Even in the age of sophisticated warning systems, common sense plays an enormous role in ensuring efficient evacuations from danger zones. Residents' complacency is perhaps the biggest risk in managing emergencies; often brought on through Residents previously evacuating a building pursuant to a false alarm activation.

#### Fire Safety Procedures

1. The College requires all Residents to conduct themselves appropriately in managing fire risks:
  - a. No obstructions are to be left in evacuation routes, corridors are to be free of objects and evacuation drills are to be treated seriously,
  - b. Interfering with a smoke detector is a serious breach and an offence resulting in a Level 3 intervention and the likely exclusion of the Resident,
  - c. Tampering with other fire safety equipment or lighting fires or candles anywhere at College will also result in the College intervening at Level 3, and the responsible Residents reimbursing the College the cost of any fire units' attendance, fire panel technician's attendance as well as the costs attached to restoring fire equipment to the prescribed statutory minimum standards (see the Resident Behaviour Policy),
  - d. Avoiding actions that may cause a fire.
2. Once a fire alarm is activated Residents are to evacuate the buildings in a calm and orderly manner and to assemble in the designated Assembly Area.
3. The College is obliged to conduct evacuation drills to comply with the ACT's Fire Regulations and the College takes its compliance responsibilities most seriously.
4. In the event of an Emergency Evacuation, follow the Evacuation Procedures (see Appendix 3).  
NB.
  - b. SR's become Fire Wardens during all evacuations.

### Appendix 5: Communicable & Notifiable Diseases

#### Procedures - Communicable Diseases

1. A Resident who contracts an infectious disease like mumps, chicken pox, influenza, etc should voluntarily and immediately leave the College for the duration of the infectious period.





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2. If a departure is impossible, the Resident is to notify their SR and the Deputy Head of College immediately. Their continued stay in College must be approved by the Deputy Head of College. In this case the Resident must ensure the most stringent of personal hygiene practices:
  - a. Avoiding College common areas,
  - b. Carefully washing hands,
  - c. Covering nose and mouth when sneezing or coughing,
  - d. Only leaving bedroom for meals, medical and toiletry needs.
3. Any Resident who contracts a communicable disease must advise the Deputy Head of College as soon as the diagnosis is suspected and again when it is confirmed.

### Procedures - Notifiable Diseases

1. Where there is reasonable suspicion that a Resident of the College has a Notifiable disease, the Head of College or their delegate will immediately require that Resident to attend a General Practitioner's (GP's) surgery to determine the presence or otherwise of the disease.
2. Failure to report to a GP will result in immediate exclusion from the College.
3. Where a Notifiable disease is diagnosed, the Resident will be required to produce the GP's written confirmation that the disease can be safely managed within the College environment.
4. The College reserves the right to temporarily exclude a Resident from the College or terminate their Residential Contract if:
  - a. The Resident cannot produce a GP's certification within a day of the Head of College or his/her delegate requiring such advice,
  - b. The GP cannot produce the advice that the disease can be safely managed within the College environment,
  - c. The College makes its own determination that the Resident's illness cannot be appropriately managed within the environs of the College residences.
5. Notifiable Diseases include
  - a. Blood Borne Diseases – Hepatitis
  - b. Gastrointestinal Diseases – Hepatitis, Botulism, Typhoid Fever, Salmonellosis
  - c. Listed Human diseases – Plague, Smallpox, Yellow Fever
  - d. Sexually Transmitted Diseases – Chlamydia, Syphilis, Gonococcal infection
  - e. Vaccine Preventable Diseases – Diphtheria, Polio, Rubella, Tetanus
  - f. Vector Borne Diseases – Dengue, Malaria, Ross River Fever, Flavivirus
  - g. Zoonotic Diseases – Anthrax, Lyssavirus, Leptospirosis, Q fever
  - h. Other Bacterial Diseases – Legionellosis, Leprosy, Meningococcal, Tuberculosis

### Appendix 6: Procedures in the Event of a Bomb Threat

(Currently in Progress)

### Appendix 7: Procedures in the Event of an Active Shooter or Terrorist Act

(Currently in Progress)

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.