Policy Rationale
To provide a safe, secure and attractive physical training and educational environment that enhances CCAE pride, lifts morale and provides opportunities for students/staff to develop skills/values related to environmental care and responsibility a systematic process of evaluation will be implemented to reduce risk factors for accidents.

Policy Aims
- To provide a safe, attractive and secure physical CCAE environment for social and training purposes.
- To provide opportunities for students to develop skills/values relating to CCAE’s physical environment.
- To fully utilise community expertise, and to provide opportunities for community involvement in the ongoing development and improvement of our physical environment for social and training purposes.
- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to risk management and safety issues within CCAE.
- To prevent accident, injuries and disease in the workplace.

Procedure
- CCAE Board of Management will develop, through community consultation, a long term strategic plan focussing on the development and enhancement of CCAE’s physical environment.
- Environmental agencies, experts and interest groups will have input into our plans and will be utilised at times of specific projects and working bees.
- The strategic plan will be based on principles of sustainability and conservation.
- The OH&S/Facilities subcommittee of CCAE Board of Management will be responsible for implementation of the environmental policy and its associated strategic planning.
- Our strategic plan and its goals will include student involvement, through the Student Representative Board of Management in facilities development, projects and maintenance.
- Features of the strategic plan will include the provision of active and passive play areas, adequate shade areas, playgrounds interspersed between garden vegetation, construction areas, paths, outside art and reading spaces.
- Effective recycling strategies, water collection and conservation, and planting of native vegetation will feature highly in the strategic planning and facility implementation.
- A community garden developed by student groups will be a prominent feature, as well as utilising the existing glass house facilities within the CCAE for propagating new plants for use within the CCAE environment.

• CCAE has adopted the “CAP” approach to risk management (Collect Information, Analyse Data, Prevention). This policy is to be read in conjunction with “Injuries to Staff” and the “Occupational Health and Safety” policy.

Collect Information: All injuries will be investigated by the Manager and OHS representative who will take immediate action to avoid a recurrence if possible. Reports will form a Register of Injuries available to all staff.

Analyse Data: The Occupational Health and Safety committee will analyse all of the above data to ascertain accident patterns, identify risks, determine priorities, and in consultation with the community, develop a strategic plan to be implemented to eliminate or control all identified hazards. CCAE Board of Management or DE&T to fund the improvements required.

Prevention: The strategic plan will be implemented with resources, responsibilities and timelines all being identified. A Hazard Alert Register will be developed and maintained. Where possible all hazards will be eliminated, otherwise the risk will be reduced by means of changed work practices as a result of a Task Analysis, changed equipment, protective equipment, emergency planning, safety equipment.

Evaluation
This policy will be reviewed bi-annually.