### Title of Policy

**Occupational Health & Safety Policy**

### Purpose of Policy

The College is committed to the health, safety and welfare of all staff members, contractors, students, interns and those visiting the College. This policy outlines the OH&S obligations and responsibilities of staff members in general and managers and educators in particular.

### Definition of Terminology

NA

### Scope of Policy

This policy applies to all staff members, contractors (including educators), students, interns and visitors to the College.

### Policy Content

The promotion and maintenance of OH&S is the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace.

**OH&S Consultation**

This policy is supported by the OH&S consultation statement, which details the requirements for consultation between management and staff members and facilitates participation from all in the workplace to ensure that the objectives of this policy are met.

**OH&S Programs**

In order to implement the general provisions of this policy, a program of activities and procedures is established, continually updated, and implemented effectively. The program will relate to all aspects of OH&S including:

- training and education;
- (changes to) work design and work methods (including those associated with technological change);
- safety rules;
- emergency procedures;
- provision of OH&S equipment, services and facilities;
- workplace inspections and evaluations;
- reporting and recording of incidents, injuries and illnesses;
- provision of information to staff members and contractors and sub-contractors.

### Specific responsibilities

**Managers**

Each manager is required to ensure that this OH&S policy and programs are effectively implemented in their area of control. Managers will support others who supervise in the work place and hold them accountable for their specific responsibilities. This includes taking all practical measures to ensure that the workplace under their control is safe and without risks to health and that the behaviour of all persons in the workplace is safe and without risks to health. If any manager does not have the necessary authority (or is otherwise unable to resolve the issue) they must report the matter promptly to a manager or other appropriate person for action, together with any recommendations for remedial action.

**Staff members**

All staff members are required to cooperate with the OH&S policy and programs to ensure their own health and safety and take responsible care for the health and safety of others in the workplace.

**Contractors (including educators)**

All contractors and sub-contractors engaged to perform work at any of the College’s premises are required, as part of their contract, to comply with the OH&S policy, programs and procedures of the College. They must observe directions from designated officers of the College. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

### Person Responsible for Policy (and its review)

Human Resources Manager

### Person Responsible for Implementation

Human Resources Manager

### Relevant documents and forms / procedures

Staff Handbook

### Policy Developed by

Human Resources Manager

### Policy Endorsed by

OH&S Representatives, Executive Committee

### Policy Complies with (external authority)

- Occupational Health and Safety Act 2004 (Victoria)
- Workplace Health and Safety Act 1995 (Qld)

### Original issue

Current version: V1 (May 2008)