

## Workplace Health and Safety Policy

This Policy applies to all employees, students, visitors and contractors across all TAFE Gippsland campuses, facilities and off-site work areas.

### Commitment and Principles

TAFE Gippsland is committed to providing employees, students, visitors and contractors with a healthy and safe environment. We recognise our responsibilities under the Victorian Occupational Health & Safety Act 2004 and so far as reasonably practicable, take action to improve and promote health, safety and wellbeing and prevent workplace injuries across its campuses and facilities. We are committed to continuous improvement within our WHS performance to prevent incidents and injuries by understanding the health and safety requirements associated with our products, services and business activities, through appropriate research, training and development, benchmarking performance with other TAFE and other similar organisations and by the conduct of internal audits and evaluations.

### TAFE Gippsland is committed to:

- Promoting a 'zero' tolerance' culture in relation to preventable workplace injuries and incidents;
- Applying prevention techniques and corrective actions to identified workplace health and safety risks;
- Consulting with employees on workplace health and safety issues directly as well as through their Health and Safety Representatives and Workplace Health and Safety Committees;
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives;
- Complying with all relevant health and safety legislation; and
- Allocating adequate resources to maintain healthy, safe and supportive workplaces.

### TAFE Gippsland will meet its commitment to Workplace Health and Safety by:

- Providing appropriate information and training for management and employees to enable them to perform their WHS roles and responsibilities;
- Being accountable at all levels of the organisation for the health and safety of employees, students, visitors and contractors whilst they are engaged with TAFE Gippsland under their management;
- Consistently applying health and safety procedures, Codes of Practice, best practice guidelines and other relevant policies in accordance with statutory requirements and standards;
- Reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence in a timely manner;
- Reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls; and
- Monitoring, reviewing and improving health, safety and wellbeing management systems.

### TAFE Gippsland employees, students, visitors and contractors are required to:

- Be responsible for their own health and safety, and the health and safety of others
- Report hazards and incidents in a timely manner via appropriate processes;
- Participate in training and information sessions as required;
- Cooperate with anything TAFE Gippsland does to comply with OHS requirements ;
- Do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace for OHS;
- Consult and cooperate with TAFE Gippsland on safety related matters; and
- Comply with safety instructions and observe the wearing of personal protective equipment as required.



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**Date: 28 June 2019**