HEALTH AND SAFETY POLICY

General Statement
This policy recognises that the health and safety of all employees and students within the College is the responsibility of College management. In fulfilling this responsibility, management has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- providing and maintaining safe equipment and systems of work;
- making and monitoring arrangements for the safe use, handling, storage;
- maintaining the workplace in a safe and healthy condition;
- providing adequate facilities to protect the welfare of all employees and students;
- providing information, training and supervision for all employees;
- enabling them to work in a safe and healthy manner.

Management is responsible for the implementation and monitoring of this policy. The health and safety duties of management at all levels will be detailed and college procedures for training and back-up support should be followed.

In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Duties
The College will take every practicable step to provide and maintain a safe and healthy work environment for all employees and students.

To this end:
Management

- is responsible for the effective implementation of the College health and safety policy;
- will observe, implement and fulfil its responsibilities under the Victorian OHS Act 2004 and Regulations;
- will ensure that the procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
- will take regular assessments of health and safety performance and resources in cooperation with those with designated and elected health and safety functions;
will ensure that all specific policies operating within the college are periodically revised and consistent with college health and safety objectives;

- will provide information, training and supervision for all employees in the correct use of equipment and substances used throughout the college and
- will be informed of incidents and accidents occurring on the college premises or to college employees and students so that health and safety performance can accurately be gauged.

**Employees and students**
- have a duty to take reasonable care of which they are capable for their own health and safety and others affected by their actions in the college;
- should comply with all safety procedures and directions and
- must, in accordance with college procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives or, in the case of students, to their teacher or Administration.

This policy will be regularly reviewed in the light of legislation and College changes.

A safe culture will be reinforced through:

- Continually identifying, assessing and controlling possible risks to the health and safety of employees and students that may arise in the College
- The provision of information concerning such risks and the promotion, instruction, training and supervision of employees and students to ensure safe work practices
- Giving employees the opportunity to participate in health and safety decisions that affect them

In the interests of maintaining safety, students, contractors, their employees and visitors are required to observe and comply with all health and safety standards and rules produced.

This includes any safety signage or warnings, or instruction given by any College employee whilst on our premises.