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RESPONSIBLE MANAGER:	SWTAFE Board
CATEGORY:	Institute Governance
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RELATED DOCUMENTS:	Legislation: Occupational Health & Safety Act 2004 Occupational Health & Safety Regulations 2017 Workplace Injury Rehabilitation and Compensation Act 2013 Workplace Injury Rehabilitation and Compensation Regulations 2014 Dangerous Goods Act 1985 and associated regulations Building Code of Australia AS/NZS ISO 45001:2018 OHS Management Systems
	Documents: All SWTAFE OHS Guidelines and Procedures

1. Introduction

South West Institute of TAFE (SWTAFE or “the Organisation”) is a provider of vocational education and training for adults and young people across South West Victoria. The Organisation maintains a proactive approach in preventing injury, disease and illness in the workplace. It is acknowledged that despite having the best preventive measures, injuries and illnesses can still occur. This policy outlines the strategies and actions SWTAFE will implement to meet its obligations to provide and maintain, as far as reasonably practicable, an environment that is without risks to the health and safety of members of the organisation; integrate hazards management into the core responsibilities of Supervisors and Managers at SWTAFE and plan the management of incidents, emergencies and critical incidents within the scope of this policy.

2. Scope

This policy applies to all SWTAFE employees, students, contractors, visitors and any other workplace participants, including children and volunteers.

3. Definitions

OHS	Occupational Health and Safety
Employees	All employees and volunteers engaged with SWTAFE
Supervisors	Employees who are not Managers, to whom other employees report
Students	All students engaged with SWTAFE
Contractors	Any contractors engaged on any SWTAFE Campus

4. Policy Statement

The intention of the SWTAFE Board is to provide a safe and healthy working and educational environment.

The Board delegates responsibility to the Chief Executive Officer (CEO) to develop structures, processes, procedures and guidelines to carry out the Board’s intent in relation to occupational health and safety (OHS).

It is acknowledged that:

- All employees, students, contractors and visitors are entitled to the highest level of protection against risks to their health and safety that is reasonably practicable in the circumstances;
- All employees, students, contractors and visitors also have an obligation to take reasonable care of their own health and safety;

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- If risks are created as a result of SWTAFE's infrastructure, processes or activities, then SWTAFE is responsible for mitigating those risks as far as is reasonably practicable;
- SWTAFE must be proactive in promoting occupational health and safety;
- Communication in regard to identified or potential risks to health and safety, and mitigation processes will be shared between managers and employees;
- Employees are entitled, and should be encouraged, to be represented in relation to health and safety issues.

The OHS Policy will be implemented using the following strategies:

Optimal consultation between managers and employees about OHS issues through:

- establishment of appropriate designated work groups;
- election of OHS representatives;
- training and support of OHS representatives;
- establishment of an employee driven OHS and Emergency Planning committee that facilitates co-operation in resolving OHS issues

The introduction of structures and processes that enable OHS risks to be managed effectively;

- Identifying workplace hazards
- Assessing and controlling risks to health and safety using the hierarchy of control
- Aligning OHS Management to AS/NZS ISO 45001:2018 and the Organisation's Risk Management Framework

5. Access and Equity

SWTAFE is committed to adhering to access and equity in the implementation for this policy. For more information please visit: [SWTAFE's Diversity, Equity and Inclusion Initiatives](#).