



OCCUPATIONAL HEALTH & SAFETY POLICY

INTRODUCTION

1. GippsTAFE is committed to the principles and practices of providing, so far as is practicable, a safe and healthy working environment for all employees, learners and visitors to its campuses.
2. This policy recognises GippsTAFE's legislative responsibilities and has been prepared in consideration of Standard 15.2, 15.3, 15.5 and 16.4 of the *Standards for NVR Registered Training Organisations 2011*, *Occupational Health & Safety Act 2004 (Vic)*, *Dangerous Goods Act 1985 (Vic)*, *Equipment (Public Safety) Act 1994*, *Accident Compensation Act 1985 (Vic)* and *Accident Compensation (Workcover Insurance) Act (Vic)*.

POLICY

1. GippsTAFE acknowledges its legal and moral obligation to employees, learners, contractors and other users of its campuses to provide a safe and healthy working environment, as far as is practicable and will take all reasonable steps to ensure the provision of such an environment.
2. The Chair of the Occupational Health & Safety Committee is responsible for the day to day management of health and safety at GippsTAFE. The Chief Executive and Institute Management Group have overall responsibility to ensure a safe and healthy working environment.
3. GippsTAFE will provide appropriately skilled and qualified employees, who are capable of efficiently and safely carrying out their duties and responsibilities, and will provide training and information to ensure safe work practices.
4. GippsTAFE is committed to consulting with employees in a meaningful and effective manner in relation to Occupational Health & Safety issues, enabling each employee to contribute to decisions that may affect their health, safety and welfare at work.
5. All employees, learners, contractors and visitors to GippsTAFE have a responsibility to work safely, take all reasonable care for their own health and safety and to consider the health and safety of others who may be impacted by their actions.
6. GippsTAFE will ensure the appropriate use of personal protective equipment where necessary.



SUPPORTING DOCUMENTATION

Commitment to Workplace Safety
Occupational Health & Safety Committee Terms of Reference
Occupational Health & Safety Legislation and Codes of Practice Reference Guide
Occupational Health & Safety Audit Policy & Procedure
Manual Handling Guidelines

APPLICATION

All employees, learners, contractors and visitors

RESPONSIBILITY

Occupational Health & Safety Committee

AUTHORITY

Chair, Occupational Health & Safety Committee, February 2012
To be reviewed in February 2014

This Policy forms part
of the GippsTAFE
Quality Management
System