

Occupational Health and Safety Policy

Wodonga Institute of TAFE recognises its responsibilities under the *Occupational Health and Safety Act 2004* to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risk to health. Procedures developed enable the Institute to meet its legal obligations to staff, customers, contractors and the general public.

The Institute shall establish and maintain high standards in the area of health and safety, viewing the relevant legislation as the minimum.

To achieve this, the Institute will:

1. Establish and maintain an Occupational Health and Safety representative structure.
2. Establish and maintain a Health and Safety Committee.
3. Provide an operational structure for addressing health and safety issues by:
 - implementing an OH&S management plan;
 - developing and implementing OH&S procedures;
 - ensuring all levels of management and staff are aware of their obligations and responsibilities under OH&S;
 - providing and maintaining plant and systems of work that are safe and without risk to health;
 - ensuring the safety and absence of risk to health in connection with the use, handling and storage of substances;
 - providing information, instruction, training and supervision as is necessary;
 - maintaining effective systems of communication on health and safety matters;
 - maintaining any workplace under the Institute's control in a condition that is safe and without risk to health and wellbeing;
 - providing and maintaining a working environment that is safe, without risk to health, and adequate as regards facilities;
 - effectively planning, organising, controlling, monitoring and reviewing preventative, and protective measures and performance.
4. All staff are required to take reasonable care for the health and safety of themselves and of other people, including customers, who may be affected by their acts or omissions.

Michael O'Loughlin
CEO

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