

<p><b>Goulburn Ovens Institute of TAFE</b></p> <p><b>Policy no. CS15</b></p>	<p><b>Policy Template – Management Policies</b></p> <p><b>Title: OHS policy</b></p> <p><b>Executive approved: 6/02/2018</b></p> <p><b>OHS approved: 23/02/2018</b></p> <p><i>Responsible Officer: Manager Safety and Wellbeing</i></p> <p><i>Authorising Officer: Executive Manager Human Resources</i></p> <p><i>Review: Biennial (23<sup>rd</sup> February 2020)</i></p>
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## Occupational Health and Safety Policy

### 1. PURPOSE

Goulburn Ovens Institute of TAFE (GOTAFE) is the largest vocational education provider in North East Victoria. Our strength lies in our innovative partnerships with industry, schools and universities that provide pathways to employment and university for our students.

GOTAFE is recognised for its organisational diversity, which includes multiple campuses and training facilities across regional and city locations. GOTAFE provides an extensive range of educational and technical programs.

GOTAFE is committed to providing a healthy and safe environment for work and study across all its campuses and activities.

### 2. SCOPE

This policy applies to all workers, students, volunteers, visitors and on-site contractors associated with all of GOTAFE’s campuses and activities.

### 3. POLICY

GOTAFE is committed to providing its community of workers, students, volunteers, contractors and visitors with a healthy and safe environment in which excellence will flourish.

Our goals include a commitment to continual improvement of our health and safety performance and eliminating, so far as reasonably practicable, workplace injuries, disease and illness.

The institute will achieve this by incorporating health and safety into all aspects of its activities, including:

- Establishing measurable targets and objectives to control higher risk activities and raise health and safety awareness.
- Ensuring compliance with relevant health and safety legal and other requirements as applicable to GOTAFE’s services and activities
- Collection and analysis of data to assist in identifying areas for improvement
- Implementing and maintaining a robust system that manages health and safety at all campuses and sites
- Maintaining effective communication, consultation and participation with our workforce on health, safety and wellness matters
- Establishing and maintaining a systematic and proactive approach to hazard identification, assessment and control whilst encouraging innovation.
- Providing all workers, students, contractors, volunteers and visitors with appropriate health and safety knowledge, information, instruction and training for application during and beyond their life with the institute.
- Ensuring adequate systems and resources to maintain our workplaces, equipment and safe systems of work
- Facilitating the safe rehabilitation and return to work of injured workers.

**4. DOCUMENTATION**

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)
- Australian Standard 4801:2001 Occupational Health and Safety Management Systems.
- Victorian TAFE Association TAFE Best Practice Human Resources Manual
- GOTAFE Responsibilities Matrix

**5. REVIEW**

This policy will be regularly reviewed in light of legislation and organisational changes within the Institute, with planned review every two years.