

Health, Safety and Wellbeing Policy

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Responsible Officer:	Chief Executive Officer	Current Version:	25/09/2023
Authorised Officer:	GOTAFE Board	Due for review	Annual – 24/09/2024

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Purpose

Goulburn Ovens Institute of TAFE (GOTAFE) recognises that our people are our greatest asset. We strive to create a culture together, where the health, safety and wellbeing of everyone at GOTAFE are valued, respected and protected. We embrace our accountabilities to provide for the health, safety and wellbeing of all workers and students associated with our campuses and activities and we commit to continuously improving our safety culture, performance and processes.

The Policy endorses the appropriate standards of behaviour set in the GOTAFE Employee Code of Conduct and GOTAFE Student Code of Conduct.

The Policy's supporting procedures outline the obligations of staff to ensure sound health, safety and wellbeing practices are instilled throughout GOTAFE and applied in all of its operations.

Policy Statement

GOTAFE is committed to, and will uphold the following principles in applying this Policy:

- integrating health, safety and wellbeing into all aspects of its activities and operations;
- complying with its legal, regulatory and compliance obligations and ensuring these requirements are implemented through its work practices, systems, operational and organisational controls;
- encouraging and promoting proactive engagement with its workforce and students on health, safety and wellbeing matters;
- implementing and maintaining user-friendly and effective systems, procedures and guidance;
- establishing meaningful objectives and targets to monitor and improve OHS outcomes;
- embedding health, safety and wellbeing accountabilities at all levels of its business;
- identifying, eliminating or managing physical and psychosocial risks;
- communicating and consulting with its workforce on changes impacting their health, safety or wellbeing;
- equipping staff and students with the information, instruction and training to recognise hazards and implement controls to manage their working environment safely;
- supervising its staff and students where needed;

- ensuring adequate resources are provided to maintain its workplaces, equipment and safe systems of work;
- promoting and endorsing health, safety and wellbeing; and
- facilitating the rehabilitation and safe return of its workers who are injured or ill.

Roles and Responsibilities

All GOTAFE representatives including employees, students, contractors and visitors have a part to play in achieving its health, safety and wellbeing vision and commit to delivering it through its shared values of integrity, collaboration, accountability, respect and excellence.

Documentation and regulation

Other material related to the Health, Safety and Wellbeing function at GOTAFE include, but are not limited to:

- *Occupational Health and Safety Act 2004*;
- *Occupational Health and Safety Regulations 2017*;
- Australian and New Zealand Standard AS/NZS ISO 45001:2018 *Occupational Health and Safety Management Systems*;
- GOTAFE Employee Code of Conduct POHR-14;
- GOTAFE Student Code of Conduct E6;
- GOTAFE Risk Management Framework ODFI-60;
- GOTAFE OH&S Procedures Manual;
- GOTAFE Health, Safety & Wellbeing Policy Statement CS16;
- GOTAFE Social Justice Charter.