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APPROVAL BY:	SWTAFE Board
RESPONSIBLE MANAGER:	Executive Manager – Corporate Services
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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 National Construction Code (NCC) – (Australia) AS/NZS ISO 45001:2018 OHS Management Systems Documents: All SWTAFE OHS Guidelines and Procedures

1. Introduction

South West 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, safety and wellbeing 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, tenants, 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
Participants	All participants engaged with SWDS
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, participants 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, participants and visitors also have an obligation to take reasonable care of their own health and safety;
- If risks are created as a result of SWTAFE's infrastructure, processes or activities, then SWTAFE is responsible for eliminating or controlling those risks as far as is reasonably practicable;
- SWTAFE must be proactive in promoting occupational health, safety and wellbeing, especially for its most vulnerable members and those with special needs;
- 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 by a Health & Safety Representative during consultation with managers 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 (DWGs);
- election of Health & Safety Representatives (HSRs);
- training and support of HSRs;
- establishment of an employee driven OHS and Emergency Planning committee that facilitates consultation and 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. Diversity, Equity and Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. For more information, please visit the 'Our Values' page on our [website](#) [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal].

[Diversity, Equity & Inclusion \(DEI\)](#)

6. Statement of Commitment to Child Safety

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)