

Occupational Health & Safety Policy

The East Gippsland Institute of TAFE recognises its obligations under the OH&S Act 2004 to provide a safe and healthy work environment for staff, students, clients, visitors and contractors.

Our Policy aims to:

1. *Safeguard all persons from occupational injury or illness.*
2. *Provide resources and funding sufficient to develop and maintain an effective health and safety system.*
3. *Comply with Statutory and Common Law health and safety requirements.*
4. *Consult with employees on health and safety matters.*
5. *Continuously improve our OH&S performance.*

Responsibilities

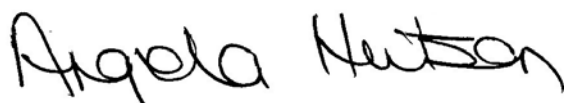
The East Gippsland Institute of TAFE recognises that Management have the overall responsibility to provide a safe workplace and that Management and staff together will consult and cooperate to develop and maintain a safe workplace. Each person designated as a Manager is responsible for implementing this Policy in their area of responsibility. Staff are required to take reasonable care of their own health and safety and the health and safety of others.

Management responsibilities are to:

1. *Maintain a safe workplace.*
2. *Ensure the OH&S policy and procedures are developed, implemented, monitored and reviewed.*
3. *Ensure plant, equipment, materials and substances are safe to use.*
4. *Provide safe systems of work*
5. *Provide adequate supervision, information, instruction and training.*
6. *Monitor the health and safety of employees*
7. *Ensure consultation with staff Designated Work Group Health and Safety Representatives on OH&S issues affecting the workplace.*

Staff responsibilities are to:

1. *Observe the OH&S policy and follow all safe working procedures*
2. *Correctly use safety equipment provided*
3. *Not to misuse or interfere with safety equipment*
4. *Report all hazards and injuries to their Manager or supervisor.*
5. *Co-operate with Management to achieve a safe and healthy workplace.*



Angela Hutson
Chief Executive Officer

September 2005