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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 Occupational Health and Safety (Psychological Health) Regulations 2025 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. SWTAFE is committed to maintaining a proactive and systematic approach to preventing injury, disease and illness in the workplace. While acknowledging that not all incidents can be prevented, this policy sets out the principles, approaches and commitments through which SWTAFE will meet its obligation to provide and maintain, so far as is reasonably practicable, a working and learning environment that is without risks to health, safety and wellbeing.

This policy outlines how occupational health and safety is integrated into the core responsibilities of Managers and Supervisors, including hazard identification, risk management and the effective planning and management of incidents, emergencies and critical incidents. To support these objectives, SWTAFE establishes, implements and maintains an Occupational Health and Safety (OHS) Management System in accordance with AS/NZS ISO 45001:2018, with the aim of providing safe and healthy workplaces, prevent work-related injury and ill health and continually improve OHS performance.

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 with day-to-day responsibility for supervising the work and activities of others, including teaching staff responsible for the health and safety of students.

Students	All students engaged with SWTAFE
Participants	All participants engaged with Accessibility Services
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:

- OHS roles, responsibilities and authorities are defined, communicated and understood at all levels of the Organisation, with ultimate accountability retained by top management;
- 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;
- The OHS management system will be integrated into SWTAFE's Organisational processes, including planning, procurement, infrastructure management, contractor management, change management and risk management, to ensure risks are eliminated or controlled so far as reasonably practicable;
- 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 commits to complying with applicable health and safety legislation and other requirements, and to regularly evaluating its compliance status as part of its OHS management system.
- SWTAFE is committed to the continual improvement of its OHS management system and its OHS performance through effective planning, implementation, monitoring, review and improvement processes.
- SWTAFE must be proactive in promoting occupational health, safety and wellbeing, especially for its most vulnerable members and those with special needs;
- SWTAFE will consider its Organisational context and the needs and expectations of employees and other interested parties when identifying hazards, assessing risks and opportunities, and determining OHS objectives and controls;
- Communication in regard to identified or potential risks to health and safety, and mitigation processes will be shared between managers and employees;
- SWTAFE encourages the prompt reporting of hazards, incidents and near misses and commits to ensuring workers are protected from reprisal when raising health and safety concerns. Incidents and non-conformities will be investigated to identify root causes and implement corrective actions.
- 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:

SWTAFE supports active consultation and participation between managers and employees on 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
- Continual improvement of OHS performance in alignment with AS/NZS ISO 45001:2018 and the Organisation's Risk Management Framework

This policy is communicated to all employees and is available to interested parties. It is reviewed annually to ensure it remains relevant, appropriate and aligned with AS/NZS ISO 45001:2018 and SWTAFE's strategic direction.

5. Reporting and Assurance to the Board

South West TAFE management will provide the Board with regular, structured reporting on occupational health and safety performance to support effective governance, oversight and assurance.

At a minimum, OHS reporting to the Board will occur on a quarterly basis and will include, as appropriate:

- status of key actions and continuous improvement activities arising from incidents, inspections, audits or regulatory interactions
- OHS performance indicators and trends;
- notifiable incidents, serious injuries, hazards and near misses;
- workers' compensation and injury management trends;
- emerging and systemic health and safety risks, including psychosocial hazards;
- significant changes to legislative or regulatory requirements; and
- other matters materially affecting health, safety or wellbeing.

Reporting will be proportionate, risk based and aligned with the OHS Management System and Risk Management Framework.

6. 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 \(DEI\)](#)

7. 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](#)