

The OHS Policy.

The Gordon is committed to being the first choice in our market and the leader in our field by delivering best practice in education and to ensure a safe and healthy environment is provided for students, staff, contractors and visitors to our Campuses.

The Gordon abides by health and safety principles in accordance with the *OHS Act 2004* and *OHS Regulations 2017*. The Gordon will strive to deliver best practice safety outcomes for students, staff, contractors and visitors by providing appropriate facilities, services, management systems, training and education to effectively identify, assess and eliminate or control hazards so far as is reasonably practicable.

The responsibility of maintaining a safe workplace lies with all of us. All employees have a responsibility as far as reasonably practicable, to ensure that they do not put anyone at risk by act or omission.

Employees shall recognise the need to comply with all aspects of the Institute's OHS program, which has been established to protect their well-being. In this commitment there is a necessity to report hazards, incidents and accidents immediately so that appropriate intervention and controls can be implemented to reduce risk and eliminate harm.

The Gordon's OHS policies and procedures are documented via the Operational Management System (OMS). The OHS program is consulted with and communicated to staff for implementation and is regularly audited to enable continual improvement and ongoing compliance.

A safe work environment is provided through hazard identification, risk management, incident reporting and investigation and with the consultation regarding safe work methods to both staff and students.

At The Gordon, the health and wellbeing of all students, staff, contractors and visitors is our number one priority. Student and staff services are available to support students or to provide information, advice or training for staff in alignment with our values and trademark behaviours. The Institute's Health and Safety Committee (HSC) provides a consultative forum to consider OHS matters to work towards the elimination or reduction of workplace hazards using a continuous improvement process. Health and Safety Representatives represent employees in relation to health and safety issues at HSC meetings.

Injury rehabilitation for staff is provided when the need arises, with an emphasis on return to work, and compensation management is consistent with legislative requirements and good corporate governance.

