

# Workplace Health and Safety Policy

## 1. Purpose

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 employees, students, contractors and visitors to our Campuses.

The Gordon abides by its health and safety duties under the *Occupational Health and Safety Act 2004 (Vic) (OHS Act) 2004* and *Occupational Health and Safety Regulations 2017 (OHS Regulations)*. The Gordon will strive to deliver best practice safety outcomes for students, employees contractors and visitors by providing appropriate facilities, equipment, services, management systems, training and education to effectively identify, assess and eliminate or control hazards so far as is reasonably practicable.

## 2. Scope

This policy applies to all students, employees, contractors and visitors & volunteers.

## 3. Overview and principles

The objectives of this policy are designed to assist ensure that the Gordon:

- Complies with relevant legislation and industry standards including the OHS Act and OHS Regulations, applicable codes of practice and Australian Standards.
- Always considers Workplace Health and Safety (**WHS**) in project planning and work activities
- Engages, communicates and consults with our employees and contractors prior to making decisions about WHS matters, including the introduction of WHS procedures
- Ensure a workplace environment where employees and others involved are encouraged and supported to raise health and safety issues and assisted to reduce and manage them.
- Implement a WHS risk management process to ensure that all workplace hazards are identified, assessed and controlled, or otherwise minimised where they are not able to be eliminated
- Implements Injury Management processes that apply to both work and non-work-related injury / illness and that they are effective for both physical and mental injury/illness
- Ensure employee WHS knowledge through a program of education and training
- Monitor and report WHS performance to both the Executive, Senior Management and Board

### 3.1 The Gordon Board and CEO

The Board and CEO are officers of the Gordon and will exercise reasonable care to ensure that Gordon complies with this policy and meets its duties under the OHS Act and OHS Regulations by taking reasonable steps to:

- To acquire and keep up to date knowledge about health and safety matters.
- Understand the nature of the hazards and risks associated with the Gordon's business activities.
- To ensure that the Gordon has appropriate and effective processes that meets the obligations under the OHS Act and Regulations, these processes include but are not limited to:
  - Incidents, including notifiable incidents;
  - **Hazards / Near misses;**
  - **Risks**

- Ensuring that the Gordon has an appropriate processes for receiving, reporting and considering incidents, hazards and risks.
- OHS Regulations (i.e. ensuring there is a process for reporting notifiable incidents)
- Verify the provision of resources and processes referred to above.

The board will monitor the Gordon's safety performance.

### **3.2 The Gordon and Senior Management responsibilities**

Those people who are in leadership and/or supervisory roles have a core responsibility and are accountable for upholding and demonstrating leadership in relation to these governing objectives by:

- Providing adequate resources for implementing this policy which includes assigning responsibilities for WHS duties.
- Providing and maintaining safe plant and systems of work.
- Maintaining, so far as is reasonably practicable, ensure our workplaces are safe and without risks to physical and mental health
- Providing adequate facilities for the welfare of all employees and students.
- Providing information, training and supervision for employees and contractors necessary to enable them to work in a safe and healthy manner.
- To direct the immediate cessation of any observed unsafe work activities.

### **3.3 Employees, students, contractors, sub-contractors, visitors and volunteers responsibilities**

- Comply with their respective duties under OHS legislation and act in a safe manner.
- Taking reasonable care of their own health and safety and that of others affected by their actions.
- Observe and comply with the safety procedures and directions provided by Gordon TAFE.
- Acting in accordance with agreed Gordon procedures for incident reporting and reporting safety hazards to the responsible manager or their representative.
- Undertake related compliance training as outlined by The Gordon from time to time.
- Co-operate with relevant supervisors to achieve a workplace that promotes health and safety.

### **3.4 Our success**

The effectiveness of our WHS management system depends on:

- The commitment of all persons to achieve the policy objectives
- Planning work activities, with due consideration given to WHS
- Undertaking the WHS risk management process in an effective manner
- Communication and consultation between our employees, students and contractors.

We are committed to fulfilling the objectives of this policy and expect the same of all employees, students, contractors attending our campuses.

#### 4. Responsibilities

Position	Responsibility / Governance
All Employees	Have a responsibility, as far as reasonably practicable, to ensure that they take reasonable care for their own safety, not adversely affect the safety of others, and comply with the Gordon's policies and procedures.
Chief Executive Officer	Drives a positive risk culture, takes reasonable care to ensure that the Gordon meets its duties under the OHS Act, and endorses annual OHS attestations.
OHS Manager	Assisting to provide a safe and health working environment for employees and students through the development and promotion of continual OHS improvement activities and compliance programs aligned to the Gordon's strategic and OHS plans and regulatory requirements.
Manager, Facilities	Assisting to ensure, that so far as is reasonably practicable, that facilities (workplaces) are safe and without risks to the health of any person.
Heads of Centres, Program Managers	Of providing and maintaining, as far as is reasonably practicable, a working environment within their area of control that is safe and without risk to health.
Health and Safety Representatives	Represent the members of the Designated Work Group on matters relating to their health and safety.
Health and Safety Committee	Advising the Chief Executive Officer and Management on matters of health and safety including changes to legislation and to make recommendation to address health and safety issues affecting the Gordon's operations, to ensure compliance with statutory obligations in relation to OHS.
Contractors	Of providing and maintaining, as far as is reasonably practicable, a working environment within their area of control that is safe and without risk to health.
Students and Visitors	Of following reasonable OHS related instructions, and taking reasonable care for their own health and safety and for the health and safety of any other person who may be affected by their act or omission.
Gordon Board	Monitors the Gordon's safety performance and takes reasonable care to ensure that the Gordon meets its duties under the OHS Act.

#### 5. Definitions

The following terms and abbreviations are specific to this policy:

Name	Description
Designated Work Group (DWG)	A DWG is a negotiated and agreed grouping of employers who share similar workplace health and safety interests and conditions. Once established, a health and safety representative (HSR) must be elected for a DWG.
Health and Safety Committee (HSC)	A HSC is forum established for consultation on work health and safety issues. The HSC meets regularly and works co-operatively to improve work health and safety outcomes.
Health and Safety Representative (HSR)	A member of a DWG elected to represent that DWG on matters relating to occupational health and safety.

#### 6. Key Aligned Internal Documents

Refer to the [Operational Management System \(OMS\)](#) for copies of all policies, procedures and supporting documents.

*Occupational Health and Safety Framework OHS PR 02*

*Health and Safety Committee Terms of Reference OHS RD 02.01*

*OHS Hazard Identification & Risk Control Procedure OHS PR 07*

**7. Key Aligned Legislation / Documents**

*Occupational Health and Safety Act 2004 (the Act)*

*Occupational Health and Safety Regulations 2017*

**8. Review and Approval**

<b>Business Process Owner</b>	Manager, Risk, Safety and Wellness		
<b>Endorsed by (if applicable)</b>	Audit and Risk Management Committee	<b>Endorsed Date</b>	16 November 2023
<b>Approved by (if applicable)</b>	The Gordon Board	<b>Approved Date</b>	30 November 2023
<b>Review schedule</b>	This policy will be reviewed annually (or earlier as required)		
<b>Date of next review</b>	30 November 2024		

<b>Minor Structure changes outside of Review schedule</b>		
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