



# Occupational Health And Safety Policy

Review due by: 1 June, 2016

- **Version:** 1
- **Approved on:** 1 June, 2015
- **Effective date:** 1 June, 2015
- **Approval Authority:** RTO manager
- **Status:** Published

## RELEVANT LEGISLATION

- [Occupational Health and Safety Act 2004](#) (Vic)

## SCOPE

This policy applies to all staff, students, contractors and other personnel at workplaces under the management or control of Civil Force Training is a division of Macquarie Commercial College Ltd (ABN 99 005 582 767) (CFT)..

This policy describes This procedure describes CFT's methodology for: and health training and learning environment.

## POLICY

### 1. Commitment

1.1 CFT is committed to providing a safe and healthy working and learning environment for all staff, contractors, students and visitors.

1.2 CFT aspires to eliminate all risks to health and safety, and where elimination is not reasonably practicable, to reduce risks to health and safety so far as is reasonably practicable.

### 2. Objectives

2.1 To fulfil these commitments CFT will:

- establish and maintain a health and safety management system that is consistent with the nature and scale of CFT's operations
- identify and maintain compliance with health and safety legislative obligations and other requirements relevant to CFT's operations



- provide sufficient financial and physical resources to ensure the effective implementation of the health and safety management system (including legislative compliance)
- engage sufficient qualified and competent personnel to ensure the effective implementation of the health and safety management system (including legislative compliance)
- ensure the provision of health and safety induction and training for all staff
- ensure the dissemination of health and safety information and instruction to all personnel in the workplace
- develop and maintain a culture that encourages all personnel to actively manage health and safety risks
- develop and maintain effective consultative arrangements, to ensure all staff are included in the decision making processes impacting on workplace health and safety
- define, document and communicate health and safety responsibilities, authority to act and reporting requirements for personnel at all levels in the workplace
- actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls
- ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence
- maintain physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use
- in order to ensure continuous improvement, establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury.

## RESPONSIBLE OFFICER

The RTO Manager is responsible for the development, compliance monitoring and review of this policy and any associated guidelines

## REVIEW

This policy is to be reviewed by 1 June 2016.

## VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
- 1	RTO Manager	1 June 2015	1 June 2015	-