

Health, Safety and Wellbeing Policy

Scope: This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

Commitment and Principles: DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

<p>Prevent workplace injuries and illnesses:</p> <ul style="list-style-type: none"> by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence by providing and maintaining workplaces that are safe and healthy without risks to mental health 	<p>Enhance workplace culture:</p> <ul style="list-style-type: none"> by actively demonstrating and promoting a positive, inclusive and supportive working environment promoting an HSW reporting and learning culture by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce 	<p>Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET :</p> <ul style="list-style-type: none"> on identified hazards and proposed decisions and changes that may affect the health and safety of persons, including: job role, systems of work, plant and substances and workplace facilities on issue resolution processes on provision of information, instruction, supervision and training by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation
<p>Allocate adequate resources:</p> <ul style="list-style-type: none"> by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations by promoting access to support services, information and training by providing and maintaining physically safe and healthy workplaces 	<p>Provide transparent and robust information, training, instruction and documentation:</p> <ul style="list-style-type: none"> on individual health and safety accountabilities for all employees across DET on legislative and DET HSW requirements 	<p>Drive continuous HSW improvement:</p> <ul style="list-style-type: none"> by using evidenced based data to inform DET strategic direction and measureable objectives by monitoring and reporting on HSW performance outcomes by strengthening leadership capability by maintaining, monitoring and reviewing the OHS Management System

DET employees, visitors, students, volunteer workers and contractors are required to take reasonable care for their own and others' health and safety and will co-operate with DET in adhering to health and safety requirements including following DET policies, procedures or instructions and participating in consultation and training.

DET's OHS Management System sets out how this policy is to be implemented.

Katy Haire

Acting Secretary

19/01/18

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[Link to - Department's Occupational Health and Safety Management System](#)

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsmgtsystem.aspx>