Policy Rationale
To encourage involvement in development and maintenance of a healthy and safe working environment for the well being of CCAE employees, students, contractors, and visitors a representative OHS-Facilities Committee will be implemented.

Policy Aims
- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety [OH&S] issues within the College.
- To create a team approach to health, safety and facilities issues within the College.
- To prevent accident, injuries and disease in the workplace.
- To provide a pleasant, positive and safe working environment.

Procedure
- College Board will appoint an ‘OH&S-Facilities’ subcommittee to meet monthly and report on issues and present recommendations relating to all OH&S-Facility matters at each Board meeting.
- OH&S-Facilities is a shared responsibility of College Board, College staff, students and users.
- The appointed workplace OH&S representative will receive appropriate training and accreditation.
- The OH&S-Facilities subcommittee will liaise with consultants in the identification and rectification of OH&S concerns within the College.
- Resourcing will be available to ensure that the workplace meets the appropriate OH&S standards and that staff are informed of compliance requirements.
- Issues relating to OH&S in regard to contractors/handyman activities will be communicated to such contractors and handymen.
- The OH&S representative and Manager will conduct regular ‘walk through’ safety audits using checklists contained on pages 38-50 of the ‘OH&S Guidelines – Support Material for Colleges’ document and draft reports for OH&S committee to act upon.
- Regulations relating to the correct use of equipment and substances will be communicated to all relevant staff and adhered to.
- The College will ensure that all permanent employees are first aid and CPR trained.
- The College will maintain Material Safety Data Sheets and Hazardous/Dangerous Goods Register in the Administration, Materials and Food Technology areas.
- All accidents and incidents will be investigated and reported to the College Board Chairperson and other appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Manager and the OH&S Representative.
- Victorian WorkCover Authority field officers are welcome at our College.
- Any WorkCover issued Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the ACE Occupational Health & Safety Unit.

Evaluation
Policy will be reviewed bi-annually.