Policy Rationale
Campaspe College of Adult Education is committed to a safe working environment for all staff.

Policy Aims
It is acknowledged that the existence of Occupational Health & Safety (OH&S) policies and procedures that align with work tasks will assist greatly in promoting safe work practices. In particular Workplace Inspections will help identify issues that need to be addressed in a timely and orderly manner.

Procedure – Management Responsibility
CCAE has a responsibility to ensure the provision and maintenance of a safe place of work. To fulfil this obligation, it is the responsibility of the manager to ensure regular workplace inspections are conducted of the College facilities and to identify and rectify any hazards or health risks.

Procedure – Workplace Inspections and Reporting
- Workplace inspections are to be conducted on a bi-monthly basis. It is the responsibility of the OH&S Coordinator to ensure that workplace inspections are conducted.
- Workplace Inspections may be delegated to staff within each department. Persons familiar with the work and the workplace should conduct inspections.
- The CCAE manager is to be alerted to and appropriately act on any identified problems upon completion of the bi-monthly inspections.
- OH&S Coordinator is to update the Safety Action Plan and make a report on OHS issues/progress at each staff meeting.

Evaluation
This policy will be reviewed bi-annually.