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 policies and procedures that align with work tasks will assist greatly in promoting safe work practices.

The purposes of work safe practices:
- forms a basis for inservice training/orientation within the organisation
- ensures safe procedures exist for all work tasks
- meets statutory obligation for a “safe system of work”
- ensures information about safest work procedure/practice is readily available to all staff

Procedure for SWP
A Safe Work Practice (SWP) is a specific statement for performing a procedure or task at work.
SWP's are specific to an employee or employee group and the work task they perform within their area of responsibility.

A SWP:
- is an instructional procedure
- details the safest performance of a work task
- outlines the normal work processes and sequence
- identifies the overall work procedure
- describes a general step-by-step method
- Identifies responsibilities

Evaluation
This policy will be reviewed bi-annually.