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.