

## Description

Australian Lutheran College (ALC) is committed to fully implementing the ALC Safety Management System and all its procedural, monitoring and reporting requirements.

## Purpose

ALC is committed to the following objectives:

- ensuring that employees, students, volunteers, contractors and other visitors are safe from injury and risks to health, while on the College premises or involved in College activities
- complying with all legal requirements in work health, safety and rehabilitation
- a continual measurable improvement in work health and safety performance
- adoption of a systematic risk management approach
- equitable claims management and effective rehabilitation and early return to work.

## Scope

ALC, in order to achieve the aims of this policy, requires:

- the active cooperation of all persons involved with the College in achieving the highest possible work health and safety standards
- effective consultation, communication, training and supervision
- effective monitoring and auditing of work health and safety performance
- the use of appropriate internal and external expertise
- integration with the College's vision, values, management systems and activities.

## Policy

The Responsible Officer shall ensure that:

- the working environment is maintained in a safe condition
- the documentation, implementation and maintenance of an effective work health and safety program is in place
- the College gives health, and safety a high priority in its policy and budgetary deliberations
- employees receive adequate training, supervision and instruction
- return to work programs are initiated for those persons who are injured at work.

Employees shall:

- take reasonable care for their own and all others' health and safety
- bring to the attention of management any hazards, incidents or near misses, which may take place or be observed
- conform with the requirements of the safety management system.

ALC is committed to ensure this policy is communicated, workable, entrenched and reviewed.

## Related documentation

### ALC website

[Safety improvement request form](#) (C205)

### ALC SharePoint

[Safety-Manual](#) (C597)