

Occupational Health and Safety Policy

The Victorian Electoral Commission (VEC) is committed to providing a safe and healthy environment for work, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.

Policy Statement

The VEC is committed to achieving full integration of occupational health and safety (OHS) 'best practice' into all aspects of its activities.

The VEC acknowledges that OHS is both an individual and shared responsibility for all people within its workplace. The VEC recognises that through continuous improvement, with management and staff working together, health and safety issues can be identified and managed appropriately. The VEC is committed to regular consultation with staff to make sure health and safety is effectively managed.

This policy applies to all VEC employees, appointees, contractors and visitors of the VEC.

Objectives

The VEC will:

- manage OHS risks through the proactive identification of hazards, conducting risk assessments and implementing effective control measures
- monitor the systematic management of health and safety throughout all offices, sites and locations controlled by the VEC, in compliance with legal and other requirements
- provide a safe and healthy workplace, which includes providing safe plant and systems of work
- provide appropriate instruction, training and supervision to employees, appointees and contractors to optimise safe systems of work and to reduce the likelihood of workplace injuries and incidents
- ensure compliance with legislative requirements and industry standards and
- establish measurable objectives and targets to continually improve the VEC's OHS performance.

Management is responsible for:

- promoting communication about OHS as a normal component of all aspects of work
- integrating OHS into all aspects of the workplace in a consultative teamwork approach
- developing, implementing and monitoring the OHS Management System
- providing resources and instruction to meet the organisation's health and safety commitment and
- being proactive in providing and maintaining a healthy and safe workplace.

Employees, appointees, contractors, volunteers and visitors are responsible for:

- working safely at all times to protect their own health and safety and the health and safety of others in the workplace
- complying with workplace health and safety procedures and encouraging others to do so
- cooperating with, supporting and promoting OHS in the workplace and
- reporting or rectifying, if possible and where reasonably practicable, any unsafe conditions that come to their attention.

This OHS policy will be regularly reviewed considering changes in legal requirements and changes in the workplace. The OHS policy shall be displayed at VEC's office locations and will be reviewed at least every three years.

Signed: _____

Electoral Commissioner

Date: _____

19 September 2016