

## WORK HEALTH AND SAFETY POLICY

### 1. Purpose

To ensure College of Event Management (CoEM) will comply with relevant [Commonwealth Work Health and Safety Act 2011](#), state legislation and regulatory requirements relevant to its operation and scope of registration.

### 2. Scope

CoEM considers risk management a top priority in all activities on and off site and will maintain a systematic work health and safety regime as a key element of risk management.

College of Event Management will ensure that all staff, students and visitors are kept fully informed of work health and safety policies and procedures that affect their duties or participation in vocational education and training.

CoEM will plan for and monitor the work health and safety of its staff and students wherever they are working.

### 3. Procedures

Campus management will conduct regular internal audits and enter any identified actions into the Corrective Actions Register for rectification.

College of Event Management will provide ergonomic equipment for students and staff, provide instruction on its safe use and monitor the workplace to promote safe and healthy work practices.

CoEM is committed to the principles and practice of environmental sustainability and will manage hazardous substances and waste disposal as part of a comprehensive approach to work health and safety.

### 4. Communication and consultation

Staff and students will be consulted and communication will occur across the organisation.

Evaluation of work health and safety matters will be included in staff meetings and student orientation sessions.

CoEM staff and students have an obligation to participate in workplace health and safety management.

Any concerns about safety in the workplace should be reported to the campus Office Manager.