






Health Safety and Wellbeing Poster

<b>Leadership &amp; Commitment</b> 	Executive and senior management shall demonstrate leadership and commitment by:				
	Taking overall responsibility and accountability for HSW hazard and risk management and injury prevention at the institute	Ensuring the development, implementation and continual improvement of a robust and effective HSW Management System (HSWMS)	Assigning and communicating organizational roles, responsibilities and authorities with respect to HSW	Providing the resources required to establish and maintain a robust and effective system for managing HSW hazards and risks	Embedding and promoting a culture that supports shared HSW hazard management, consultation, and participation
<b>Consultation &amp; Participation</b> 	Establishing, implementing and maintaining processes for consultation and participation of employees and their representatives on:				
	Health, safety and wellbeing hazard identification and risk management	Provision of HSW information, training, resources, communication and supervision	Health, safety and wellbeing issue resolution	Proposed changes to the workplace or work processes that may impact health and safety	Decisions about measures to control risks to health and safety
<b>Awareness</b> 	Building awareness and competency by:				
	Making employees aware of their contribution to the effectiveness of HSW management at Melbourne Polytechnic	Assigning and embedding HSW responsibilities and accountabilities for all employees, contractors, students and visitors	Including legislative and organisational health, safety and wellbeing requirements in all relevant policies, procedures and processes	Allocating and promoting the HSW supports and resources that are available	Providing easy access to clear and transparent HSW information, training and documentation
<b>HSW Hazard Management</b> 	Supporting the prevention of workplace incidents, injuries and illness by:				
	Implementing and maintaining a system for the identification, assessment and management of workplace HSW hazards	Fulfilling legal and other regulatory requirements in relation to health, safety and wellbeing hazards	Proactively working to eliminate risks to health and safety or to reduce those risks as far as reasonably practicable if they can't be eliminated	Promoting and improving the reporting of incident, near-miss and hazard events and investigating where appropriate to prevent reoccurrence	Providing and maintaining an HSW management system that is flexible and relative to Melbourne Polytechnic's risk profile

Performance	Supporting continual improvement by:				
Evaluation and Continual Improvement 	Establishing and maintaining suitable processes for evaluating HSW management performance including compliance with legal requirements	Establishing and maintaining processes for managing incidents and non-conformities	Encouraging the participation of employees in implementing actions for continual improvement of HSW management	Communicating lessons learned and results of continual improvement to employees, their representatives and other interested parties	Maintaining and retaining documented information relating to continual improvement and performance evaluation