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 health, safety and rehabilitation
- a continual measurable improvement in 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 health, safety and welfare standards
- effective consultation, communication, training and supervision
- effective monitoring and auditing of 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 health, safety and welfare program is in place
- the College gives health, safety and welfare 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 Safety-Manual* (C597)