

# WORKPLACE HEALTH AND SAFETY POLICY

## APPLICATION

The Australian Institute of Professional Photography (AIPP) is committed to ensuring a safe and healthy workplace for workers, volunteers, contractors, visitors and others affected by our workplace activities.

A Workplace Health and Safety (WH&S) program is in place to enable AIPP to work towards fulfilling this commitment.

## OBJECTIVES

**The objectives of this WH&S program are to provide:**

- A safe work environment
- Safe systems of work
- Suitable and safe equipment
- Adequate information, instruction, training and supervision

## COMMITMENTS

**The Australian Institute of Professional Photography is committed to continually improving its health and safety performance by:**

- Complying with all relevant legislation
- Documenting, implementing and communicating WH&S policies and procedures
- Ensuring the WH&S Policy is readily accessible to employees and others
- Implementing a risk management process to identify, assess, and control risk
- Ensuring that controls are implemented and monitored to ensure they are effective
- Consulting with employees in relation to the WH&S program and WH&S issues in the workplace.
- Providing necessary WH&S training
- Allocating appropriate resources to the improvement of occupational health and safety.

## OBLIGATIONS

**Pursuant to the Occupational Health & Safety Act 2004 (Vic) the following obligations exist for employers and employees:**

### **Employer**

- Providing and maintaining safe plant and safe systems of work
- Implementing arrangements for the safe use, handling, storage and transport of chemicals
- Maintaining the workplace in a safe condition
- Providing workers and contractors with adequate facilities
- Making sure workers have adequate information, instruction, training and supervision to work in a safe and healthy manner
- Ensure that **other people** (such as customers, visitors and the general public) are not endangered by the conduct of the business

### **Employees (workers, volunteers, contractors, visitors and others)**

- Take reasonable care for your health and safety
- Take reasonable care you do not adversely affect the health and safety of other persons
- Comply so far as reasonably able with any reasonable instruction, policy or procedure issued by the employer in relation to workplace health and safety

The AIPP promotes the participation of workers in our Workplace Health and Safety program. Workers have obligations under the Occupational Health & Safety Act 2004 and are expected to follow and comply with all policies, procedures and training in order to create and maintain a safe and healthy workplace.

**Signature:**

**Date:** Oct 1<sup>st</sup> 2015

A handwritten signature in black ink, appearing to read 'P. Myers', with a long horizontal line extending from the end of the signature.

**Peter Myers**  
**Executive Officer**

**Review Date:** 1<sup>st</sup> October 2017