

Occupational Health & Safety Policy Statement

Performance English understands and accepts its legal responsibility to provide workplace safety, and to this end is dedicated to ensuring a safe and healthy work and learning environment for all our staff, students, contractors and visitors.

At Performance English the management of Occupational Health and Safety is viewed as a partnership between management, staff and students and we encourage commitment of all parties to ensure ongoing workplace safety.

Performance English Management ensures that it will:

- Comply with relevant OH&S legislation.
- Engage in consultation with staff to facilitate the highest quality of OH&S management.
- Monitor and review OH&S practices and implement changes where required.
- Provide a system to initiate critical incident procedures.
- Provide OH&S training to staff.
- Provide information to staff regarding changes in policy or procedures.
- Review the OH&S policy annually or immediately should significant new information or legislative changes become apparent.

The CEO has the ultimate responsibility for implementing the OH&S Policy and the Manager of Operations acts as his representative in this regard.

Performance English Staff ensures that it will:

- Demonstrate commitment to improving health and safety through participation in training and consultation where required.
- Have a duty to maintain a working and learning environment that is healthy and safe.
- Take reasonable care to ensure a healthy and safe working environment for themselves and their students.

Performance English Students ensure they will:

- Take reasonable care to ensure safe and healthy learning conditions for themselves and those around them.
- Comply with safe learning procedures in accordance with instructions.
- Must report any conditions they deem to be unsafe or unhealthy by completing the OH&S Incident Report Form.

Policy Authorised By: Matthew Reede – CEO

Signature:

Private and Confidential

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Date:

Private and Confidential

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