



1. POLICY

The teaching staff and employees of Footscray City Films at Footscray City College are committed to providing and maintaining a safe working environment that places no individual or group to a minimal risk to their health or safety.

To this end, the requirements and provisions of the relevant Occupational Health and Safety, Health, Labour and other Acts concerning safe work practices will be complied with in all areas of the business.

The Head of the Film School and staff is responsible for providing and maintaining:

- A safe working environment and safe systems of work.
- Protective equipment and ensure it is properly used.
- Ensure safety instruction and training is provided to all employees.

Employees have a duty to the Film School, themselves and their workmates to:

- Take all reasonable care to protect their own health and safety.
- Not endanger another person.
- Use safety equipment provided in its correct manner.
- Make recommendations to avoid, eliminate or minimise any hazards.

2. GUIDELINES

Footscray City Films are determined to ensure safe working practices and ensure that all staff and students are not harmed by any of the Film School's activities.

It will be the responsibility of each employee to notify any suspected breach of Film School or other regulations to the Head of the Film School.

Rectification of OHS shortfalls shall be by consultation between the OH&S manager at Footscray City College and all personnel concerned to effectively regain a safe operational area