Royal Botanic Gardens Victoria is committed to the physical and psychological health, safety and wellbeing of all employees, contractors, volunteers and visitors.

We will establish and maintain a culture where occupational health and safety is a fundamental part of how we operate; it will guide the way we do things as individuals, and as an organisation.

We will implement a systematic approach to managing occupational health and safety in our workplaces, to attain the safest work environments possible.

To achieve this, we will at all times:

- Comply with all relevant OHS legislation, industry practices and standards
- Establish and maintain procedures and systems that address the hazards and risks present in our workplaces
- Provide a system for reporting, managing and investigating incidents and injuries, including the provision of follow up remedial actions
- Where an employee is injured, facilitate their return to meaningful work as soon as reasonably possible
- Provide adequate information, instruction, training and supervision
- Consult with our employees and others regarding OHS issues that affect them
- Promote and communicate OHS responsibilities to all, and monitor our compliance
- Set targets for reduced workplace incident and injury rates and improving our OHS performance
- Report regularly on and monitor our OHS performance, implementing improvements as required, and
- Include OHS as a standing agenda item at all Board, management and other relevant meetings.

Signed: [Signature]
Date: 3rd February 2019

Mr Ken Harrison AM
Chairman
Royal Botanic Gardens Board Victoria

Signed: [Signature]
Date: 24 January 2019

Professor Tim Entwistle
Director and Chief Executive
Royal Botanic Gardens Victoria

December 2018
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