

Occupational Health, Safety and Welfare Objectives and Responsibilities Guidelines

Section 1 - Purpose

Introduction

(1) The [Work Health and Safety Policy](#), approved by the Vice-Chancellor, commits Charles Sturt University (the University) to ensuring a safe and healthy workplace for staff, students and visitors. This document specifies the objectives and responsibilities for implementing that policy and outlines the University program for occupational health, safety and welfare of staff, students and visitors to Charles Sturt University.

(2) The University has implemented a number of occupational health and safety measures. These include the establishment of consultative processes at campuses, such as provided by Occupational Health and Safety Committees and Critical Incident Response Groups; the establishment of consultative processes at the University level, such as provided by the Environment and Safety Management Committee, the Biosafety Committee, the Radiation Safety Committee and the Emergency Planning Committee; a reporting system to record and investigate accidents and other health and safety incidents; a workplace injury management and rehabilitation process for injured staff; a system of workplace inspections and action plans; a hazard reporting system; and the provision of a Manager, Work Health and Safety to provide advice and to facilitate staff training in safe and healthy work practices.

(3) The University has developed Safety Management Guidelines to guide activities and developments in occupational health and safety within the University, based on best practice risk management principles. All staff and managerial and supervisory staff in particular should appreciate and apply the aims of this document. To ensure continual improvement it is essential that occupational health and safety objectives, procedures and activities are constantly monitored and reviewed. All management staff has responsibility for undertaking reviews in the light of new processes and equipment and in ensuring that new staff are acquainted with the policy, trained in safe and healthy work practices and are provided with a safe and healthy place in which to work.

(4) To implement the policy, staff at all levels must recognise their responsibilities. This will require the ongoing incorporation of occupational health and safety principles into work practices, the ongoing commitment of resources to occupational health and safety and communication between all levels of staff.

Objectives

(5) The University seeks to:

- a. as a minimum, adhere to all requirements of the Work Health and Safety Act 2011 and Work Health and Safety regulation 2011:
 - i. increase the awareness of its staff and students of the provisions and requirements of the Work Health and Safety Act 2011;
 - ii. develop and maintain regular workplace inspections and reporting procedures;
 - iii. assess and control risks as they are identified;
 - iv. encourage staff and students to take an active role in the development of safe working practices;

- v. implement appropriate drills for evacuation of the workplace in the event of a dangerous situation;
- vi. continue the consultative process between staff, students and management;
- vii. train appropriate staff to assist in the implementation of occupational health and safety policies of the University
- viii. keep the University community informed of hazardous situations which may be associated with their work;
- ix. provide adequate occupational health and first aid services; and
- x. develop and promote health and safety attitudes within the University community which will be taken into the wider community.

Section 2 - Glossary

(6) Nil.

Section 3 - Policy

(7) Refer to the [Work Health and Safety Policy](#) .

Section 4 - Procedures

(8) Nil.

Section 5 - Guidelines

Part A - Responsibilities

(9) It is not possible to give a detailed list of actions for management, staff and students to achieve an environment where accidents and hazards are minimised. However, the following guidelines are provided for various levels of responsibility.

(10) The most important responsibility for all members of the University community is to minimise risks and prevent accidents. This can be achieved if staff at all levels attempt to identify, assess and control risks as they arise.

Staff and Students

(11) All staff and students, whilst on campus, are required to make every effort to ensure the health and safety of themselves, and that their acts or omissions do not effect the health and safety of other campus personnel. Staff and students have an intimate understanding of their own workplace and are, therefore, in a position to identify, report and minimise risks. They should, at all times, be prepared to talk to management and should regard their supervisor as the first point of contact in the University's Work Health and Safety Program .

(12) As a guide to accident prevention and hazard identification, assessment and control, staff and students should:

- a. report all accidents and injuries on the appropriate form as soon as possible after the event. "Near-miss" incidents should also be reported on the same form so that preventative action may be taken;
- b. assist accident investigators;
- c. be encouraged to report all identified hazards to supervisors

- d. follow instructions such as safe-work policies, procedures and practices and comply with information provided by material safety data sheets;
- e. seek information from supervisors when in doubt about any aspect of task safety;
- f. take care to protect the health and safety of oneself and others while on campus;
- g. use equipment with all due care and report incidents of damage or malfunction;
- h. use safety equipment and protective clothing provided or as directed; and
- i. evacuate buildings during emergencies under the direction of wardens or lecturers in charge of classes.

Managers and supervisors

(13) Managers and supervisors includes positions of manager, Director, Head of School, and staff with responsibility for others working under their direction or guidance e.g. a lecturer in charge of a class or a site supervisor for contractors.

(14) Managers and supervisors are accountable for the workplace health, safety and welfare of those who work under their direction, whether on-campus or off-campus. As a guide to accident prevention and hazard identification, assessment and control they should:

- a. liaise and consult with the campus-based Occupational Health and Safety Committees;
- b. consult with staff on health and safety matters as required by the Work Health and Safety Act 2011;
- c. establish safety goals and objectives for their area of responsibility (it may be appropriate to discuss this with the Manager, Work Health and Safety
- d. ensure that the University's Work Health and Safety Policy , and other University health and safety policies and procedures are promulgated to those who work under their direction or guidance;
- e. investigate accidents, injuries and incidents affecting occupational health and safety within their area of responsibility and take all necessary steps to remedy adverse situations without delay;
- f. conduct workplace inspections, audits and risk assessments appropriate to their area of responsibility;
- g. motivate staff and students to adopt good health and safety practices;
- h. make staff and students aware of specific policies, manuals, procedures and guidelines when activities involve radiation or biological safety;
- i. direct all research proposals involving radiation or biological safety to the appropriate committee for approval prior to any research activity being undertaken;
- j. provide the necessary risk controls and maintenance procedures to ensure a safe and healthy workplace;
- k. prepare and submit periodic reports on health and safety as required;
- l. provide and maintain a training program for staff and students appropriate to their work and/or responsibilities, and keep records of all OH&S training provided;
- m. ensure that protective equipment and clothing is provided and used;
- n. ensure that new staff are given appropriate induction in occupational health and safety;
- o. make representations to ensure adequate budgetary provision is made to meet occupational health and safety needs within their area of responsibility; and
- p. meet all legal requirements with regard to occupational health and safety.

Senior Executive Staff

(15) Senior Executive Staff includes positions of Executive Director, Executive Dean, Head of Campus, Deputy Vice-Chancellor and Pro Vice-Chancellor.

(16) Senior Executive Staff are accountable for the health, safety and welfare of those who work under their direction. They must become safety conscious and set standards in developing and maintaining a healthy and safe work

environment. As a guide to accident prevention and hazard identification, assessment and control they should:

- a. ensure managers and supervisors have been made responsible and accountable for their area of responsibility and that they have the necessary resources for identification, assessment and control of hazards;
- b. participate in policy development and establish procedures and goals for occupational health and safety within their own area of responsibility;
- c. ensure adequate budgetary provision to meet occupational health and safety needs;
- d. ensure a program of staff training in health and safety appropriate to their area of responsibility particularly for key personnel;
- e. provide leadership in occupational health and safety, and encourage staff to become safety conscious;
- f. be prepared to devote time to health and safety matters;
- g. ensure that the reporting mechanisms for occupational health and safety matters are working;
- h. further develop the administrative framework of the health, safety and welfare system;
- i. maintain and further develop the network of health, safety and welfare service within their area of responsibility;
- j. ensure a good health and safety communications network, and ensure that appropriate consultation takes place;
- k. ensure a rehabilitation program for staff who have suffered injury; and
- l. meet all legal requirements with regard to occupational health and safety.

Vice-Chancellor

(17) The Vice-Chancellor has overall responsibility for health and safety and has delegated specific occupational, health and safety responsibilities to the Executive Director, Human Resources, and line responsibilities through the senior executive staff of the University.

(18) The Vice-Chancellor in ensuring the effectiveness of the delegated health and safety responsibilities will hold these delegated officers to account through:

- a. requesting annual and ad-hoc reports;
- b. raising concerns relating to health and safety at executive meetings; and
- c. requesting other information necessary to ensure that all due diligence has been exercised by the senior executive staff with delegated responsibilities.

Part B - Work, Health and Safety Actions

(19) The Vice-Chancellor:

- a. promote the use of the University's Safety Management Guidelines; and
- b. delegate specific responsibilities to Executive Director, Human Resources, and to line managers
- c. ensure currency of Work Health and Safety Policy and plans; and
- d. ensure compliance with all WH&S and other relevant legislation.

(20) Executive Director, Human Resources:

- a. carry out delegated occupational, health and safety responsibilities for central management within the University and monitor and report to the Vice-Chancellor on the implementation of this policy within the University.

(21) Manager, Work Health and Safety:

- a. continue to develop and promote best practice safety management processes;
- b. continue workshops on work, health and safety legislation and procedures for academic and support staff on all campuses of the University
- c. review provision of health and safety programs and services and advise management and Occupational Health and Safety Committees of findings;
- d. provide advice to executive managers and supervisors on the accident and injury rates in their areas of operation, so that preventative strategies can be developed and implemented; and
- e. provide advice to managers and supervisors on setting safety goals and objectives.

(22) Senior Executive staff , managers and supervisors:

- a. promote the use of the University's Safety Management Guidelines within area of responsibility;
- b. encourage the systematic use of performance indicators to measure health and safety performance, to then effect incremental continual improvements in performance;
- c. ensure that staff attend work, health and safety awareness workshops;
- d. review provision of first aid services available in area of responsibility and where appropriate provide for training of staff;
- e. review evacuation procedures in area of responsibility and where necessary ensure effective changes occur and that staff and students practice at least one (1) evacuation drill per year;
- f. ensure appropriate workplace inspections, reports and action plans are undertaken;
- g. review and on a yearly basis, develop safety goals and objectives for each area of responsibility;
- h. monitor the safety performance of area of responsibility by seeking reports from those with delegated responsibilities; and
- i. meet all objectives as laid out in University and units WH&S policies and programs.

(23) Academic Staff:

- a. ensure appropriate health and safety information is provided to students as appropriate by ensuring inclusion in the curriculum and provide specific information where specific risks are being encountered, (for example in laboratory classes and fieldwork, gymnasium and theatre activities).

(24) Committees of the University:

- a. ensure ongoing viability to the University community, of Occupational Health and Safety Committees, and expert committees, such as the Radiation Safety Committee, Biosafety Committee and Emergency Planning Committee
- b. review appropriate health and safety policies, guidelines, procedures and manuals;
- c. assist the University to meet legislative compliance by providing timely advice and through the development of policies, guidelines and procedures;
- d. monitor the developed and implemented safety policies, guidelines, procedures and manuals in the academic and support divisions of the University
- e. develop plans for improved health and safety services;
- f. monitor staff awareness of health and safety policies and programs within the University and
- g. perform other duties as required by the Work Health and Safety Act and Regulations or other legislation.

Section 6 - Breach of Conduct or Discipline

(25) Any misuse or interference with safety equipment or measures put in place to protect the health or safety of staff or students will not be tolerated, and those identified as misusing or interfering with safety equipment or measures will be dealt with as a breach of conduct or discipline.

Status and Details

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