

Work Health and Safety Policy

Responsible Officer	Chief Operating Officer
Approved by	Vice-Chancellor
Approved and commenced	April, 2013
Review by	April, 2016
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle	<i>University of Tasmania Act 1992</i> <i>GLP6 – Work Health and Safety</i> <i>GLP2 – Risk Management</i> <i>Work Health and Safety Act 2012</i> <i>Work Health and Safety Regulations 2012</i> <i>Workers Rehabilitation and Compensation Act 1988</i> <i>Corporations Act 2001 (Cth)</i> Work Health and Safety legislation and regulations and Workers Rehabilitation and Compensation legislation covering University staff and students who are residents of other Australian States or Territories
Responsible Organisational Unit	Work Health and Safety Unit

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1. Objective

All members of the University community have a collective and individual responsibility with regard to the prevention of workplace injuries and illness. Everyone has an important contribution to make by working safely.

The objective of this Policy is to provide the framework for implementing the University's commitment to a safe environment for work and study in accordance with the Tasmanian *Work Health and Safety Act 2012* (the Act) and equivalent legislation in other States and Territories where the University undertakes operations.

The University is committed to providing a safe workplace for University of Tasmania employees, contractors, students, volunteers and visitors by:

- meeting all legislative obligations while pursuing the highest reasonably practicable standards of health safety and wellbeing across our workplaces;
- developing a planned and systematic approach to the management of work health and safety and injury prevention through a formal *Work Health and Safety Management System*; and
- providing the resources for the successful implementation of the *Work Health and Safety Management System*.

2. Scope

The *Work Health and Safety Policy* applies to University of Tasmania employees, contractors, students, volunteers and visitors at the Australian workplaces owned, managed or controlled by the University of Tasmania and approved offsite workplaces including collaborative arrangements with other parties.

3. Policy Provisions

3.1. Compliance

The University will comply with the relevant Work Health and Safety and Workers' Rehabilitation and Compensation legislation which apply in States and Territories where the University undertakes operations.

3.2. Management System

The University will implement a *Work Health and Safety Management System*, comprising an integrated suite of policies, procedures, plans, positions and resources to prevent injuries and to systematically manage work health and safety at workplaces owned, controlled or managed by the University.

3.3. Continual Improvement

The University is committed to continually improving Work Health and Safety performance.

In support of this, the University will set measurable objectives and targets aimed at eliminating work related injury and illness and will regularly review its performance against these objectives and targets.

3.4. Health and Wellbeing

The University will develop, implement and promote initiatives for the improved health and wellbeing of its workers and students.

3.5. Resourcing

The University will provide resources, including finances, for the adequate and responsible fulfilment of the University's Work Health and Safety duties.

3.6. Induction and Training

The University will identify, develop and provide appropriate information, instruction and training to equip employees, contractors, students, volunteers and visitors with the knowledge and skills necessary to meet their Work Health and Safety responsibilities.

3.7. Identification, Control and Management of Safety Hazards and Risks

The University will identify work health and safety hazards associated with the tasks and activities undertaken at the University. All such hazards will be eliminated unless it is not reasonably practicable to do so.

Where it is not reasonably practicable to eliminate a hazard, the University will select the most appropriate measures to minimise the risks associated with the hazard, having regard to the test of what is reasonably practicable.

3.8. Safe Systems of Work

The University will provide, monitor and maintain safe systems of work for the use, handling, storage and transportation of infrastructure, plant, equipment and substances.

3.9. Safe Facilities at Work

The University will provide facilities needed for employees, contractors, students and volunteers to conduct their activities in a healthy and safe environment.

3.10. Issue Resolution

The University is committed to ensuring that Work Health and Safety issues raised at the University are resolved through a formal *Work Health and Safety Issue Resolution Procedure*. Repairs, hazards and incidents are only covered by this procedure where they are not resolved by the University's maintenance, hazard or incident procedures.

3.11. Consultation

The University will undertake adequate consultation with all University workers, including employees, contractors, volunteers and students, to enhance the effectiveness of the *Work Health and Safety Management System*.

The University supports the election of Health and Safety Representatives within designated work groups and has established a Work Health and Safety Committee to facilitate formal consultation on Work Health and Safety matters.

3.12. Record Management

The University will ensure that adequate records are created and maintained to support the University's *Work Health and Safety Management System* and to comply with its record keeping responsibilities under the Act.

3.13. Review of Workplace Health and Safety Management System

The University will regularly review and evaluate the *Work Health and Safety Management System* through audits and workplace inspections.

The University aspires to eliminate work-related injury and illness and will establish targets to measure its progress towards this aspiration.

4. Responsibilities

The Vice-Chancellor is committed to, and has ultimate responsibility for, the effective implementation of this *Work Health and Safety Policy*.

All University workers (employees, contractors, students and volunteers) and all other persons (including visitors) are, under S28 or S29 of the Act to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as they are reasonably able, with any reasonable instruction that is given to allow the university to comply with the Act.

In addition, workers are to:

- co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to them.

Members of Council, Deans of Faculties, Heads of Schools and Centres, Directors/Principals of Institutes, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act. They are responsible within their area for the following:

- ensuring the University meets its primary duty of care responsibilities as a person conducting a business or undertaking (PCBU) under Section 19 of the Act;
- ensuring effective resourcing and implementation of the University's *Work Health and Safety Policy* and the University's *Work Health and Safety Management System*;
- ensuring compliance with applicable University policies, minimum standards and procedures;
- providing the leadership necessary to raise an organisation-wide safety culture; and
- ensuring that within their workplace there is appropriate planning; development, implementation and monitoring of Work Health and Safety programs specific to the needs of the area.

The Work Health and Safety Committee supports the University community by fulfilling its responsibilities in accordance with the *Work Health and Safety Policy*. The Committee provides the strategic Work Health and Safety framework that will allow Officers to fully achieve Work Health and Safety statutory compliance. The Committee reviews Work Health and Safety policies, procedures, and minimum compliance standards and makes recommendations to the Vice-Chancellor.

The Work Health and Safety Unit provides specialist advice to assist Officers with their *Work Health and Safety Policy* compliance and the implementation of the *Work Health and Safety Management System*.

Management and supervisory staff (which includes those with responsibility for students) have responsibilities as workers under the Act.

5. Definitions and Acronyms

Officer	For the application of the Act, the University is taken to be a corporation - an officer therefore means an officer within the meaning of Section 9 of the Corporations Act 2001 of the Commonwealth.
Other Persons	In accordance with S29 of the Act and includes a person, other than a worker, who may be at a University workplace.
The Act	<i>Work Health and Safety Act 2012.</i>
University	Meaning the University of Tasmania as the person conducting the business or undertaking (PCBU) as prescribed by the meaning within the <i>Work Health and Safety Act 2012.</i>
Worker	In accordance with S28 of the Act and includes employees, contractors, students and volunteers undertaking work at a university workplace.

6. Supporting Documentation

- University of Tasmania Work Health and Safety Procedures;
- University of Tasmania Work Health and Safety Minimum Standards;
- University of Tasmania Work Health and Safety Guidelines;
- Work Health and Safety Management System Protocols.

7. Versioning

Former Version(s)	Replaces Version 1 (<i>Occupational Health and Safety Policy</i> - March, 1999)
	Version 2 (approved March, 2011 by the A/G Vice Chancellor)
	Version 3 Work Health and Safety Policy approved, April, 2013
Current Version(s)	Version 4 Work Health and Safety Policy amended to reflect responsibilities for all persons under the Act is prominent in the document (current document); approved by the University Secretary, December, 2014