

WORK HEALTH AND SAFETY POLICY 2012

The Acting Vice-Chancellor, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 14 December 2012

Name: Professor Ann Brewer

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1 Name of policy

This is the Work Health and Safety Policy 2012.

2 Commencement

This policy commences on 19 December 2012.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Overview

The University is committed to ensuring the health and safety of workers, students and others who are involved in or may be affected by University activities by providing:

- (a) a safe and healthy work environment;

- (b) appropriate instruction, supervision and practical guidance in work health and safety best practices; and
- (c) opportunities for consultation on health and safety matters at work.

5 Application

This policy applies to:

- (a) staff, students, affiliates and visitors; and
- (b) all activities conducted by and on behalf of the University.

6 Definitions

affiliate	has the meaning given in the Code of Conduct – Staff and Affiliates At the date of this policy this is: clinical title holders; adjunct, conjoint and honorary appointees; consultants and contractors to the University; holders of offices in University entities; members of Boards of University Foundations; members of University Committees; and any other persons appointed or engaged by the University to perform duties of functions on its behalf.
faculty executives	means the dean and other members of a faculty executive committee responsible for its management.
hazard	means a source of potential harm, or a situation with potential for harm, to human health or wellbeing or damage to property or the environment.
head of administrative unit	means an employee, normally a HEO level 10 or above, who is head of an administrative or equivalent budget unit, and is formally appointed as such by a Principal Officer or a Dean. Where appropriate, this includes the Director, International House or the Chief Operating Officer, Brain and Mind Research Institute.
head of school	means an employee who is a head of a school or equivalent budget unit. Where appropriate this includes the Executive Director, Brain and Mind Research Institute, the Director, China Studies Centre or the Director, South East Asia Centre.
incident	means an occurrence that has an adverse impact on people, including events that result in injury, illness, equipment failure, or “near misses” when there is potential for injury.
local safety appointees	means workers appointed to any of the positions referred to in clause 10 of the procedures for this policy.

local safety committee	means a committee established as a forum for discussion and promotion of local work health and safety issues within faculties and administrative units or sub-units of either.
risk	means, in relation to any potential injury or harm, the likelihood and consequence of that injury or harm occurring.
WHS Strategic Plan	means the current Work Health and Safety Strategic Plan and Action Plan, as determined from time to time by the Senate Safety and Risk Management Committee.
worker	<p>means a person who performs work as:</p> <ul style="list-style-type: none">• an employee;• a contractor or subcontractor;• an employee of a contractor or subcontractor;• an employee of a labour hire company who has been assigned to work in the person's business or undertaking;• an outworker;• an apprentice or trainee;• a student gaining work experience; or• a volunteer. <p>An affiliate or student of the University may, in appropriate circumstances, be a worker. A student may be a worker where they perform work on a voluntary basis or are participating in work experience at the University.</p>
workplace	<p>means any place where work is carried out for the University and includes any place where a worker goes, or is likely to be, while at work.</p> <p>University workplaces include, but are not limited to, industrial, clinical and field work settings, home offices, and places of work while travelling on official duties.</p>

7 Work health and safety governance and management

- (1) Work health and safety must be managed in accordance with the [WHS Strategic Plan](#).
- (2) Work health and safety must be a standing first agenda item for all relevant management and team meetings.
- (3) The University's work health and safety governance and management structure is as follows:
 - (a) **The Senate:**
 - (i) sets the WHS Strategic Plan through its Safety and Risk Management Committee; and
 - (ii) receives reports from the Senate Safety and Risk Management Committee.

- (b) **The Senate Safety and Risk Management Committee:**
- (i) monitors and advises Senate on matters relating to work health and safety including performance standards and compliance with work health and safety legislation.
- Note:** Terms of reference for the Senate Safety and Risk Management Committee can be found on the [Senate website](#).
- (c) **The Senior Executive Group:**
- (i) monitors implementation of the WHS Strategic Plan through its Work Health and Safety Committee;
 - (ii) receives reports from its Work Health and Safety Committee; and
 - (iii) receives work health and safety reports periodically from each of the deans.
- (d) The **Senior Executive Group Work Health and Safety Committee** monitors work health and safety performance and ensures a co-ordinated approach to managing work health and safety risks across the University.
- Note:** Terms of Reference for the Senior Executive Group Work Health and Safety Committee can be found on the [SEG website](#).
- (e) **Faculty executives and heads of administrative units:**
- (i) set work health and safety goals for the faculty or administrative unit corresponding to the WHS Strategic Plan;
 - (ii) obtain periodic reports from relevant staff on progress towards the achievement of those goals;
 - (iii) monitor work health and safety performance and coordinate the approach to managing health and safety risks across the faculty or administrative unit; and
 - (iv) review and respond to reports about work health and safety.
- (f) **Local management committees:**
- (i) set work health and safety goals for their areas corresponding to those established by the relevant faculty executives and heads of administrative units and the WHS Strategic Plan, and monitor progress towards achievement of these goals;
 - (ii) receive and review reports from local safety committees, where such committees have been established, and from others as appropriate;
 - (iii) respond to reports in relation to work health and safety issues, such as reports of incidents, inspections or audits; and
 - (iv) consider work health and safety aspects of new projects, purchases and refurbishments.

8 Work health and safety responsibilities of all workers

- (1) All workers at the University have a general, personal responsibility for work health and safety, in addition to any more specific obligations they may have in any other capacity.
- (2) In particular, workers must:
 - (a) take reasonable care for their own health and safety, and that of others;

- (b) comply with instructions in relation to work health and safety;
 - (c) adopt and use safe work practices, including the use of personal protective equipment and clothing;
 - (d) familiarise themselves and comply with any policy or procedure relating to work health and safety;
 - (e) promptly report work related hazards, injuries and incidents, including near misses;
- Note:** See clause 7 of the procedures for this policy.
- (f) participate in work health and safety training and discussion; and
 - (g) co-operate with work health and safety inspections, audits and investigations and emergency procedures.

9 Work health and safety responsibilities of supervisors

- (1) Workers who supervise others at work must:
 - (a) demonstrate active and visible leadership in work health and safety risk management;
 - (b) identify hazards and work health and safety risks from jobs, tasks and projects under their supervision;
 - (c) assess and control identified risks in consultation with those involved or affected, and with reference to University work health and safety procedures and guidelines;
 - (d) inform workers and others whom they supervise, students and visitors about work health and safety requirements and expectations, and provide relevant guidance and training (including work health and safety inductions);
 - (e) promptly address work health and safety issues raised, in consultation with those involved or affected;
 - (f) refer work health and safety issues beyond their control to the relevant manager, while ensuring that interim practical action is taken to reduce the risks; and
 - (g) investigate work related incidents, seeking to identify the causes and take steps to prevent recurrence.

10 Work health and safety responsibilities of senior managers

- (1) Any person who makes or participates in making decisions that affect the whole or a substantial part of the University must:
 - (a) provide leadership in, and promote, work health and safety;
 - (b) acquire and keep up-to-date knowledge of work health and safety matters;
 - (c) understand the nature of University operations and the associated hazards and risks;
 - (d) ensure there are appropriate resources and processes to identify hazards, eliminate or minimise risks and achieve work health and safety compliance; and

- (e) verify the provision and use of work health and safety resources and processes.
- (2) In addition to the requirements of subclause 10(1), **deans and directors** must:
- (a) include work health and safety as the first agenda item of general management meetings;
 - (b) establish [work health and safety action plans](#) and monitor progress towards achieving the goals specified in them;
Note: See clause 4 of the procedures for this policy for more detail on work health and safety action plans.
 - (c) ensure compliance through obtaining relevant reports; and
 - (d) promptly address work health and safety issues raised, in consultation with those involved or affected.
Note: For more detail refer to the [Work Health and Safety Duty of Care Check List for Deans and Directors](#).
- (3) In addition to the requirements of subclause 10(1), **heads of schools and heads of administrative units** must:
- (a) include work health and safety as the first agenda item of general management meetings;
 - (b) establish work health and safety action plans for their areas of responsibility and monitor progress towards achieving the goals specified in them;
Note: See clause 4 of the procedures for this policy.
 - (c) ensure that suitable risk controls are chosen and established within agreed time frames;
 - (d) promptly address work health and safety issues raised in consultation with those involved or affected; and
 - (e) where appropriate, appoint, support and obtain periodic reports from designated local safety appointees.
Note: For more detail refer to the [Work Health and Safety Duty of Care Check List for Heads of Schools, Centres and Administrative Units](#).

11 Work health and safety responsibilities of students and others

- (1) Any other person at a workplace, including students and visitors, must:
- (a) take reasonable care for their own health and safety, and that of others;
 - (b) comply with instructions in relation to work health and safety;
 - (c) use personal protective equipment and clothing as required;
 - (d) promptly report work related hazards, injuries and incidents, including near misses; and
Note: See clause 7 of the procedures for this policy for more detail.
 - (e) co-operate with emergency procedures.

12 Local safety appointees

- (1) A head of school or head of administrative unit may appoint workers to fill such local safety roles as are specified in the procedures associated with this policy.
- (2) Such appointments should be made in agreement with the nominated workers.

Note: See clause 10 of the procedures for this policy for more detail.

13 Local safety committees

- (1) Faculties or administrative units involved with higher risk activities may establish local safety committees as focal points for discussion and promotion of local work health and safety issues.
- (2) The structure and terms of reference for local safety committees are specified in the procedures associated with this policy.

14 Procedures

The Director, Human Resources, may determine procedures for the implementation of this policy.

NOTES

Work Health and Safety Policy 2012

Date adopted: 14 December 2012

Date registered: 18 December 2012

Date commenced: 19 December 2012

Administrator: Director, Human Resources

Review date: January 2015

Related documents: [Work Health and Safety Act 2011 \(NSW\)](#)

[Work Health and Safety Regulation 2011 \(NSW\)](#)

[Code of Conduct – Staff and Affiliates](#)

[Delegations of Authority – Administrative Functions](#)

[Injury Management Policy and Procedures](#)

[Smoke-Free Environment Policy](#)

[The University of Sydney Enterprise Agreement 2009 – 2012](#)

[Workplace Bullying Prevention Policy and Resolution Procedure](#)

AMENDMENT HISTORY

Provision Amendment

Commencing