



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

Work Health and Safety

Effective: 4 June 2019

Audience: Staff, Students and Associates

Policy Category: Governance
Policy Sub-category: Health, Safety and Wellbeing

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Contents

| | | |
|---|----------------------------------|---|
| 1 | OBJECTS OF THE UNIVERSITY | 3 |
| 2 | PURPOSE..... | 3 |
| 3 | SCOPE..... | 3 |
| 4 | PRINCIPLES..... | 3 |
| 5 | ROLES AND RESPONSIBILITIES | 4 |
| 6 | RELATED DOCUMENTS | 5 |
| 7 | DEFINITIONS | 5 |

1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

- 2.1** The purpose of this Policy is to set out the obligations of the University, staff, students and Associates in relation to work health and safety at the University.

3 SCOPE

- 3.1** Applies to all University staff, students, visitors, volunteers, contractors and Associates in the Workplace.

4 PRINCIPLES

- 4.1** The University of Notre Dame Australia is committed to providing and maintaining a Workplace that promotes the health and safety of its staff, students and Associates.
- 4.2** To achieve health and safety in our Workplace the University will:
 - 4.2.1 implement and manage a national work health and safety system (**WHSS**) based on consultation and communication at all levels and across all University Workplaces.
 - 4.2.2 ensure our WHSS complies with the *Work Health and Safety Act 2011 (NSW)*, the *Occupational Health and Safety Act 1984 (WA)*, the *Work Health and Safety Act (VIC)* and other relevant legislation and industry standards applying to any University Workplace.
 - 4.2.3 strive for continuous improvement through ongoing reporting and review of health and safety matters through health and safety representatives and committees across all University Workplaces.
 - 4.2.4 provide consistent and clear policy, information, instruction, training and supervision to staff, students, and Associates.
 - 4.2.5 Encourage all staff to report and respond to material hazards and risks associated with University activities as a matter of priority, and implement appropriate control measures aimed at eliminating risk where possible.
- 4.3** To support the University to meet its commitment to provide a safe work environment, all staff, students and Associates are required, collectively and individually, at all levels and across all Workplaces, to proactively strive to maintain a healthy and safe environment by:
 - 4.3.1 taking responsibility for their own health and safety at work and the health and safety of others;
 - 4.3.2 treating others with respect in all Workplace interactions;

- 4.3.3 actively participating in all work health and safety (**WHS**) activities including gaining an understanding of the University's WHSS, including policies, advice, directions and training on health and safety matters;
 - 4.3.4 reporting potential hazards and risks in the Workplace and taking reasonable steps to minimise staff exposure to injury and illness;
 - 4.3.5 complying with University policies, advice and directions and participating in training on health and safety matters; and
 - 4.3.6 communicating and consulting with health and safety representatives in raising any issues of concern on health and safety matters in their Workplace.
- 4.4** A failure of staff to meet their obligations set out in clause 4.3 may constitute a breach of this Policy and/or breach of the University's *Staff Code of Conduct* and will be dealt with under the University's misconduct process.

5 ROLES AND RESPONSIBILITIES

- 5.1** The University's WHSS requires every person within the University community to participate in making the Workplace a safe and healthy environment for all.
- 5.2 Board of Directors** has the ultimate responsibility for the provision of a safe and healthy Workplace. To meet this obligation the Board will:
- 5.2.1 delegate to the Vice Chancellor the function to approve strategic objectives, policy and targets for the University;
 - 5.2.2 monitor the health and safety of the Workplace through the regular reporting and review of strategies and targets;
 - 5.2.3 if required, provide direction to the Vice Chancellor on health and safety matters; and
 - 5.2.4 ensure the University is provided with the appropriate resources to meet its strategic objectives and targets.
- 5.3 Vice Chancellor** has responsibility for:
- 5.3.1 approving the WHSS, ensuring the WHSS is consistent with and able to meet the strategic objectives, policy and targets set;
 - 5.3.2 continually monitoring and reviewing the WHSS;
 - 5.3.3 reporting to the Board of Directors on the progress and performance of the WHSS; and
 - 5.3.4 ensuring the allocation of resources for health and safety.
- 5.4 Responsible Executive** is responsible for:
- 5.4.1 ongoing development and implementation of the University's WHSS;
 - 5.4.2 reviewing and monitoring the WHSS;
 - 5.4.3 making recommendations to the Vice Chancellor in relation to the effectiveness of the WHSS; and
 - 5.4.4 supervision and management of the National Work Health and Safety Manager.
- 5.5 Executive Staff** are responsible for:
- 5.5.1 meeting the strategic WHS objectives and targets set by the Vice Chancellor; and
 - 5.5.2 reporting regularly on the progress toward strategic objectives and targets.
- 5.6 National Work Health and Safety Manager** is responsible for:
- 5.6.1 guiding and leading the development and implementation of the WHSS;
 - 5.6.2 the review and maintenance of the WHSS;
 - 5.6.3 providing assistance to Senior Leaders with the coordination and implementation of the WHSS in their areas; and
 - 5.6.4 providing WHS support and advice to respective Heads of Campus, Supervisors and the

WHS Committees.

5.7 Heads of Campus are responsible for:

- 5.7.1 establishing and monitoring the implementation of the WHSS on their campuses; and
- 5.7.2 reporting regularly on the progress of implementation of the WHSS.

5.8 Supervisors are responsible for:

- 5.8.1 implementing the WHSS within their area of responsibility; and
- 5.8.2 taking steps to ensure the identified hazards are eliminated as far as reasonably practicable or controlled using the hierarchy of risk controls.

5.9 Work Health and Safety Committees are responsible for:

- 5.9.1 ensuring effective consultation takes place within their responsible area;
- 5.9.2 providing health and safety advice to the respective Head of Campus and National WHS Manager; and
- 5.9.3 assisting with the implementation of the WHSS.

5.10 Work Health and Safety Representatives are responsible for:

- 5.10.1 carrying out inspections in the Workplace and reporting hazards;
- 5.10.2 in the event of a health and safety incident that causes imminent risk of serious harm to a person carry out appropriate health and safety investigation;
- 5.10.3 keep informed of safety and health information provided by the University and liaise as necessary with the department or office he or she represents;
- 5.10.4 liaise with staff and workers in relation to any health or safety matter in the Workplace;
- 5.10.5 consult and cooperate with the University in relation to health and safety matters in the Workplace;
- 5.10.6 refer where necessary any health and safety matters to the WHS Committee;
- 5.10.7 providing information for staff, students and Associates on health and safety matters, including the appropriate procedures in place for reporting hazards, injuries and illness and the University complaints process with respect to WHS matters; and
- 5.10.8 monitoring WHS measures.

6 RELATED DOCUMENTS

- 6.1 *Work Health and Safety Act 2011 (NSW)*
- 6.2 *Occupational Health and Safety Act 1984 (WA)*
- 6.3 *Work Health and Safety Act (VIC)*
- 6.4 *Student Code of Conduct*
- 6.5 *Staff Code of Conduct*
- 6.6 *Policy: Managing Misconduct*

7 DEFINITIONS

5.1 For the purpose of this Policy, the following definitions apply:

Associate means volunteers, visiting members, contractors and consultants or any other person engaged by the University to undertake work for the University.

Executive means those positions identified as Principal Officers of the University in Section 15 of the University *Statutes*.

Senior Leaders means those positions responsible for leading one or more large functions or schools/areas at the University and include the positions of: Chief Operations Officer; Dean;

Executive Director; Chief Information Technology Officer; National Executive Director; Director; University Librarian; Academic Registrar and Financial Controller.

Responsible Executive means the members of Executive to whom the Vice Chancellor has allocated responsibility for ongoing development, implementation, monitoring, and review of the University's WHSS.

Supervisor means any person responsible for leading, managing or supervising the activities of others.

Staff means staff employed or engaged by the University.

WHS means work health and safety.

WHSS means work health and safety system.

Workplace means any place where staff or workers work or are likely to be in the course of their work.

| Version | Date of approval | Approved by | Amendment |
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