

OH&S Policies and Procedures Consultation, Approval and Authorisation

INTRODUCTION

The following steps are involved in the consultation, approval and authorisation of OHS Policies and Procedures (P&P):

- Review of existing P&P or consideration of the need for new P&P;
- Drafting the document or the revision;
- Consultation with staff;
- Approval by Major Cost Centre Heads or local Managers and/or Committees;
- Authorisation by the appropriate person(s);
- Promulgation of the document.

Most of the University-wide OHS P&P are reviewed and managed by the OHS Unit in accordance with the time lines set by the Policy Review Schedule or in response to changes to legislation or other emerging needs. However, if specialised tasks with OHS implications are primarily carried out by staff in a particular Division or School - for example working in confined spaces – then the related P&P are written, reviewed and revised by staff in that Division or School.

When establishing or revising University-wide OHS P&P wide ranging consultation occurs. This includes, as necessary, consultation with the staff and Health and Safety Representatives directly engaged in the work and with the Cost Centre OHS Committees. Working parties may be formed and/or local area Safety Action Groups may be involved if required. When all of the relevant Cost Centre OHS Committees have approved a draft P&P the document is sent to the University OHS Committee for approval. After this the University Consultative Committee is provided with an opportunity to comment and the document is then recommended for authorisation to University Council, the Vice-Chancellor or other person with delegated authority.

P&P MANAGED BY THE OHS UNIT

The process is as follows:

- The OHS Unit maintains a review schedule for OHS related P&P and begins the review of each document in accordance with the time lines on the schedule;
- If there are changes to legislation or reorganisations / restructures with the University that may impact on a P&P, or if review of audit results or other data indicates a need for review, then the document may be reviewed out of sequence;
- Each document is initially reviewed by the Head of the OHS Unit in conjunction with supervisors of staff affected by that matter and/or a working party if required;
- If re-drafting is required the Head of the OHS Unit discusses the initial draft with the Executive Director of Administration (EDA) and then contacts any other relevant areas of the University for further input. This may include the Heads of Major Cost Centres, Faculty Registrars, Technical / Laboratory Managers, Resource Committee or Policy and Secretariat staff;
- The final draft is sent to the six Cost Centre OHS Committees (comprised of University management and elected health and safety representatives) and an entry is made on the OHS Unit web page in order to track the approval process;
- When a draft is approved by all of the Cost Centre OHS Committees it is sent to the University OHS Committee for approval;
- When a Policy is approved by the University OHS Committee it is then sent for comment to the University Consultative Committee (UCC) whose members include representatives from registered associations;

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- The document is then authorised by University Council or delegate (Appendix 1);
- When approved a Policy is promulgated by the Head of the OHS Unit as follows:
 - Memo to all Heads of Major Cost Centres, Faculty Registrars, OHS Committees and staff directly responsible for management of the matter (e.g. Hazardous Substances Managers) advising them of the revision or new Policy and asking that they disseminate it as necessary in their own area;
 - The Policy is placed in the on-line University Policies and Procedures Manual and a link placed on the OHS website;
 - An article is placed in the HRD Newsletter, including the web link.

P&P MANAGED BY OTHER AREAS

Some University-wide OHS related matters are managed by Buildings and Property Division (e.g. Asbestos Policy). Other P&P are local matters and are managed by a local Safety Action Group. The documents relating to those matters are managed as indicated below.

Buildings and Property Division OHS documents with a corporate focus

- The BPD documents are listed on the OHS P&P review schedule;
- If there are changes to legislation or reorganisations / restructures with the University that may impact on a P&P, or if review of audit results or other data indicates a need for review, then the document may be reviewed out of sequence;
- The Head of the OHS Unit contacts the Director BPD and the Asbestos Hazard Manager or Maintenance Manager or Emergency Control Coordinator or Asset Manager as appropriate when review is required;
- If re-drafting is required a staff member of the OHS Unit will be involved in discussion with staff from BPD and/or a working party if appropriate;
- The final draft from the working party is sent to the relevant OHS Committees and an entry is made on the OHS Unit web page to track the approval process;
- When the draft is approved by the Cost Centre OHS Committee(s) it is sent to the University OHS Committee for approval;
- When a Policy is approved by the University OHS Committee it is then sent for comment to the University Consultative Committee (UCC) whose members include representatives from registered associations;
- The document is then authorised either by University Council or the Vice-Chancellor or the relevant Head of Major Cost Centre (see Appendix 1);
- When approved a Policy is promulgated by the Head of the OHS Unit (as above) and by the Director of BPD within that Division.

Local Safety Action Group OHS documents

These groups manage their OHS documents in accordance with both the general principles outlined above and any Terms of Reference applicable to the operation of each group. Authorisation occurs as shown in Appendix 2.

School / Department / Laboratory / Workshop OHS documents

Documents at the local area level are managed in accordance with the general principles outlined above and authorised by the local manager.

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APPENDIX 1 AUTHORISATION OF POLICIES

A Policy may be authorised by the University Council or a person with authority delegated by Council. Table 1 shows responsibilities for authorisation as at 15 September 2006.

Table 1 Authorisation of Policies

Document Title	Authorised By
Asbestos Policy	University Council
Confined Spaces Policy	Vice-Chancellor
Contractor Safety Policy	Vice-Chancellor
Critical Incidents (Appendix to the Emergency Control Policy)	Executive Director of Administration
Electrical Safety Policy	Vice-Chancellor
Emergency Control Policy	University Council
Hazardous Substances Policy	University Council
Injury Management Policy	Vice-Chancellor
OHS&W Policy	Vice-Chancellor
Radiation Safety Policy	University Council
Rehabilitation Policy	Vice-Chancellor
Safety Footwear / Safety Glasses Policy (Subsidies for Safety Equipment)	Vice-Chancellor
Screen Based Equipment Policy	University Council
Smoking Policy	Vice-Chancellor
Working in Hot Conditions Policy	University Council

APPENDIX 2 AUTHORISATION OF PROCEDURES, GUIDELINES AND LOCAL POLICIES

OHS related Procedures and Guidelines may cover matters pertinent to local areas only or matters that are applicable to staff University-wide. Accordingly, they may be authorised by:

- the local manager or Head of area who is responsible for management or administration of a local policy, procedure or guideline; or
- a Cost Centre OHS Committee – if they oversee procedures or guidelines affecting several areas within the Cost Centre; or
- the University OHS Committee - if the matter covered by a procedure or guideline requires management or administration on a wider basis.

Most of the Procedures and Guidelines listed on the OHS Website at <http://www.flinders.edu.au/ohsw/SidebarContents/policies.html> are authorised by the Head of the OHS Unit because they are overseen, administered or coordinated by the OHS Unit. A flowchart outlining the approval process can also be downloaded at this address under the heading of 'Policy and Procedures Review (a flowchart)', direct link to pdf file: <http://www.flinders.edu.au/ohsw/PoliciesAppChart.pdf>