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## Work Health and Safety Responsibilities

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### 1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

### 2. Purpose

- a. The University requires those responsible for, and involved in, all University activities and operations to comply with relevant work health and safety and return to work legislation, codes of practice, established good practice, including Australian Standards, and University policies and procedures.
- b. The broad health and safety responsibilities of workers, students, visitors and other persons at the University are outlined in section 5 of the [WHS Policy](#), including the due diligence responsibilities of Officers under the *Work Health and Safety Act 2012 (SA)*.
- c. These procedures outline the specific health and safety responsibilities of these groups.

### 3. Responsibilities

<b>3.1 University</b>	<p>a. Under WHS legislation, the primary duty of the University (as a Person Conducting a Business or Undertaking [PCBU]) is to ensure, so far as is reasonably practicable, that the health and safety of workers and others (like students, visitors) is not put at risk by the work or activities carried out by the University.</p> <p>b. This duty requires the University to provide and maintain:</p> <ul style="list-style-type: none"><li>• a safe work environment</li><li>• safe plant and structures</li><li>• safe systems of work</li><li>• safe use, handling and storage of plant, structures and substances</li><li>• adequate facilities to support the welfare of workers</li><li>• information, training, instruction and supervision, and</li><li>• monitoring of workers' health and workplace conditions to prevent illness or injury.</li></ul>
<b>3.2 Vice-Chancellor</b>	<p>The Vice-Chancellor must ensure that:</p> <p>a. the University and its controlled entities comply with all relevant work health and safety, return to work and other relevant safety legislation, including the Return to Work SA Code of Conduct for Self-Insured Employers</p> <p>b. an effective work health and safety management system is implemented in the University</p> <p>c. work health and safety is an integral part of the University's business plans, and</p> <p>d. adequate human and financial resources are provided to meet the University's work health and safety objectives and to implement strategies.</p>
<b>3.3 Portfolio Heads, Vice-Presidents and Executive Deans of College</b>	<p>Portfolio Heads and Vice-Presidents and Executive Deans of College must:</p> <p>a. provide health and safety leadership:</p> <ul style="list-style-type: none"><li>i. ensure that relevant work health and safety policies, procedures, guidelines and programs are implemented effectively in their College/Portfolio</li><li>ii. integrate health and safety into all levels of management within the College/Portfolio</li><li>iii. ensure that managers, supervisors and staff are aware of their health and safety responsibilities</li></ul> <p>b. allocate responsibility for health and safety management in their College/Portfolio:</p> <ul style="list-style-type: none"><li>i. hold Deans, Directors, managers and supervisors accountable for work health and safety in areas under their control</li><li>ii. ensure contingency arrangements are in place in the event of the absence of key staff</li></ul> <p>c. allocate sufficient human, financial and physical resources for health and safety management</p>

	<p>d. ensure implementation of WHS risk management in all aspects of work within their College/Portfolio, including teaching, research, consulting activities, and international activities and travel</p> <p>e. ensure implementation of accident/incident and hazard management practices in accordance with <a href="#">risk management procedures</a> within their College/Portfolio:</p> <ul style="list-style-type: none"> <li>i. reporting and investigation of all accidents/incidents</li> <li>ii. reporting of workplace hazards for action as appropriate</li> <li>iii. completion of agreed corrective actions</li> </ul> <p>f. ensure that before undertaking work or research, workers and/or students are provided with the necessary information, training and supervision to carry out their work and research safely and effectively</p> <p>g. establish and maintain a College/Portfolios Health and Safety Committee</p> <p>h. where the University has a shared responsibility for health and safety with other persons conducting a business or undertaking (PCBUs) (e.g. contractors, tenants, building owners), establish effective lines of communication and consultation to enable cooperation in the management of workplace health and safety risks</p> <p>i. where staff and students are to undertake work, including student placements, at workplaces under the control or management of another PCBU, establish mechanisms to consult the PCBU to ensure, as far as is reasonably practicable, a safe workplace for staff and students</p> <p>j. ensure that areas have effective emergency procedures and that appropriate numbers of fire wardens and first aiders are appointed</p> <p>k. ensure that College/Portfolio health and safety planned actions are developed, implemented and monitored to address actions required by legislation and/or University policies and procedures</p> <p>l. assist and support the return to work of injured staff, in partnership with the University's Return to Work Coordinator.</p> <p>In addition, the Vice-President (Corporate Services) must report:</p> <p>m. to each meeting of University Council on the University's work health and safety performance, and</p> <p>n. annually to University Council on work health and safety performance through a review of the Work Health and Safety Management System.</p>
<p><b>3.4 Managers and Supervisors</b></p>	<p>Managers and Supervisors (including supervisors of students) must:</p> <ul style="list-style-type: none"> <li>a. demonstrate leadership and set a good example for workers and students in work health and safety matters</li> <li>b. implement relevant University work health and safety policies, procedures and programs</li> <li>c. ensure that workers and students are appropriately inducted and trained prior to commencing work by providing them with information, instruction, and supervision regarding the health and safety aspects of work undertaken by workers and students in their area</li> <li>d. implement health and safety <a href="#">risk management</a> in their general operations, teaching, research and consulting activities, field work, purchasing (plant, equipment, materials, chemicals), minor and major works, and work environment:</li> </ul>

	<ul style="list-style-type: none"> <li>i. participate in, or directly supervise the undertaking of hazard identification, risk assessments and the identification and implementation of risk control measures</li> <li>ii. monitor and review risk control measures regularly and ensure they are maintained</li> <li>iii. ensure that risks associated with international activities, including overseas travel, are managed as far as reasonably practicable</li> </ul> <p>e. report and investigate work related accidents, incidents and hazards <u>in accordance with procedures</u> and take action to control the risks</p> <p>f. consult workers, and as appropriate, students:</p> <ul style="list-style-type: none"> <li>i. about issues or changes that may affect their health and safety</li> <li>ii. during health and safety risk assessments</li> <li>iii. when making decisions about measures to be taken to eliminate or control those risks</li> <li>iv. when reviewing risk assessments</li> <li>v. when investigating accidents, incidents or hazards</li> </ul> <p>g. facilitate and support recovery and return to work of injured staff</p> <p>h. provide information to visitors to University workplaces to enable them to protect their own health and safety and to avoid affecting adversely the health and safety of others.</p>
<p><b>3.5 Staff</b></p>	<p>All staff must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care of, and cooperate with actions to protect, the health and safety of themselves and others</li> <li>b. comply with relevant University work health and safety policies, procedures and programs, including those applying for overseas travel</li> <li>c. follow safe work procedures as provided by their supervisor or as required in health and safety procedures, including proper use of any personal protective equipment</li> <li>d. seek information or advice from their supervisor before performing new or unfamiliar tasks</li> <li>e. report all health and safety accidents, incidents and hazards to their supervisor and on the University's online accident/incident/hazard reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>f. assist in the identification of hazards, the assessment of risks and implementation of control measures</li> <li>g. follow emergency evacuation procedures</li> <li>h. support workplace recovery and return to work programs in their work areas where appropriate</li> <li>i. not be so affected by alcohol or other drug (including prescription medication) that they endanger their own or any other person's health and safety</li> </ul> <p>In addition, academic staff must:</p> <ul style="list-style-type: none"> <li>j. provide relevant health and safety information to students</li> <li>k. take steps to ensure students adopt safe work procedures</li> </ul>

	<ul style="list-style-type: none"> <li>l. conduct and document risk assessments on research and consulting activities, and ensure that risks are eliminated or controlled.</li> </ul>
<b>3.6 Other workers</b>	<p>Other workers must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care of, and cooperate with actions taken to protect, the health and safety of themselves and others</li> <li>b. comply with relevant University work health and safety policies, procedures and programs</li> <li>c. follow safe work procedures as provided by their supervisor or as required in health and safety procedures, including proper use of any personal protective equipment</li> <li>d. seek information or advice from their supervisor before performing new or unfamiliar tasks</li> <li>e. report all health and safety accidents, incidents and hazards to their supervisor and on the University's online accident/incident/hazard reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>f. follow emergency evacuation procedures.</li> </ul>
<b>3.7 Students</b>	<p>Students must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care of, and cooperate with actions taken to protect, the health and safety of themselves and others</li> <li>b. comply with relevant University work health and safety policies, procedures and programs</li> <li>c. follow safe work procedures, including proper use of any personal protective equipment</li> <li>d. seek information or advice from a staff member before performing new or unfamiliar tasks</li> <li>e. report all health and safety accidents, incidents and hazards to a staff member and on the University's online accident/incident/hazard reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>f. follow emergency evacuation procedures.</li> </ul>
<b>3.8 Visitors and others in the workplace</b>	<p>Visitors to the University and others in the workplace must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care of, and cooperate with actions taken to protect, the health and safety of themselves and others</li> <li>b. report all health and safety accidents, incidents and hazards to a staff member and on the University's online accident/incident/hazard reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>c. follow emergency evacuation procedures.</li> </ul>
<b>3.9 Associate Director, Work Health and Safety</b>	<p>The Associate Director, Work Health and Safety facilitates and coordinates the University's WHS Management System, which includes:</p> <ul style="list-style-type: none"> <li>a. establishing, monitoring, reviewing and improving the work health and safety management system</li> <li>b. providing leadership that encourages Colleges/Portfolios to achieve their responsibilities for work health and safety, accident prevention and injury management, and to implement the University's WHS Management System</li> <li>c. providing advice and guidance to workers and students on the University's health and safety risk management and prevention programs</li> </ul>

	<ul style="list-style-type: none"> <li>d. providing strategic advice and reports to the University's senior management</li> <li>e. managing the University's recovery and return to work program and the workers' compensation insurance function</li> <li>f. monitoring compliance through regular auditing of Colleges/Portfolios.</li> </ul>
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#### 4. WHS associated procedures

[Work Health and Safety Management System](#) and supporting procedures

Work Health and Safety risk-specific procedures as listed in the [Flinders Policy Library](#)

<b>Approval Authority</b>	Vice-President (Corporate Services)
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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