

# 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 recognises that everyone has a role to play to provide and maintain a healthy and safe place to work and study at the University. The University is required to identify specific responsibilities for its activities and operations to comply with relevant Work Health and Safety (WHS) and Return to Work legislation and the University Work Health and Safety Policy and procedures.
- b. These procedures outline the specific work health and safety responsibilities for workers, students, visitors and other persons at the University.
- c. The broad University commitment to work health and safety is detailed in its Policy Statement in the [Work Health and Safety Policy](#).

## 3. Scope

These procedures apply to all Flinders University workers, students, visitors, contractors and other persons at all workplaces under the University's control, including University controlled entities.

## 4. Definitions

<b>PCBU</b>	Person Conducting a Business or Undertaking as defined in the Work Health and Safety (WHS) legislation.
<b>Officer</b>	A person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking.  Includes: University Council members, Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, Vice-President (Corporate Services), Vice-

	Presidents and Executive Deans of Colleges, Deans (People and Resources), Portfolio Heads, Division Directors, Directors of College Services and other staff appointed at Director level.
<b>Worker</b>	A person who carries out work in any capacity for the University including all academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, persons gaining work experience and volunteers.

## 5. Responsibilities

<p><b>5.1. University (as a PCBU)</b></p>	<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 (e.g. 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>i. a safe work environment</li> <li>ii. safe plant and structures</li> <li>iii. safe systems of work</li> <li>iv. safe use, handling and storage of plant, structures and substances</li> <li>v. adequate facilities to support the welfare of workers</li> <li>vi. information, training, instruction and supervision, and</li> <li>vii. monitoring of workers' health and workplace conditions to prevent illness and injury.</li> </ul>
<p><b>5.2. Vice-Chancellor</b></p>	<p>The Vice-Chancellor must ensure that:</p> <ul style="list-style-type: none"> <li>a. the University and its controlled entities comply with all relevant Work Health and Safety, Return to Work and any other relevant legislation that impacts on health or safety or injury management</li> <li>b. an effective WHS management system is implemented in the University</li> <li>c. that work health and safety is an integral part of the University's business plans</li> <li>d. adequate human and financial resources are provided to meet the University's WHS objectives and to implement strategies.</li> </ul>
<p><b>5.3. Officers</b></p>	<p>Ensure that the University, as a PCBU, is meeting its duties under WHS legislation by:</p> <ul style="list-style-type: none"> <li>a. exercise due diligence as Officers to ensure that the University meets its duties to manage the risks to workers, students, visitors and other persons against harm to their health and safety</li> <li>b. each Officer must take reasonable steps to: <ul style="list-style-type: none"> <li>i. acquire and keep up-to-date knowledge of work health and safety matters relevant to their workplace</li> <li>ii. understand the workplace operations and associated hazards and risks</li> <li>iii. ensure that appropriate resources, are available and used to eliminate or minimise risks to health and safety</li> <li>iv. ensure that appropriate WHS systems are in place to eliminate or minimise the risk to health and safety as far as reasonably practicable</li> </ul> </li> </ul>

- v. ensure that processes are in place to receive, monitor, consider and respond in a timely fashion to information regarding incidents, hazards and risks in a timely way
- vi. ensure that relevant legislation and compliance requirements are implemented
- vii. verify the implementation of safety processes by actively monitoring, reviewing and evaluating the University's WHS Management System.

**5.4. Portfolio Heads and College Vice-Presidents and Executive Deans**

- Portfolio Heads/Vice-Presidents and Executive Deans of College must:
- a. Provide health and safety leadership to:
    - i. ensure that relevant WHS policies, procedures, guidelines and programs are implemented effectively in their College/Portfolio
    - ii. integrate health and safety into all levels of management within the College/Portfolio
    - iii. ensure that managers, supervisors and staff are aware of their WHS responsibilities.
  - b. Allocate responsibility for WHS management in their respective College/Portfolio by:
    - i. holding Deans, Directors, managers and supervisors accountable for WHS in areas under their control.
    - ii. ensure WHS contingency arrangements are in place in the event of the absence of key staff.
  - c. Allocate sufficient human, financial and physical resources for WHS management.
  - d. Ensure WHS [risk management](#) is implemented in all aspects of work, including teaching, research, travel and international activities within their College/Portfolio.
  - e. Ensure implementation of [accident/incident and hazard management](#) practices within their College/Portfolio, including:
    - i. reporting and investigating all accidents/incidents
    - ii. reporting of workplace hazards for action as appropriate
    - iii. completion of identified corrective actions.
  - f. Ensure that before undertaking work, research or study, workers and/or students are provided with the necessary information, training and supervision to carry out their activities safely and effectively.
  - g. Establish and maintain a College/Portfolios Health and Safety Committee.
  - 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, labour hirer, building owners), establish effective lines of communication and consultation to enable cooperation in the management of workplace health and safety risks.
  - 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 with the PCBU to

ensure, as far as is reasonably practicable, that it is a safe workplace for staff and students.

- j. Ensure that areas have effective emergency procedures and that appropriate numbers of fire wardens and first aiders are appointed.
- 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.
- l. Assist and support the return to work of injured staff, in partnership with the University's Return to Work Coordinator.
- m. In addition, the Vice-President (Corporate Services) must report:
  - i. to each meeting of University Council on the WHS performance, and
  - ii. annually to University Council on WHS performance through a review of the Work Health and Safety Management System.

### **5.5. Managers and Supervisors**

Managers and Supervisors (including supervisors of students) must:

- a. demonstrate leadership and set a good example in WHS matters
- b. implement relevant University WHS policies, procedures and programs
- c. ensure that workers, students and others under their supervision are appropriately inducted and trained by providing them with information, instruction and supervision regarding the health and safety aspects prior to commencing work
- d. undertake health and safety [risk management](#) practices in their work, teaching, research and other activities by:
  - i. participating in, or directly supervising the hazard identification and risk assessments process
  - ii. ensure that where risks are identified they are eliminated or, where that is not reasonably practicable, minimised by implementing controls in line with the [hierarchy of control](#)
  - iii. ensuring and approving the implementation of risk control measures
  - iv. monitoring and reviewing risk control measures regularly to ensure they remain appropriate, effective and are maintained
- e. report and investigate work related accidents, incidents and hazards [in accordance with Accident, Incident and hazard procedures](#) and take action to control the risks
- f. consult workers, and others as appropriate:
  - i. about issues or changes that may affect their health and safety
  - ii. when undertaking health and safety risk assessments and developing associated safe work procedures
  - iii. when making decisions about control measures that need to be implemented
  - iv. when reviewing risk assessments and associated safe work procedures
  - v. when investigating accidents, incidents or hazards

	<ul style="list-style-type: none"> <li>g. facilitate and support injured staff to recover and return to work</li> <li>h. follow emergency procedures</li> <li>i. Provide sufficient information to staff, student and others to enable them to protect their own health and safety and avoid adversely affecting the health and safety of others.</li> </ul>
<p><b>5.6. Workers (Staff)</b></p>	<p>All Staff must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care of their own health and safety</li> <li>b. take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons</li> <li>c. comply with relevant University WHS policies, procedures and programs</li> <li>d. follow safe work procedures or other safety instructions as provided by their supervisor or as required in health and safety procedures, including proper use of any personal protective equipment</li> <li>e. seek information or advice from their supervisor before performing new or unfamiliar tasks</li> <li>f. report all health and safety accidents, incidents and hazards to their supervisor and on the University's online reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>g. assist in the identification of hazards, the assessment of risks, and implementation and review of control measures</li> <li>h. follow emergency evacuation procedures</li> <li>i. support workplace recovery and return to work programs in their work areas where appropriate</li> <li>j. 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> <li>k. In addition, Academic staff must: <ul style="list-style-type: none"> <li>i. provide relevant health and safety information to students</li> <li>ii. take steps to ensure students adopt safe work procedures/practices</li> <li>iii. conduct and document and approve risk assessments on teaching, research and other activities in their area of responsibility and ensure that risks are eliminated or controlled as far as reasonably practicable.</li> </ul> </li> </ul>
<p><b>5.7. Other Workers</b></p>	<p>Other workers when undertaking work for or on the University sites must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care for their own health and safety</li> <li>b. take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons</li> <li>c. comply with relevant University WHS policies, procedures and programs</li> <li>d. follow the <a href="#">Contractor Safety Management Procedures</a>, if a contractor</li> </ul>

	<ul style="list-style-type: none"> <li>e. follow health and safety procedures as provided by their supervisor, or as required</li> <li>f. seek information or advice from their supervisor before performing new or unfamiliar tasks</li> <li>g. report all health and safety accidents, incidents and hazards to their supervisor and on the University's online reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>h. follow emergency evacuation procedures.</li> </ul>
<p><b>5.8. Students</b></p>	<p>Students must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care of their own health and safety</li> <li>b. take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons</li> <li>c. comply with relevant University WHS policies, procedures and programs</li> <li>d. follow health and safety procedures or other instructions</li> <li>e. seek information or advice from a staff member before performing new or unfamiliar tasks</li> <li>f. report all health and safety accidents, incidents and hazards to a staff member and on the University's online reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>g. follow emergency evacuation procedures.</li> </ul>
<p><b>5.9. Visitors and others</b></p>	<p>Visitors to the University and others in the workplace must:</p> <ul style="list-style-type: none"> <li>a. take reasonable care of their own health and safety</li> <li>b. take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons</li> <li>c. cooperate with actions taken to protect, the health and safety of themselves and others</li> <li>d. follow all policy, procedures or other safety or other instructions.</li> <li>e. report all health and safety accidents, incidents and hazards to a staff member and on the University's online reporting system (<a href="#">FlinSafe</a>) as soon as possible</li> <li>f. follow emergency evacuation procedures.</li> </ul>
<p><b>5.10. Associate Director, Work Health and Safety</b></p>	<p>The Associate Director, Work Health and Safety will facilitate and coordinate the University's Work Health and Safety (WHS) and Injury Management (IM) System, which includes:</p> <ul style="list-style-type: none"> <li>a. establishing, monitoring, reviewing and improving the WHS 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> </ul>

- c. providing advice and guidance to workers and students on the University's health and safety risk management and prevention programs
- d. providing strategic advice and reports to the University's senior management
- e. managing the University's recovery and return to work program and the workers' compensation functions
- f. monitoring compliance through regular auditing of Colleges/Portfolios.

## 6. Related documents

The following supporting documents provide additional detail to give practical effect to WHS principles:

[WHS Act and Regulations SA 2012](#) (or equivalent for each relevant jurisdiction)

[Return to Work Act and Regulation SA 2014](#)

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

[Contractor Safety Management Procedure](#)

[Volunteer Safety Procedures](#)

[Return to Work Policy](#)

Also see:

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

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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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