
Work Health and Safety Management System

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1. Governing Policy

[Work Health and Safety Policy \(WHS Policy\)](#)

2. Purpose

- a. This document defines the core elements of the six key components of the University's Work Health and Safety (WHS) Management System:
 - i. WHS Policy and Procedures
 - ii. Risk Management and legal compliance
 - iii. Planning
 - iv. Implementation
 - v. Measurement and evaluation
 - vi. System review.

3. Scope

The WHS System applies to all Flinders University workers, students and visitors at all University workplaces, including University controlled entities.

4. Work Health and Safety Policy and Procedures

4.1. Policy

- a. The University's [Work Health and Safety \(WHS\) Policy](#), developed in consultation with staff and approved by University Council, is the primary underpinning document of the WHS Management System.
- b. The policy reinforces the University's commitment to:
 - i. providing a safe and healthy working and learning environment
 - ii. achieving and maintaining high standards of work health, safety and injury management, and
 - iii. complying with work health and safety legislation by setting out the requirements on all persons in its workplaces to support this commitment, and specifying governance and management responsibilities and authorities.
- c. The policy is reviewed at least every 6 years, and more often in light of legislative and organisational changes.

4.2. Procedures

- a. Procedures are developed to meet specific risks associated with particular work places or work practices.
- b. Procedures are reviewed at least every 3 years, or when required in light of new or changed legislation, new teaching or research activities, incident reports or audits, to ensure they remain current and effective.
- c. Consultation with the University community occurs during the development or review process.

5. WHS Risk Management and Legal Compliance

5.1. WHS Risk Management

- a. The University's WHS risk management approach is based on Australian Standard AS/NZS ISO 31000:2009 *Risk Management - Principles and guidelines*. The University's methodology is documented in the [WHS Risk Management Procedures](#).
- b. The WHS Unit maintains a Work Health and Safety Operational Risk Register.

5.2. Legal and Other Requirements

- a. Integrity Legal and Risk maintains a Legal Compliance Register, including legislative requirements applicable to work health and safety.
- b. Work health and safety legislative requirements are incorporated into relevant WHS systems, plans, policies and procedures.
- c. WHS legislative requirements are kept up to date through membership of peak professional bodies and subscription to legislative updating services.
- d. The WHS Unit is responsible for ongoing monitoring of health and safety legislation in all relevant jurisdictions.

6. Planning

6.1. WHS Plan

- a. The University WHS Plan comprises:
 - College/Portfolio WHS Planned Actions based on legislative requirements and the University's policies and procedures; and
 - the WHS Operational Plan.
- b. The University WHS Plan is developed in accordance with the process documented in the [WHS Management System Planning Procedures](#).
- c. The WHS Operational Plan includes objectives and performance indicators which are based on organisational and legislative requirements, the WHS operational risk profile and previous work health and safety and injury management performance.
- d. University Council monitors progress against the performance indicators established in the WHS Plan.
- e. The planning process includes development of contingency plans for interruption to critical operational activity and loss of key staff, and emergency plans for effective responses to emergencies for all University workplaces.
- f. Training required for meeting the planned objectives and targets is identified in the planning process and incorporated into the training plans for relevant workers.

7. Implementation

7.1. Resources

- a. The University identifies and allocates financial, human and physical resources to enable the effective implementation of the WHS Management System. The resources are provided for in the budget allocation to the WHS Unit and in the budget in each College/Portfolio.
- b. University Council and the Vice-Chancellor are responsible for ensuring that adequate resources are provided to meet the University's work health and safety and injury management objectives and strategies.
- c. Vice-Presidents and Executive Deans of College, and Portfolio Heads are responsible for ensuring that there are adequate resources to implement and monitor relevant work health and safety programmes, policies and procedures in their College/Portfolio.

7.2. Responsibility and Accountability

- a. WHS roles and responsibilities are documented in the University's [WHS Policy](#), associated WHS procedures, and in position descriptions. WHS roles and responsibilities are defined for all levels of management and supervision.

7.3. Training and Competence

- a. Training ensures that workers, students and others are inducted and have the necessary competencies to work safely.
- b. The [WHS Training and Induction Procedures](#) outline the requirements for WHS training, including induction, training needs, competencies and training for work tasks.
- c. Training may be provided in a number of formats, including on-line, small group training both on and off campus, and training by in-house and external trainers.

7.4. Consultation and Communication

- a. Given that communication and consultation are essential for creating and maintaining a positive health and safety culture at the University, the University has WHS consultation and communication arrangements as described in the [WHS Management System Consultation and Communication Procedures](#).
- b. The University supports a team approach in addressing work health and safety matters, including assisting in the recovery and return to work of injured staff.
- c. The University Health and Safety Committee is the principal forum for consultation on the management of health and safety across the whole University. College/Portfolio Committees are also a forum for staff and management to discuss issues affecting workers and others in Colleges/Portfolios.
- d. Health and Safety Representatives play an important role in the consultative process for the workgroup they represent.
- e. The University's [WHS Policy](#), procedures and other relevant work health and safety information are communicated to staff, students, labour hire, contractors and their sub-contractors and workers, volunteers and visitors through:
 - the WHS website
 - worker/student/visitor orientation/induction
 - on-line learning resources
 - electronic communication
 - contractor on-line safety induction
 - WHS Unit staff
 - student handbooks and publications
 - safety manuals/safe operating procedures/safe work procedures
 - safety signage.

7.5. Reporting

- a. Safety performance is regularly measured and reported on through:
 - health, safety and injury management performance reporting, including results of audits, actions and controls, and system reviews
 - reporting of accidents, incidents and system failures
 - reporting on workplace inspections, hazard identification and risk assessments
 - reporting on preventative and corrective actions
 - statutory reporting requirements.

7.6. Documentation

- a. WHS documentation is available to staff and students on the WHS website. Documentation relevant to contractors, volunteers and visitors is also available on the website. Colleges and Portfolios also have documentation relevant to their operations available on their websites or local networks (e.g. laboratory safety manuals, risk assessments, safe work procedures [SWPs]).
- b. Website documentation includes policies, procedures, guidelines, hazard alerts, forms, checklists, training information and other documentation, as well as links to related external documentation.

7.7. Document and Data Control

- a. WHS policies and procedures are developed, approved and reviewed in accordance with the University's [Policy on Policies](#) and [Policy Development and Review Procedures](#).
- b. WHS documents on the WHS website are the most up to date version. Any hard copies of documents are considered to be uncontrolled and users are directed to the WHS website for the current version.

7.8. Operational WHS Risk Management

- a. The procedures for hazard identification, risk assessment, hazard control and evaluation of the effectiveness of control measures are documented in the [WHS Risk Management Procedures](#).

7.9. Emergency Preparedness and Response

The [Incident Control Policy](#) documents the University's approach to emergency preparedness and response.

- b. Potential emergency situations must be identified and incident control procedures be in place.
- c. Emergency procedures are available on the WHS website and are able to be printed for ready access.
- d. Building evacuation exercises must be conducted twice a year. Where practicable, incident control exercises must be held regularly to test the effectiveness of the established procedures. Where it is not practicable to conduct such exercises, the procedures must be tested using desktop exercises.

8. Measurement and Evaluation

8.1. Monitoring and Measurement

- a. The processes and information required to review the University's WHS performance outcomes against established performance indicators and goals, and to identify activities requiring corrective action and improvement are documented in the [WHS Performance Measurement and Reporting Procedures](#).
- b. College/Portfolio planned actions must include testing and monitoring requirements including aspects of the operation of buildings, plant/equipment/machinery, activities involving hazardous chemicals, animals, biological materials and radioactive substances and other sources as required by WHS, other relevant legislation and University policies and procedures.

8.2. Health Surveillance

- a. Health surveillance programmes undertaken at the University are developed based on risk assessments and/or legislative requirements.
- b. The WHS Unit coordinates these programmes where relevant for areas such as noise and exposure to substances in accordance with WHS and other relevant legislation.

8.3. Incident Investigation, Corrective and Preventative Action

- a. The [Accident, Incident and Hazard Reporting and Investigation Procedures](#) and the WHS website document the procedures for reporting and investigating accidents/incidents. The WHS Unit maintains records of reported accidents/incidents and uses these for hazard risk management. The WHS Unit and the work area concerned review corrective actions to ensure completion and effectiveness.

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- b. Accident/incident and injury data is reported quarterly to the University Health and Safety Committee, College/Portfolios Health and Safety Committees, and to University Council.
 - c. The data is also used to identify areas requiring action in the University WHS Plan.

8.4. Workplace Inspections

- a. Colleges/Portfolios are required to undertake inspections of all workplaces, at least twice a year for high risk areas, and at least annually for low risk areas. The procedures are documented in the [Workplace Safety Inspection Procedures](#).
- b. Records of completed inspections are maintained by local areas, and corrective actions registers are reported to College/Portfolios Health and Safety Committees.
- c. Colleges/Portfolios report progress with workplace inspections to the University Health and Safety Committee.

8.5. Records and Record Management

- a. WHS records are kept in accordance with the [University Records Management Policy](#).

8.6. WHS Audits

- a. WHS is audited through the WHS Audit Plan covering elements of the WHS system across the University, including its controlled entities. The audit process is documented in the [WHS Auditing Procedures](#).
- b. University Council approves the WHS Audit Plan which is risk based and may be modified following any incidents, the introduction of new procedures or operations, or legislative change.
- c. WHS Audit results and progress with WHS Audit Agreed Actions are reported to the University Health and Safety Committee and University Council.

8.7. Performance Measurement and Reporting

- a. The processes, information and reporting required to review the University's WHS performance outcomes against established performance indicators and goals, and to identify activities requiring corrective action and improvement are described in the [WHS Performance Measurement and Reporting Procedures](#).

9. System Review

- a. University Council reviews:
 - the WHS Management System annually
 - the results of WHS audits of the University and actions taken by the University in response to the audit findings
 - the adequacy of controls/corrective actions put in place to mitigate WHS risk
 - the University WHS Operational Risk Register.
- b. The review of the WHS Management System includes:
 - an evaluation of whether implementation of the WHS Management System is meeting the University's WHS and injury management objectives as stated in the University's [WHS Policy](#)
 - review of progress against the University WHS Operational Plan including objectives, targets and performance indicators
 - a review of WHS internal and external audit findings and corrective actions

- an evaluation of the effectiveness of the WHS Management System and any need for changes in the light of:
 - legislative changes
 - changing expectations and requirements of stakeholders
 - changes in the organisational structure and/or operations of the University
 - advances in science and technology
 - accident and incident investigation outcomes
 - feedback, including from University staff, students and contractors.
- c. The procedures for review and evaluation are documented in the [WHS Management System Review Procedures](#).

10. References

AS/NZS ISO 31000:2009 *Risk Management - principles and guidelines*

AS/NZS 4801:2001 *Occupational health and safety management systems - specification with guidance for use.*

ReturntoWorkSA Code of conduct for self-insured employers.

AS/NZS 4804:2001 *Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques.*

Higher Education Standards Framework 2015

11. WHS Management System Supporting Procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[WHS Responsibilities](#)

[WHS Risk Management Procedures](#)

[WHS Training and Induction Procedures](#)

[WHS Management System Planning Procedures](#)

[WHS Management System Consultation and Communication Procedures](#)

[WHS Management System Review Procedures](#)

[WHS Performance Measurement and Reporting Procedures](#)

[Accident, Incident and Hazard Reporting and Investigation Procedures](#)

[Workplace Safety Inspection Procedures](#)

[WHS Auditing Procedures](#)

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

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