

## Work Health and Safety Policy

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### 1. Purpose

The University recognises its duty of care to ensure, so far as is reasonably practicable the health and safety of its workers, students, visitors and other persons in its workplaces. This policy reinforces the University's commitment to:

- providing a safe and healthy working and learning environment
- achieving and maintaining high standards of work health, safety and injury management, and
- 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.

### 2. Scope

This policy applies to all Flinders University workers, students, visitors and other persons at all University workplaces including University controlled entities.

### 3. Definitions

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| <b>Officer</b>           | A person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking.  |
| <b>Contractor</b>        | A person conducting a business or undertaking engaged under a contract for service to carry out work for the University, including all contractor workers and sub-contractors and their workers.  |
| <b>Injury management</b> | Includes workers compensation, claims management, recovery and return to work.  |
| <b>Student</b>           | An enrolled student as per the Enrolment Policy.  |
| <b>Worker</b>            | A person who carries out work in any capacity for the University including academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, persons gaining work experience and volunteers. |

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| <b>Workplace</b> | A place where work, study or research is carried out for the University and includes any place where a worker goes, or is likely to be, while working, teaching, studying or undertaking research. |
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#### 4. Policy Statement

- a. Health and safety is everyone's responsibility and all workers, students, visitors and other persons have a responsibility to contribute to a healthy and safe workplace.
- b. The key mechanisms for promoting continuous improvement in workplace health and safety, and reducing the number and impact of workplace injuries and illness, are set out in the Work Health and Safety Management System.
- c. The University is committed to, and requires the active support of all workers, students, visitors and other persons in its workplaces in fulfilling this commitment to:
  - i. complying with relevant work health and safety legislation
  - ii. implementing and regularly reviewing its [Work Health and Safety Management System](#)
  - iii. promoting safety leadership and an organisational culture where health and safety is an integral part of management and work, study and research
  - iv. taking a planned and systematic risk management approach to identifying hazards, assessing the risk, eliminating or minimising the risk, and monitoring and evaluating control measures
  - v. encouraging the raising of health and safety issues or concerns without fear of reprisal
  - vi. maintaining communication and consultation on work health and safety with staff and other workers, students, health and safety representatives, and other relevant persons conducting a business or undertaking.
  - vii. consulting, cooperating and coordinating with parties who manage or control those workplaces not under the University's control or management to ensure, as far as reasonable practicable, a safe workplace.
  - viii. making available relevant training, safe systems of work, instruction, information and supervision to workers and students to enable them to perform their duties and study safely and effectively
  - ix. maintaining an effective process for reporting and resolving health and safety issues
  - x. using internal and external expertise to improve workplace safety and injury management standards
  - xi. providing effective support to staff to optimise recovery and return to work in the event of a work-related injury, and
  - xii. managing workers' compensation claims promptly, fairly and equitably.

#### 5. Work Health and Safety Governance and Management Responsibilities and Authorities

##### a. Responsibilities of Officers under the Work Health and Safety Act 2012 (SA):

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| <b>University Council members<br/>Vice-Chancellor,<br/>Deputy Vice-Chancellors,<br/>Pro Vice-Chancellors,<br/>Vice-President (Corporate<br/>Services)</b> | Responsible for taking reasonable steps to: <ol style="list-style-type: none"> <li>i. acquire and keep up-to-date knowledge of work health and safety matters;</li> <li>ii. understand the nature of the University's operations and of the general hazards and risks associated with those operations;</li> </ol> |
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| <p><b>Vice-Presidents and Executive Deans of Colleges, Deans (People and Resources), Division Directors, Directors of College Services, other staff appointed at Director level</b></p> | <p>iii. exercise due diligence to ensure that the University complies with its work health and safety obligations, including that:</p> <ul style="list-style-type: none"> <li>• the University has in place appropriate systems of work</li> <li>• adequate resources are provided and used to eliminate or minimise risks to health and safety</li> <li>• appropriate work health and safety processes are in place including for receiving, considering and responding in a timely fashion to information regarding incidents, hazards and risks</li> </ul> <p>iv. verify the matters in iii above including by actively monitoring, reviewing and evaluating the University's Work Health and Safety Management System.</p> |
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**b. Responsibilities and authorities allocated by this policy**

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| <p><b>Vice-Chancellor</b></p>   | <p>Responsible for implementation of this policy, and has authority to fulfil that responsibility, including:</p> <ul style="list-style-type: none"> <li>i. ensuring the provision of a healthy and safe workplace</li> <li>ii. making decisions and acting on any work health and safety matter for the entire University, and implementing all things required to ensure that the University's work health and safety standards are met.</li> </ul>   |
| <p><b>Vice-Chancellor, Deputy Vice-Chancellor (Students), Deputy Vice-Chancellor (Research), Vice-President &amp; Pro Vice-Chancellor (International), Vice-President (Corporate Services), Vice-Presidents and Executive Deans of Colleges</b></p> | <p>Responsible and accountable for work health and safety within their areas of responsibility, and have authority to fulfil those responsibilities, including:</p> <ul style="list-style-type: none"> <li>i. ensuring the provision of a healthy and safe workplace</li> <li>ii. making decisions and acting on any work health and safety matter for the areas they are responsible for by implementing all things required to ensure that the University's work health and safety standards are met.</li> </ul>  |
| <p><b>Managers and Supervisors of workers, students or facilities</b></p>   | <p>Responsible and accountable for day-to-day health and safety within the work/research/study areas under their control and have authority to fulfil those responsibilities including:</p> <ul style="list-style-type: none"> <li>i. Provide leadership and set a good example in work health and safety matters</li> <li>ii. carry out their roles and responsibilities and acting on any work health and safety matter for the areas they are responsible as specified in relevant University work health and safety policies, procedures and programs.</li> </ul> |
| <p><b>Workers, Students, Visitors and other persons in the workplace</b></p>  | <p>Responsible for taking care to protect their own health and safety and to avoid affecting adversely the health and safety of any other person in the workplace.</p>  |

## 6. WHS Policy Supporting Procedures

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

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

Also see:  
[Incident Control Policy](#)

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| <b>Responsible Officer</b> | Director, People and Culture |
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\* Unless otherwise indicated, this policy will still apply beyond the review date.

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