Work Health and Safety Policy

Responsible Officer: Chief Operating Officer

Approved by: Vice-Chancellor

Approved and commenced: 25 September, 2017

Review by: September, 2020

 Relevant Legislation, Ordinance, Rule and/or Governance Level Principle

- University of Tasmania Act 1992
- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Workers Rehabilitation and Compensation Act 1988
- Corporations Act 2001 (Cth)
- Work Health and Safety legislation and regulations and Workers Rehabilitation and Compensation legislation covering University staff and students who are residents of other Australian States or Territories
- Governance Level Principle 6 – Work Health and Safety
- Governance Level Principle 2 – Risk Management

Responsible Organisational Unit: Work Health and Safety Unit

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1 Objective

The University of Tasmania (the University) is committed to ensuring a safe and healthy workplace for University staff, students, volunteers, Adjunct, Clinical and Associate Titles, contractors and visitors by providing:

- a safe and healthy work environment
- safe systems of work
- appropriate information, training, instruction, supervision
- arrangements for meaningful consultation on health and safety matters at work and
- a positive safety culture.

2 Scope

The Work Health and Safety Policy applies to:

- staff, students, volunteers, Adjunct, Clinical and Associate Titles, contractors and visitors and
- all activities conducted by or on behalf of the University including collaborative arrangements with other parties and throughout all campuses, sites and by University controlled entities.

3 Policy Provisions

The University strives to fully integrate health and safety into all aspects of its activities through a process of continuous improvement. This will be achieved by:

- Complying with the Work Health and Safety Act 2012 (the Act), the Work Health and Safety Regulations 2012, Workers’ Rehabilitation and Compensation legislation and other relevant legislation and industry standards where the University undertakes operations
- The implementation, maintenance and review of the University’s Work Health and Safety Management System, comprising an integrated suite of policies, procedures, plans, positions and resources, throughout all campuses and workplaces
- The Work, Health and Safety Strategic Plan, which sets out the strategic objectives and key focus areas for the University in relation to safety health and wellbeing and enabling the University Strategic Plan ‘Open to Talent’
- Setting measurable objectives and targets aimed at controlling high risk activities and increasing awareness of health and safety to eliminate work related injury or illness and to continually improve health and safety performance
- Developing, implementing and promoting initiatives for the improved health and wellbeing of its staff and students
- Providing adequate human and financial resources to ensure effective implementation of the Work Health and Safety Management System and responsible fulfilment of the University’s Work Health and Safety duties
- Providing a safe, healthy and productive work and learning environment and facilities based on sustainability policies and practices
- Providing, monitoring and maintaining safe systems of work for the use, handling, storage and transportation of infrastructure, plant, equipment and substances.
- Identifying, developing and disseminating appropriate information, instruction and training for staff, students, volunteers, contractors and visitors
- Ensuring risk management is undertaken for all research, teaching and operational activities, and the responsible person is satisfied that all foreseeable
hazards are identified, assessed and effectively controlled
• Undertaking adequate consultation with all university workers, including staff, students, volunteers and contractors to enhance the effectiveness of the Work Health and Safety Management System and provide a formal Work, Health and Safety Issue Resolution Procedure for those issues not resolved through the University’s maintenance, hazard or incident procedures
• The University supports the election of Health and Safety Representatives within designated work groups and has established a Work Health and Safety Committee to facilitate formal consultation on Work Health and Safety matters;
• Ensuring that adequate records are created and maintained to support the University’s Work Health and Safety Management System
• Regularly reviewing and evaluating the Work Health and Safety Management System through audits and workplace inspections.

4 Responsibilities

• The Vice-Chancellor has responsibility for and is committed to, the effective implementation of the Work Health and Safety Policy
• Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility, are considered to be Officers under the Act and shall fulfil their obligations
• The University Council has the responsibility to oversee the monitoring of the University’s work health and safety performance against the objective and targets
• The Work Health and Safety Committee provides the strategic Work Health and Safety framework that will allow Officers to fulfil their obligations. The Committee reviews Work Health and Safety policies, procedures and minimum standards and makes recommendations to the Vice-Chancellor
• Management and Supervisory staff (which include those with responsibility for students) have a duty to implement the Work Health and Safety Management System within their area of responsibility, demonstrate active and visible leadership in work health and safety ensuring all policies or procedures of the university in relation to work health and safety are adhered to
• All workers, students and visitors have a responsibility to take reasonable care for their own safety and the safety of others, and comply with any reasonable instruction, policy or procedures of the university in relation to work health and safety.

Further description of health and safety responsibilities are outlined in the document Responsibilities Work, Health and Safety Minimum Standard.

5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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</tbody>
</table>
**College**

Means:
(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
(b) the University College
(c)

**Executive Dean**

Means:
(a) the Executive Dean of the relevant College, or
(b) in relation to the University College, the Principal of the University College

**Head of Academic Unit**

Means the head of the relevant Academic Unit

**Officer**

For the application of the Act, the University is taken to be a corporation - an officer therefore means an officer within the meaning of Section 9 of the Corporations Act 2001 of the Commonwealth.

**Other Persons**

In accordance with S29 of the Act and includes a person, other than a worker and includes undergraduate students and visitors to the University.

**The Act**


**University**

Meaning the University of Tasmania as the person conducting the business or undertaking (PCBU) as prescribed by the meaning within the Act.

**Worker**

In accordance with S28 of the Act and includes employees, adjunct, clinical and associate titles, contractors, postgraduate students and volunteers undertaking work at the University.

### 6 Supporting Documentation

- University of Tasmania Work Health and Safety Procedures
- University of Tasmania Work Health and Safety Minimum Standards
- University of Tasmania Work Health and Safety Guidelines

### 7 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 - Occupational Health and Safety Policy - March, 1999</th>
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<tbody>
<tr>
<td></td>
<td>Version 2 – Occupational Health and Safety Policy; approved March, 2011 by the A/G Vice Chancellor</td>
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<td>Version 3 - Work Health and Safety Policy; approved, April, 2013</td>
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<td>Version 4 - Work Health and Safety Policy; amended to reflect responsibilities for all persons under the Act is prominent in the</td>
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<td>Current Version(s)</td>
<td>Version 7 – <em>Work Health and Safety Policy</em>; approved September 2017, amended in December 2017 to reflect academic structures and nomenclature.</td>
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Work Health and Safety Policy (TBA)