

## Health and Safety Policy

<b>Approving authority</b>	University Council
<b>Approval date</b>	3 August 2015
<b>Advisor</b>	For advice on this policy, contact <a href="#">Health, Safety and Wellbeing Team</a>   Human Resources
<b>Next scheduled review</b>	2017
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Health and Safety Policy.pdf">http://policies.griffith.edu.au/pdf/Health and Safety Policy.pdf</a>
<b>TRIM document</b>	2015/0000295
<b>Description</b>	This policy describes the University's commitment to managing work health and safety to provide a safe and healthy environment

### Related documents

[Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses](#)

[Risk Management Framework](#)

[Risk Management Policy](#)

[Work Health and Safety Accountabilities](#)

[Workplace Harassment, Bullying and Discrimination Policy](#)

[Workplace Rehabilitation Policy](#)

[Workplace Rehabilitation Procedures](#)

### Links to external documents

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011](#)

[Workers Compensation and Rehabilitation Act 2003](#)

[Workers Compensation and Rehabilitation Regulation 2014](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Definitions and Terms\]](#) [\[Responsibilities\]](#) [\[Application\]](#) [\[Health and Safety Commitment\]](#) [\[Delegated Authorities\]](#) [\[Appendix A\]](#)

## 1. INTRODUCTION

The University aims for excellence in work health and safety, as it does in all its fields of activity, and is committed to ensuring the health, safety and well-being of its staff, students, contractors and visitors while undertaking work, study or research activities

## 2. SCOPE

This policy applies to all staff, students, visitors and contractors.

## 3. DEFINITIONS AND TERMS

**GSafe** is the University's online injury, illness, hazard and near miss reporting system.

**Reasonably practicable** refers to what can reasonably be done in the circumstances when complying with duties to ensure health and safety under legislation.

**Responsibilities** for the purpose of this document are those outlined in the Work Health and Safety Accountabilities document.

**Staff** refers to both paid and unpaid persons undertaking work for or on behalf of the University.

**Senior Management** are those people that may hold the following job titles within the University - Deputy Vice Chancellors, Pro Vice Chancellors, Deans, Administrative Directors, Heads, Heads of School, Centre Directors, Directors and Associate Directors.

The **Work Health and Safety Act 2011** (*WHS Act*) is the primary piece of legislation that governs health and safety in the workplace.

A **Workplace** is a place where work is carried out for the University and includes any place where a staff member goes, or is likely to be, while at work

---

## 4. RESPONSIBILITIES

The University requires those responsible for all University activities, whether on or off campus, to comply with relevant work health and safety legislation, codes of practice, and established good practice, including Australian Standards, as well as University policies and procedures.

Whilst the Vice Chancellor has ultimate responsibility for the health and safety of all people affected by the University's activities, there are detailed and clearly articulate accountabilities and obligations for health and safety at all levels of management in the Work Health and Safety Accountabilities document.

---

## 5. APPLICATION

The University has a primary duty of care under the *Work Health and Safety Act 2011* to ensure, so far as is reasonably practicable:

- The health and safety of staff while at work or undertaking work-related activities for the University;
  - that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking; and
  - that risks to health and safety are eliminated or minimised as far as reasonably practicable.
- 

## 6. HEALTH AND SAFETY COMMITMENT

### 6.1 CONSULTATION

The University is committed to consulting with staff. There is a wide range of consultative mechanisms to ensure that safety management systems are operating effectively and that health and safety issues are regularly reviewed.

### 6.2 REPORTING

The University will report and investigate all injuries and illnesses that occur through work processes and promote a positive safety culture through encouraging reporting of all injuries and near misses.

### 6.3 CONTINUOUS IMPROVEMENT

The University will strive to continually improve and measure its health and safety performance and will consult with staff through regular team meetings, health and safety committee meetings and through the issue resolution process.

### 6.4 RISK MANAGEMENT

The University is committed to identifying, assessing and controlling all foreseeable risks in order to minimise or prevent the likelihood of an injury or illness occurring.

## **6.5 REHABILITATING INJURED OR ILL STAFF**

The University will provide appropriate resources to rehabilitate staff who have sustained a work-related injury or illness in accordance with rehabilitation management good practice. The University will also endeavour to support workplace rehabilitation of non-work related injuries/illness.

## **6.6 TRAINING**

All staff will be provided with appropriate training and support to enable them to fulfil their roles in a safe manner and adhere to the safety requirements of the University, report unsafe conditions and participate in the continual improvement of safety.

## **6.7 WELLBEING**

The University will ensure that the health and wellbeing of all staff is valued, enhanced and protected through all work practices, the work environment and workplace culture.

## **6.8 ISSUE RESOLUTION PROCEDURE**

Health and Safety issues will be dealt with at the local level. Staff, managers and supervisors must work together to resolve local issues and participate in improving the health and safety performance and culture to ensure the safety of all persons involved in the University activities and to protect the reputation and integrity of the University. A flow chart is attached as Appendix A.

---

# **7. DELEGATED AUTHORITIES**

The Vice Chancellor has ultimate responsibility for the implementation and review of the University Health and Safety Policy, delegation of health and safety management responsibilities, and the allocation of appropriate resources.

The University's Executive Group is responsible for broad health and safety policy and strategy.

---

## APPENDIX A

### HEALTH AND SAFETY INCIDENT/HAZARD RESOLUTION PROCEDURE

This outlines the process to resolve outstanding health and safety issues resulting from incidents/hazards reported via GSafe.

