

POLICY		Health and Safety Policy					
Area covered		University-wide					
Version	4.1	Approval date	30 March 2016	Effective date	30 March 2016	Next review date	February 2019

Procedure Statement

Purpose	A statement of the commitment, scope, responsibilities and objectives of the University of New South Wales with respect to management of health, safety and wellbeing.
Scope	Applies to all UNSW workers, students, visitors, volunteers, and contractors. Also applies to UNSW workers and students who engage in university activities in locations outside UNSW’s campuses and facilities.

Policy Provisions

1. Policy Statement

The University of New South Wales (“UNSW”) will provide a world-class campus environment that promotes health and safety and wellbeing. Our objective is that no person will come to harm while working, studying or visiting UNSW. This commitment to health, safety and wellbeing allows the University to teach, conduct research and promote scholarship at the highest international level through the attraction and retention of high quality staff, students and other partners.

The following values form the basis of achieving the University’s health and safety policy objective:

- We are committed to ensuring the health, safety and wellbeing of everyone in the workplace.
- Everyone has a responsibility for safety; their own and that of others.
- Injuries can be prevented and an incident-free working and learning environment is actively pursued.
- Communication and consultation are central to working together for a safer workplace.

2. Legal & Policy Framework

UNSW will comply with the NSW Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, and other relevant legislation and industry standards. UNSW will also meet its license conditions as a self-insurer for workers compensation.

Failure to follow safe systems of work, misuse of health and safety equipment, bypassing of a risk control measure or interfering with another person’s efforts to work safely, may lead to prosecution under the Work Health and Safety Act and will be dealt with under the University’s appropriate Code of Conduct.

3. Implementation

The strategies to implement this policy include:

- a. the implementation, maintenance and review of UNSW’s Health and Safety Management System across all campuses and workplaces;
- b. the implementation and maintenance of UNSW’s Risk Management Program;
- c. 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 controlled;
- d. the establishment of measurable objectives and targets to facilitate continual improvement of health, safety and wellbeing in the workplace and to reduce work related illness and injury;
- e. the provision of appropriate health, safety and wellbeing training and the dissemination of health, safety and wellbeing information to all UNSW workers, students, contractors, volunteers, and visitors to the workplace;
- f. consulting with workers and students about decisions that may affect their health, safety and wellbeing;
- g. the provision of adequate human and financial resources to ensure effective implementation of the Work Health and Safety Management System;
- h. the documentation and communication of health and safety responsibilities for all workers;

- i. the communication of this policy throughout UNSW via public display, inductions and training.

3.1. Roles & Responsibilities

The University Council has ultimate responsibility for providing a safe and healthy working environment for UNSW workers, students, contractors, visitors and volunteers.

The President and Vice-Chancellor will set strategic objectives and targets for UNSW's performance with respect to health, safety and wellbeing consistent with this Policy and will ensure these targets are met.

Deans and Divisional Unit Managers are responsible for meeting the health, safety and wellbeing objectives and targets set by the President and Vice-Chancellor, and reporting regularly on their progress.

Heads of Schools, Research Centres and Administrative Units are responsible for establishing and monitoring the implementation of the Health and Safety Management System within their area of control and reporting regularly on the progress of implementation.

Supervisors are responsible for implementing the Health and Safety Management System within their area of responsibility and taking steps to ensure that identified hazards are eliminated as far as reasonably practicable, or controlled using the hierarchy of risk controls.

Employees and Students are responsible for following the Health and Safety Policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.

Health Safety and Environment Committees are responsible for ensuring effective consultation takes place within their responsible area, providing Health and Safety advice and may assist with the implementation of the Health and Safety Management System.

UNSW Health and Safety is responsible for the review and maintenance of the Health & Safety Management System, assisting senior management with the coordination and implementation of the Health and Safety Management System in their area and providing health, safety and wellbeing support and advice to Deans, Managers and Health, Safety and Environment Committees.

3.2. Support & Advice

For support and advice regarding this policy, contact UNSW Health and Safety via www.safety.unsw.edu.au, Ph: 9385 1565, or Email: safety@unsw.edu.au.

3.3. Communication

This Policy and an accompanying Health and Safety Policy Statement will be accessible on the UNSW Health and Safety website and the UNSW Governance website. UNSW's Health and Safety Policy Statement will be displayed in all workplaces and communicated through the organisational Health, Safety and Environment Committees.

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Vice-Chancellor	5 April 2001	5 April 2001	Full review
2.0	Vice-Chancellor	1 January 2007	1 January 2007	Full review
3.0	Vice-Chancellor	5 May 2010	5 May 2010	Full review
4.0	President and Vice-Chancellor	29 April 2013	29 April 2013	Updated to reflect 2011 WHS Act amendments, UNSW Branding Guidelines.
4.1	President and Vice-Chancellor	17 February 2016	17 February 2016	Full review.

Supporting Information

Supporting Documents	Health and Safety Policy Statement (for display purposes) Health & Safety Management System, Procedures and Guidelines
Related Documents	UNSW 2025 Strategic Plan SafeWork NSW: www.safework.nsw.gov.au SafeWork NSW Self Insurer Audit Tool "User Guide & Workbook"

Superseded Documents	Work Health and Safety Policy V4.0
UNSW Statute and / or Regulation <i>Any variation to Policy or Procedure must remain consistent with the parent statute or regulation</i>	Code of Conduct UNSW Register of Delegations
Relevant State / Federal Legislation	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
Accountabilities	
Responsible Officer	President and Vice-Chancellor
Contact Officer	Director, UNSW Safety and Sustainability
Further Information	
Key words for search engine	
Definitions and Acronyms	
Consultation	Health, safety and wellbeing consultation involves the sharing of relevant information between the employer and the employee. Consultation includes giving workers the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of health, safety and wellbeing issues.
Hazard	A hazard is a source of potential harm or a situation with the potential to cause harm to people, property or the environment.
Health and Safety Management System	A set of plans, actions and procedures to systematically manage health and safety in the workplace that is actively endorsed by a committed employer.
Risk Assessment	The overall process of estimating the magnitude of risk and deciding whether the risk is acceptable.
Risk Management Program	Describes the requirements and procedures used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards, and implement appropriate control mechanisms.