



**Work Health and Safety Policy**

<b>Category/Business Group</b>	Human Resources – Corporate Services
<b>Published Externally (Yes/No)</b>	Yes
<b>Approver</b>	Chief Executive Officer
<b>Responsible Officer</b>	Chief of Staff
<b>Contact Officer</b>	Human Resources Manager
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**Policy Approval**

<b>Approver</b>	<b>Responsible Officer</b>	<b>Policy Officer</b>
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Date:5/11/2020	Date:3/11/2020	Date:4/11/2020

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## 1 Background and purpose

UNSW College is committed to providing a safe and healthy environment for workers (staff, volunteers and contractors) and visitors (including UNSW College students) to the workplace. This policy defines the principles of this commitment and UNSW College's approach to the continuous improvement of health and safety in the workplace.

## 2 Definitions

**Health and Safety Committee** means the committee at UNSW College comprising elected employees for the purpose of consulting on workplace, health and safety matters.

**PCBU** means a Person Conducting a Business or Undertaking.

**UNSW** means the University of New South Wales.

**WHS** means work health and safety.

**WHS Act** means the *Work Health and Safety Act 2011* (NSW).

**WHS Management System** means UNSW College's Work Health and Safety Management System including but not limited to policies, procedures and guides.

**WHS Regulation** means the *Work Health and Safety Regulations 2011* (NSW).

## 3 Scope

This policy applies to all UNSW College workers (staff, volunteers and contractors) and visitors to UNSW College's premises.

For UNSW College workers, this policy applies to all premises where workers engage in activities related to UNSW College including locations outside of UNSW College's premises and during travel on behalf of UNSW College. For visitors, this policy applies at UNSW College premises or while participating in authorised UNSW College activities.

Workers and visitors must also comply with UNSW's Health and Safety Policy and instructions when attending UNSW's premises, such as the Kensington campus. See "Related Policies and Procedures" below for further information.

## 4 Legal and policy framework

As a 'person conducting a business or undertaking' (**PCBU**) pursuant to the *Work Health and Safety Act 2011* (**WHS Act**), UNSW College is committed to ensuring that it complies with the WHS Act and other relevant legislation and industry standards. UNSW College may also modify its workplace from time to time in a manner consistent with public health requirements pursuant to the *Public Health Act* (NSW).

All workers and visitors must comply with this policy and any other reasonable instruction, policy or procedure communicated from time to time by UNSW College. 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 infringe the WHS Act framework. Non-compliance will be managed pursuant to the Code of Conduct.

## 5 Objectives

Pursuant to the WHS Act, UNSW College has duties to ensure, as far as is reasonably practicable:

- (a) the provision and maintenance of a work environment without risks to health and safety;
- (b) the provision and maintenance of safe plant and structures;
- (c) the provision and maintenance of safe systems of work;
- (d) the safe use, handling, and storage of plant, structures and substances;
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities;
- (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part UNSW College's activities; and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of UNSW College (to the extent permitted by privacy law).

UNSW College will also seek to continually improve its WHS systems, materials and performance.

## 6 Consultation

- (a) UNSW College is committed to consultation, co-operation and co-ordination between management and workers as far as reasonably practicable and in accordance with the WHS Act;
- (b) Consultation will be undertaken in accordance with UNSW College's WHS Consultation Procedure; and

## 7 Implementation

The strategies to implement this policy include:

- (a) Active involvement and commitment of management and the Executive Team;
- (b) The ongoing provision of a Health and Safety Committee as required by the WHS Act;
- (c) Identification and control of hazards;
- (d) Investigation and reporting of all accidents and dangerous incidents;
- (e) Consult with workers on health and safety matters as required by the WHS Act;
- (f) Provision of first aid and emergency procedures;
- (g) Provision of information, training and supervision as necessary for safety; and
- (h) Ongoing review and improvement of the WHS Management System.

## 8 Communication

This policy will be publicly accessible on UNSW College's [website](#) and a copy will be placed on common area noticeboards in UNSW College workplaces. The policy is also made available on the staff intranet.

## 9 Responsibilities

### (a) *UNSW Board members*

The UNSW College Board has ultimate responsibility for the management of health and safety at UNSW College. The UNSW College Board must ensure the business complies with its work health and safety obligations. Under work health and safety laws, if an officer of a corporation doesn't take all reasonable and practical steps to fulfil health and safety obligations, they may be liable if an incident occurs in the workplace.

### (b) *UNSW College Executive Team*

The UNSW College Executive Team are responsible for providing leadership to ensure communication of this policy and effective implementation of and adherence to this policy within their area of control.

### (c) *Supervisors and managers*

Supervisors and managers are responsible for implementing this policy in their business or administrative unit. This will be measured via their annual performance reviews. In particular, supervisors and managers are responsible for:

- (i) the provision and maintenance of the workplace in a safe and secure condition;
- (ii) active involvement in the development, promotion and implementation of health and safety policies and procedures;
- (iii) training employees in the safe performance of their assigned tasks; and
- (iv) the provision of resources to meet UNSW College's health and safety commitments.

### (d) *Workers, UNSW College students and visitors*

Workers and visitors are responsible for complying with the following when attending UNSW College or UNSW's premises:

- (i) taking reasonable care for their own safety and the safety of others; and
- (ii) complying with any reasonable instruction, policy or procedure of UNSW College and UNSW in relation to health and safety.

### (e) *Approver*

The Chief Executive Officer is responsible for the approval of this policy.

### (f) *Responsible Officer*

The Head of Human Resources is responsible for the implementation, dissemination and review of this policy.

### (g) *Contact Officer*

The Human Resources Business Partner is responsible for the day to day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.

(h) *Policy Administration*

The Legal and Compliance Team is responsible for the administration and publishing of this policy.

## **10 Review**

This policy is due for review three years from its date of implementation or in case of legislative or regulatory changes.

## **11 Related legal framework and other documentation**

- (a) *Work Health and Safety Act 2011* (NSW)
- (b) *Work Health and Safety Regulation 2017* (NSW)
- (c) *Public Health Act 2010* (NSW)
- (d) *Workers Compensation Act 1987* (NSW)
- (e) *Workplace Injury Management and Workers' Compensation Act 1998* (NSW)

## **12 Related Policies and Procedures**

- (a) Work Health and Safety Procedure
- (b) Employment Policy
- (c) WHS Consultation Procedure
- (d) WHS Hazard Reporting and Risk Assessment Procedure
- (e) WHS Incident Reporting and Investigation Procedure
- (f) Workplace Injury Management Procedure
- (g) Return to Work Program Procedure
- (h) WHS Hazard Report Form
- (i) WHS Hazard Risk Assessment and Register
- (j) WHS Incident Report and Investigation Form
- (k) Workstation Checklist
- (l) Anti-discrimination, Bullying and Harassment Procedure
- (m) Workplace Flexibility Procedure
- (n) Code of Conduct
- (o) UNSW's Health and Safety Policy and associate framework (available on UNSW's Governance website at [www.gs.unsw.edu.au/policy/index.html](http://www.gs.unsw.edu.au/policy/index.html))
- (p) UNSW Sydney Student Code of Conduct

## Version History

Version Control	Date Effective	Approved By	Amendment Notes
2.0	6/10/2020	CEO	Updated to align with WHS Act terminology and clarify application of policy to students and visitors
1.0	10/02/2017	CEO	Administrative updates: change of a Policy template to reflect the new UNSW College Branding Guideline.