

# Health and Safety Guidelines: HSG 2.2



## Roles and Responsibilities

### 1. Purpose

This document outlines the roles and responsibilities for management of workplace health and safety across the University.

### 2. Scope

This document applies to the University Council, Executive Committee, Leaders and Supervisors, Local Safety Contact Persons, the Health and Safety Team, the Health and Safety Steering Committee, Health and Safety Committees, and Workers.

### 3. Definitions

In the context of the Health and Safety Management System Framework, the following definitions apply:

- (a) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (b) **Hazard** means a situation in a University workplace that has the potential to harm the health and safety of Workers or to damage buildings, plant or equipment.
- (c) **Health and Safety Strategic Plan** means the University's documented plan setting out workplace health and safety objectives and targets at the organisational level.
- (d) **Incident** means an unplanned event that caused, or had the potential to cause, illness or injury to a Worker.
- (e) **Local Safety Contact Person** means a person within an organisational unit that has been allocated a role to act as a knowledge, communication and support point for the organisational unit with regards to Health and Safety.
- (f) **Leaders/Supervisors** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.

- (g) **Regulatory requirements** means the legal obligations imposed upon the University, its officers and employees, and other Workers under:
  - (i) the [Work Health and Safety Act 2011 \(NSW\)](#); and
  - (ii) the [Work Health and Safety Regulation 2011 \(NSW\)](#).
- (h) **University Council** means the University's governing authority established under section 8A of the [University of Newcastle Act 1989 \(NSW\)](#).
- (i) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.

## 4. Responsibilities

### 4.1 University Council

The University Council is responsible for exercising due diligence to ensure that the University complies with Regulatory requirements by taking reasonable steps to:

- (a) Acquire and keep up-to-date knowledge of workplace health and safety matters;
- (b) Gain an understanding of the nature of the operations of the University and generally of the workplace Hazards and risks associated with those operations;
- (c) Ensure that the University has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out by or on behalf of the University;
- (d) Ensure that the University has appropriate processes for receiving and considering information regarding hazards, incidents and risks and responding in a timely way to that information;
- (e) Ensure that the University implements processes for complying with any Regulatory requirement;
- (f) Verify the provision and use of the resources and processes referred to above; and
- (g) Endorsing the Health and Safety Strategic Plan.

## **4.2 Executive Committee**

The Executive Committee is responsible for:

- (a) The implementation and review of the Health and Safety Management System Framework;
- (b) The implementation of the Health and Safety Strategic Plan;
- (c) Driving improvement of the University's workplace health and safety performance through the establishment of measurable objectives and targets, and monitoring the actions taken in response to reported hazards, risks and incidents;
- (d) Promoting a proactive workplace health and safety management culture by recognising, reinforcing and rewarding desired actions and behaviours;
- (e) Regularly reporting on workplace health and safety matters to the University Council; and
- (f) Consulting with Workers via the Health and Safety Steering Committee.

## **4.3 Managers and Supervisors**

Managers and Supervisors are responsible for:

- (a) The day-to-day management of workplace health and safety within their areas of responsibility;
- (b) Communicating to Workers within their areas of responsibility the requirements for compliance with relevant policies, elements, procedures and guidelines incorporated in to the Health and Safety Management System Framework;
- (c) Allocating responsibilities for workplace health and safety within their areas of responsibility, incorporating these responsibilities in position descriptions and performance review and development activities where appropriate;
- (d) Nominating a Local Safety Contact Person for their areas of responsibility;
- (e) Ensuring that resources are made available to support workplace health and safety management in their areas of responsibility; and
- (f) Driving improvement in workplace health and safety performance in their areas of responsibility through targeted workplace health and safety initiatives to address areas of identified risk.

#### **4.4 Workers**

All Workers are responsible for:

- (a) Co-operating and actively contributing to workplace health and safety management by complying with relevant policies, elements, procedures and guidelines incorporated in to the Health and Safety Management System Framework;
- (b) Undertaking training or inductions as directed by their Leader or Supervisor in order to meet workplace health and safety responsibilities and accountabilities relevant to role and location;
- (c) Undertaking risk management activities to identify, assess, and control workplace health and safety risks in the workplace, including regular review of changes to work methods and practices; and
- (d) Taking reasonable care of themselves and others in the workplace and ensure that their actions or omissions do not adversely affect the health or safety of other persons.

#### **4.5 Local Safety Contact Persons**

Local Safety Contact Persons are responsible for:

- (a) Acting as the nominated point of contact within their Faculty, Division, School or other organisational unit in order that Workers in that area can seek advice and assistance regarding relevant policies, elements, procedures and guidelines incorporated in to the Health and Safety Management System Framework;
- (b) Facilitating communication on workplace health and safety matters between their area and the Health and Safety Team, or within their area by escalating issues for attention or review to Managers or Supervisors within their organisational unit; and
- (c) Maintaining a noticeboard of relevant workplace health and safety information and communication such as the H&S Policy Poster, Safety Alerts, and communicating these by electronic means when appropriate.

#### **4.6 Health and Safety Team**

The Health and Safety Team are responsible for:

- (a) Maintaining, updating and communicating documentation contained within the Health and Safety Management System Framework;

- (b) Ensuring relevant information on workplace health and safety is provided to stakeholders as required through induction and ongoing training;
- (c) Providing advice and support to University Council, Executive Committee, Leaders, Supervisors, Workers, and Health and Safety Committees regarding workplace health and safety management, issues, and concerns;
- (d) Providing operational and technical workplace health and safety advice and support to Faculties and Divisions in accordance with a 'Business Partnership' service model;
- (e) Delivering targeted workplace health and safety training and presentations to University Council, Executive Committee, Leaders, Supervisors, Workers, and Health and Safety Committees; and
- (f) Developing the Health and Safety Strategic Plan, in consultation with Health and Safety Committees.

See Attachment 1 for a more detailed Health and Safety Responsibility Matrix

## **5. References**

[UON Health and Safety Management System Framework](#)

[UON HSG 1.1 Demonstrating Leadership](#)

## **6. Attachments**

Attachment 1: University of Newcastle Health and Safety Responsibility Matrix

Position Grouping		Induction and Training requirements	Core Responsibilities/ Accountabilities
Officers	University Council	<p>Online Health and Safety Induction</p> <p>Relevant site-specific inductions</p> <p>Senior management Health and Safety briefings</p> <p>Health and Safety workshop</p> <p>Confirmation of competency</p>	<p>Provide leadership to ensure that the University is exercising due diligence;</p> <p>Acquire and keep up-to-date knowledge of work health and safety (H&amp;S) matters;</p> <p>Gain a broad understanding of the risks and hazards associated with University activities;</p> <p>Ensure that the University has appropriate resources and processes to eliminate or minimise risks to H&amp;S;</p> <p>Ensure that the University has appropriate processes for reporting incidents, hazards and risks;</p> <p>Ensure that the University responds in a timely manner to incident information;</p> <p>Ensure that the University has processes for complying with the Work Health and Safety Act 2011, including:</p> <ul style="list-style-type: none"> <li>- reporting notifiable incidents,</li> <li>- consulting with workers,</li> <li>- ensuring compliance with notices issued under the Act,</li> <li>- ensuring provision of training and instruction to workers about health and safety</li> </ul>
	University Executive Committee		<p>Overall accountability for the safety of all activities conducted by the University;</p> <p>Set priorities related to H&amp;S management and performance at the University;</p> <p>Hold leaders accountable for meeting their H&amp;S responsibilities;</p> <p>Monitor University compliance with legal and other requirements;</p> <p>Allocate responsibilities for managing H&amp;S policy and procedures;</p> <p>Support Faculty / Divisional staff to contribute to H&amp;S consultative mechanisms;</p> <p>Ensure appropriate funds and resources are provided in order to maintain a safe and healthy work environment.</p>
Leaders and Supervisors	Academic Leaders, Division Directors, Team Leaders (includes Heads of Schools, Executive Officers, Research Supervisors)		<p>Overall responsibility for effective H&amp;S management of all activities within their organisational unit (area), and are accountable to the Executive Committee for ensuring this occurs. They will:</p> <ul style="list-style-type: none"> <li>- Communicate to persons that they supervise the requirements for compliance with the UON H&amp;S Management System Framework;</li> <li>- Allocate responsibilities for H&amp;S within their area, incorporating these in to PDs and PRD activities where appropriate, and nominate a Local Safety Contact Person for their area;</li> <li>- Ensure all personnel including external contractors are appropriately inducted, trained and competent for the work that they do;</li> <li>- Ensure incidents, accidents, "near misses" or hazards are identified, assessed, controlled and reported with immediate action taken and then follow up as required;</li> <li>- Communicate and enforce requirements for Students, Staff, and others in the area to conduct Risk Assessments, follow Safe Operating Procedures (SOPs) and utilise Personal Protective Equipment (PPE) if applicable;</li> <li>- Actively participate in return to work programs for staff who sustain a work related illness or injury;</li> <li>- PVC's and Heads of Schools should encourage the incorporation of H&amp;S into curriculum and research initiatives for student professional development and producing graduates who are 'workplace ready'.</li> </ul>

<b>Workers</b>	<b>Professional Staff, Technical and Site Management Staff, Academic Staff and Teachers</b>	Online Health and Safety Induction	Co-operate and actively contribute to the H&S of themselves and others at UON by engaging and complying with UON H&S Management System Framework.
		Online Risk Assessment Training	Complete all inductions relevant to role and location, and undertake additional training or inductions as directed by Supervisor to meet H&S responsibilities;
		Online Laboratory Safety (if required)	Comply with UON purchasing policy and requirements with respect to purchasing chemicals, equipment, and travel;
		Confirmation of competency	Comply with requirements for undertaking Risk Assessments, following SOPs and utilising PPE as and when required;
			Utilise the IMS to report Hazards, Incidents, Injuries, and Illnesses when required;
		Co-operate and comply with the University's injury management and return to work plans if injured or ill as a result of work;	
		Technical and site management staff must monitor and maintain Laboratory or site chemical registers using the Chemwatch database and manage the processes for site specific risk assessments and control of all stores;	
		Academic staff and Teachers are responsible for the oversight of students and to safeguard the H&S of students in their charge. This includes developing Course or Program specific induction and teaching materials, or other related H&S resources.	
	<b>Safety Contact Persons</b>	UON Health and Safety Management System Framework Training	Act as a nominated point of contact within their area in order that persons in that area can seek advice and assistance regarding UON H&S Management System Framework documentation;
			Facilitate communication on H&S matters between their area and the H&S Team, or within area by escalating issues for attention or review to leaders in the area;
			Maintain a noticeboard of relevant H&S information and communication such as H&S Policy Poster, Safety Alerts, and also communicate these electronically.
	<b>Students, visitors and others</b>	Program, Course, and Activity specific inductions as directed by Supervisor	Co-operate and actively contribute to the H&S of themselves and others at the University, by engaging and complying with the UON H&S Management System Framework.
		Confirmation of competency	Comply with reasonable direction from University staff relating to H&S requirements as well as following directions from University Staff and Evacuation Wardens during Emergency Evacuation Procedures.
			Comply with requirements for undertaking inductions and safety training, undertaking Risk Assessments, following SOPs and utilising PPE.
	<b>Contractors</b>	Online Contractor Induction	Follow University policies and procedures and submit all required documentation for work including SOPs, Safe Work Method Statements or Job Safety Analyses.
		Completion of Risk Assessments as required by Permit to Work system	Comply with all relevant health and safety legislation, standards, codes of practice.
			Undertake additional H&S training or inductions as directed by their Supervisor to meet H&S responsibilities.
			Follow supervisor's work health and safety instructions and wear required PPE.
			Immediately report identified hazards, accidents, or incidents to their supervisor.
	<b>Health and Safety Team</b>	Online Health and Safety Inductions	Maintain, update and communicate all documentation contained within the UON Health and Safety Management System Framework and ensure that Framework documents are understood, disseminated, implemented, evaluated and improved.
		Familiar with all HSMS policies, elements, procedures, and guidelines	Ensure relevant induction, training, and information is provided to stakeholders;
			Provide broad advice and support to all members of the University Community;
			Provide specific operational and technical advice and support to Faculties and Divisions, Health and Safety Committees, Institutional Biosafety Committee, and Chemical and Radiation Technical Committee;
			Facilitate Injury Management and Return to Work processes for ill or injured staff;
			Evaluate and report on status compliance with legislation and other requirements;
			Recommend corrective actions in response to incidents, inspections and audits;
			Record, analyse & report on UON incidents and other H&S performance measures.