

Health and Safety Guidelines: HSG 2.3

H&S Policy and Management System Framework



1. Purpose

This document outlines how the University of Newcastle meets its duties to promote a safe and healthy environment for University activities supported by a Health and Safety Management System which provides guidance for achieving these aims.

2. Scope

This document applies to the Executive Committee, Leaders and Supervisors.

3. Definitions

In the context of the Health and Safety Management System Framework:

- (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) **Leader/Supervisor** means any member of the University who is responsible for supervising staff and/or for undergraduate or postgraduate students and/or for leading research projects.
- (c) **Officers** in the meaning of the [Work Health and Safety Act 2011](#) an officer is a person who makes decisions that affect the whole or a part of the organisation and/or has the capacity to significantly affect the financial standing of the organisation and/or on whose instruction the directors of the corporation are to act. Officers have a duty under the WHS Act 2011 to demonstrate due diligence in taking reasonable steps to ensure the organisation complies with its work health and safety obligations. At the University, members of Council and Executive Committee are considered to be Officers. Other senior staff and managers may also be considered Officers under the act where their role meets the definition.
- (d) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.

4. Guidelines – Health & Safety Policy

The University Health and Safety Policy is a statement of intent which describes the actions the University takes to meet its duty of care to provide a safe and healthy workplace as far as is reasonably practicable. It is produced to be distributed to all University areas and is available on the website in the University Policy Library. The following guidelines describe how the Policy is maintained:

- (a) The Health and Safety Team are responsible for reviewing the University's Health and Safety Policy every 3 years to keep abreast of regulatory and University requirements;
- (b) If any review identifies that change is required the Health and Safety Team will draft changes to the Policy in consultation with University, Faculty and Division H&S Committees;
- (c) The revised Policy will be presented to the Executive Committee for their endorsement, confirmed by the Vice Chancellor's signature;
- (d) It is recommended the Policy is displayed on noticeboards as a poster where it can be seen and read by Workers, visitors and any other people who may interface with the University;
- (e) The requirements of the Policy are communicated to Workers through induction, Health and Safety committee meetings and any other appropriate

See Attachment 1 for a copy of the Health and Safety Policy

5. Guidelines – Health and Safety Management System Framework

The Health and Safety Team is responsible for developing and regularly reviewing the University's Health and Safety Management System Framework and supporting documents. See Attachment 2 for a diagram of the Health and Safety Management System framework which contains hyperlinks to Policies, Elements, Guidelines, and Key Risk Areas.

The following actions apply to the communication, development and review process for the Health and Safety Management System:

- (a) The documents are available on the website;

- (b) The documents are reviewed at least every three years and amendments will be consistent with changing circumstances e.g.:
 - i. Regulatory requirements;
 - ii. Changes to Australian Standards;
 - iii. Changes to University processes, structure, equipment or supplies;
 - iv. In response to suggested amendments from end users;
- (c) New documents will be developed when the need is identified;
- (d) New documents will be forwarded to Health and Safety Committees for review to ensure that consultation requirements are met. Comments from the stakeholders will be considered and incorporated into the documents as appropriate;
- (e) New and amended documents will be made available on the website and notification of the changes will be made via email to all stakeholders.

6. References

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

[UON HSG 2.2 Roles and Responsibilities](#)

7. Attachments

1. Health and Safety Management System Framework

Attachment 1

