

Health and Safety Guidelines: HSG 1.1



Demonstrating Leadership

1. Purpose

This document outlines the ways in which the Executive Committee, Leaders and Supervisors can demonstrate leadership and their commitment to providing a safe and healthy work environment at the University.

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) **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) **Incident** means an unplanned event that causes, or has the potential to cause, illness or injury to a Worker.
- (d) **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.
- (e) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.

4. Guidelines

The following list, while not exhaustive, includes ways that leadership and commitment to workplace health and safety at the University can be demonstrated:

- (a) Workplace health and safety is included as an agenda item at meetings held by Executive Committee, Leaders and Supervisors;

- (b) The Executive Committee, Leaders and Supervisors make a point of stating that workplace health and safety is the priority and no Worker is expected to put their health and safety at risk in order to get a task done;
- (c) Workplace health and safety goals, objectives and plans are set and shared by the Executive Committee, Leaders and Supervisors with Workers;
- (d) Active assessment of performance and progress in implementing workplace health and safety goals is tracked through Health and Safety Committees;
- (e) Resources are allocated by Leaders and Supervisors locally to ensure the requirements of the Health and Safety Management System are met;
- (f) Time is made available by members of the Executive Committee, Leaders and Supervisors for Workers to attend health and safety training;
- (g) Workplace health and safety responsibilities are identified for all positions and these responsibilities are written into position descriptions;
- (h) Health and Safety Committees are supported with a balance between Workers and Leaders and/or Supervisors as representatives;
- (i) The Executive Committee, Leaders and Supervisors actively encourage Worker participation in evaluating the hazards, risks and impacts of changes in their work environment;
- (j) Ideas for workplace health and safety improvements and innovations are supported and implemented by the Executive Committee, Leaders and Supervisors wherever reasonably practicable;
- (k) Recommendations for corrective action arising from audits, safety inspections, Health and Safety Committee meetings, incident investigations and other reports are implemented by Leaders and Supervisors wherever reasonably practicable and followed through to monitor effectiveness;
- (l) Leaders and Supervisors adhere to safety requirements whenever they are in the work environment e.g. wearing appropriate personal protective equipment;
- (m) Good workplace health and safety performance is recognised and publicised by Leaders and Supervisors;

- (n) In the event that workplace health and safety procedures are not being followed, action is taken by members of the Executive Committee, Leaders and Supervisors to correct the behaviour; and
- (o) Leaders and Supervisors are actively involved in workplace health and safety activities such as Incident investigations, Health and Safety Committee meetings and workplace safety inspections.

5. References

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

[UON HSG 2.2 Roles and Responsibilities](#)

6. Attachments

Nil