Health and Safety Guidelines: HSG 2.1

Regulatory Requirements

1. Purpose

This document outlines the way in which the University can monitor its compliance with Regulatory requirements relating to workplace health and safety.

2. Scope

This document applies to the University Council, Executive Committee, the Health and Safety Team, Leaders and Supervisors, and Workers.

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) **Leaders/Supervisors**: Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.

(c) **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).

(d) **University Council** means the University's governing authority established under section 8A of the University of Newcastle Act 1989 (NSW).

(e) **Worker** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.

4. Guidelines

4.1 University Council

The University Council should:
(a) Make workplace health and safety a standing agenda item on Council meeting agendas;

(b) Obtain and review a report from the Vice-Chancellor at each Council meeting which outlines any amendments to Regulatory requirements that impact, or may impact, upon the University’s Health and Safety Management System;

(c) Review at least once a year the actions undertaken by the Council to meet their duty of care obligations according to the University of Newcastle Act 1989 (NSW); and

(d) Obtain and review a report from the Vice-Chancellor at least once a year which describes the processes and procedures that have been established and maintained to ensure that the University is complying with Regulatory requirements.

4.2 Executive Committee

The Executive Committee should:

(a) Make workplace health and safety a standing agenda item on Executive Committee meeting agendas;

(b) Provide resources to monitor regulatory requirements and provide feedback to the Executive Committee when a response to changes is required; and

(c) Make any report or disclosure to WorkCover authorities as required by Regulatory requirements;

4.3 Health & Safety Team

The Health and Safety Team should:

(a) Ensure relevant information on Regulatory requirements is provided to stakeholders as required through induction and ongoing training;

(b) Keep up to date with changes to the Regulatory requirements, assess any impact of those changes to the University and advise stakeholders accordingly (including the Health and Safety Committees);

(c) Facilitate changes in practice and procedures where required to comply with Regulatory requirements;

(d) Ensure current links to the Regulatory requirements are maintained on the University website;
(e) Liaise with WorkCover authorities regarding Regulatory requirements as required;

(f) Facilitate workplace safety inspections and audits to monitor compliance with Regulatory requirements, and identify opportunities for improvement;

(g) Provide a system where documentation can be kept that evidences workplace health and safety systems and procedures are implemented in accordance with Regulatory requirements;

(h) Review the workplace health and safety training requirements for stakeholders to ensure that Regulatory requirements are understood; and

(i) Maintain records, or ensure that records are being maintained, as required by Regulatory requirements.

4.4 Leaders and Supervisors

Leaders and Supervisors should:

(a) Ensure Regulatory requirements and changes are communicated to Workers within their areas of responsibility;

(b) Ensure that Workers within their areas of responsibility attend training and instruction on Regulatory requirements relevant to their workplace;

(c) Provide information to the Health and Safety Team to ensure that the records that are required to be kept are current;

(d) Provide information to the Health and Safety Team to ensure that scheduled activities that are required to be carried out under the Regulatory requirements are completed; and

(e) Create and maintain records, as required by the Regulatory requirements.

4.5 Workers

Workers should:

(a) Implement any instruction that is given to comply with a Regulatory requirement;

(b) Attend training that is provided that is related to Regulatory requirements relevant to their workplace; and

(c) Comply with all University workplace health and safety procedures which are designed to comply with the Regulatory requirements.
5. References

NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulations 2011

UON HSG 2.2 Roles and Responsibilities