

# 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](#)