

# Health & Safety Framework – FAQ



## Why have a Framework for H&S?

The University recognises its duty of care under the [NSW Work Health and Safety Act 2011](#) and associated legislation to ensure, so far as is reasonably practicable, that the health, safety and welfare of staff, students, contractors, conjoints and visitors are not put at risk from activities carried out as part of the conduct of the University. In July 2015 the Health & Safety (H&S) Team launched the new H&S Framework to support this.

## What is the primary focus?

To provide University staff and students with practical guidance so that everyone is able to play their part in creating a safe and healthy work and learning environment. Leaders and Supervisors can use the Framework and supporting documents to put in place the building blocks of good health and safety management to promote the University's overall philosophy, vision and values for keeping people healthy and safe. The Framework also ensure that the University of Newcastle meets its duties with respect to the relevant legislative requirements.

## What does the Framework include?

- There are 3 Policies supporting the Framework, Health & Safety, Return to Work and Smoke-Free Environment Policies.
- Sitting under the 3 Policies are 10 Elements. These are one page documents that outline what has to done to establish and maintain good health and safety practices. They do not provide detail on how to do it but there are links to supporting procedures in each Element.
- For in-depth information about what you have to do, you simply go to the H&S procedure(s) that support the Elements. The procedure documents provide easy to follow information to step you through the necessary actions to meet the requirements of the Element.
- Health and safety requirements for managing Key Risk Areas (KRAs) are also available. These are the risks associated with the various activities undertaken across the University's campuses.
- The Health & Safety Management System Framework diagram on the following page shows how the document structure fits together.

## Who is the Framework applicable to?

This document applies to all faculties, divisions, and organisational units of the University of Newcastle.

## What do I need to do about the H&S Framework?

- Review the structure of the Framework and the supporting documents. Highlight the procedures that you consider have particular relevance to your job.
- Consider what you can do to work and/or study safely and without harm to your health.
- If you are a Leader or Supervisor consider what you can do to demonstrate your commitment to health and safety to your team.
- Contact the H&S Team if you have any questions about how to apply the documents to your own responsibilities and work location.
- Let us know if you would like us to come and talk to your Faculty, School or Division meetings to share more information. Contact details can be found <http://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety>