

## OH&S Guideline

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Name: Occupational Health and Safety Responsibility Guidelines

Approved by: Director Human Resources

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SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY

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## SECTION 1 - INTRODUCTION

### PURPOSE

The purpose of these guidelines is to ensure a common understanding of responsibilities for Occupational Health and Safety at all levels of the organisation.

### SCOPE

These guidelines apply to all Swinburne University employees, students, contractors, visitors on all Swinburne's campuses as well as those activities undertaken by the University at other locations. This policy excludes Sarawak Campus.

### DEFINITIONS

Word/Term	Definition
<b>Head of Management Unit</b>	<p>A person with manager / supervisory responsibility that is recognized within the approved organisational structure of the divisions within Swinburne University of Technology, and includes those with delegated responsibility for staff and resources e.g.</p> <ul style="list-style-type: none"><li>• Executive Deans</li><li>• Deans</li><li>• TAFE Executive Directors</li><li>• Directors</li></ul>
<b>Health and Safety Representative</b>	<p>A Health and Safety Representative is a member of a designated work group who has been elected and holds office in accordance with the provisions of the Occupational Health and Safety Act 2004.</p>
<b>Manager</b>	<p>For the purposes of this policy a manager is any person who:</p> <ul style="list-style-type: none"><li>• Supervises or controls the work of staff or;</li><li>• Supervises or controls study activities of students including the overseeing of students in practical classes and on field trips.</li></ul>
<b>Occupational Health &amp; Safety Management System (OHSMS)</b>	<p>A set of OHS plans, actions and procedures that assist in the systematic management of health and safety risks associated with the activities of the organisation.</p> <p>The overall aim of an OHSMS is to continuously improve OHS performance through the effective management of OHS risks and activities in the workplace.</p>
<b>Senior Executive Staff</b>	<ul style="list-style-type: none"><li>• Vice Chancellor</li><li>• All members of Executive Group</li></ul>

## LEGISLATIVE CONTEXT

Name	Location
<b>Occupational Health and Safety Act, 2004</b>	<a href="http://www.austlii.edu.au/au/legis/vic/num_act/ohasa2004107o2004319">http://www.austlii.edu.au/au/legis/vic/num_act/ohasa2004107o2004319</a>

## RESPONSIBILITIES

1.	<b>Responsibilities for implementing Occupational Health and Safety across the University</b>
1.1	Senior Executive Staff (defined in definitions)
	<p>Senior Executive staff are responsible for ensuring that;</p> <ul style="list-style-type: none"> <li>• Adequate budgetary provision is made available to comply with occupational health and safety legislation and to meet OHS procedural objectives</li> <li>• Managers are held accountable for their performance in managing occupational health and safety in areas under their control;</li> <li>• OHS responsibilities are appropriately defined and included in all positions descriptions and performance and development (PDR) process where appropriate.</li> <li>• They inform themselves with the nature of OHS risks in their areas and have an understanding of the associated hazards and risks; delegating responsibility for the management of these to their managers as appropriate.</li> <li>• That OHS is a standard agenda item in meetings.</li> <li>• They attend compulsory OHS training for managers.</li> </ul>
2.2	<b>Heads of Management Units</b>
	<p>Heads of Management Units are responsible for:</p> <ul style="list-style-type: none"> <li>• Informing themselves with the nature of OHS risks in their areas so that they have an understanding of the associated OHS hazards and risks; delegating responsibility for the management of these to their line managers and supervisors as appropriate.</li> <li>• Ensuring health and safety processes are in place for health and safety hazards in areas under their control.</li> <li>• The planning and monitoring of their OHS performance.</li> <li>• Reviewing OHS performance of their managers and holding their line managers accountable for safety.</li> <li>• Monitoring the health of their staff as required under the Act through regular or periodical health testing e.g. audiometric testing</li> <li>• That adequate budgetary provision is made to comply with occupational health and safety standards to meet policy objectives.</li> <li>• The assessment of OHS risk of all new / changed work activities / processes and new / modified work environments is undertaken prior to implementation or occupation.</li> <li>• Ensuring staff, students, contractors, and visitors receive the appropriate information, instruction, and training necessary for them to safely perform their work / study as well as acquiring any necessary licenses.</li> <li>• Ensuring that organisational units acquire or can access the necessary specialist</li> </ul>

	<p>safety knowledge for those specialized and / or high risk activities in areas under their control so that safety risks are controlled.</p> <ul style="list-style-type: none"> <li>• The implementation of all OHS procedures relevant to their operations.</li> <li>• The counselling of staff in safety compliance as required.</li> <li>• Ensuring that safety is a standard agenda item of team meetings.</li> <li>• Ensuring a process of consultation in matters of safety occurs, recognising the rights and obligations to staff and their representatives.</li> <li>• Ensure that all staff, students, visitors, and contractors receive a safety induction that includes information pertaining to emergency response procedures and personnel.</li> <li>• Ensure that records are maintained in relation to all of the above.</li> </ul>
<b>1.3</b>	<b>Managers</b>
	<p>Managers are responsible for:</p> <ul style="list-style-type: none"> <li>• Actively practicing and developing in their staff and students proper attitudes toward occupational health and safety matters</li> <li>• Identifying and controlling the risks associated with the work / activities that they supervise using a documented risk management process;</li> <li>• Ensuring that safe work practices are developed and enforced at all times;</li> <li>• Ensuring staff and students and others involved in their activities receive the appropriate induction, training and information for them to safely perform their role/s in the Swinburne environment and beyond</li> <li>• Developing and maintaining good housekeeping standards in the areas under their control;</li> <li>• Ensuring that staff, students and others use safety equipment provided as required and in a correct manner;</li> <li>• Including safety compliance as part of staff performance appraisal</li> <li>• Actively investigating all hazard, near miss and incident reports so that all root causes are identified and preventative actions are taken to control OHS risk.</li> <li>• Attending compulsory OHS training for managers</li> </ul>
<b>1.4</b>	<b>Employees, students, contractors and visitors</b>
	<p>Employees, students, contractors and visitors are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring their actions / or inaction does not place themselves or other persons at risk of injury or illness.</li> <li>• Ensuring the timely reporting of all hazards, near misses, incidents and injury / illness to their immediate supervisor / teacher / Swinburne contact.</li> <li>• Taking action to avoid, eliminate or minimise hazards.</li> <li>• Undertaking the appropriate safety orientation, induction or training provided to them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Complying with all Swinburne occupational health and safety procedures, as well as local guidelines / rules developed to implement OHS procedures.</li> <li>• Seeking information or advice where necessary before carrying out new or unfamiliar work.</li> <li>• Maintaining dress standards appropriate for the work / study activity; wearing the appropriate protective clothing and footwear required at all times.</li> <li>• Making themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment.</li> <li>• Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders.</li> </ul>
<b>1.5</b>	<b>Health and Safety Representatives</b>
	<p>As part of their role Swinburne's HSRs:</p> <ul style="list-style-type: none"> <li>• Represent their co-workers and provide a way for their views and concerns about health and safety, to be heard by Swinburne management.</li> <li>• Assist management in the communicating and sharing of health &amp; safety information to their co-workers.</li> <li>• Attend the relevant Swinburne OHS committee four times per year with the management representative from their DWG.</li> </ul>