



<b>Responsible Officer</b>	Vice-Chancellor and President		
<b>Contact Officer</b>	Director, Human Resources		
<b>Superseded Documents</b>	Occupational Health and Safety Policy, approved by the Vice-Chancellor on 1 January 2007 (v2.0)		
<b>Review</b>	This policy will be reviewed in accordance with the OHS Management System Review Procedure		
<b>File Number</b>	2007/1231		
<b>Associated Documents</b>	UNSW Strategic Framework and Operational Plans OHS Policy Statement (for display purposes) OHSMS Procedures and Guidelines Code of Conduct UNSW Register of Delegations		
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
3.0	Vice-Chancellor and President	5 May 2010	5 May 2010

## 1. Preamble

### 1.1 Purpose

This Policy states the commitment of the University of New South Wales (UNSW) to the health, safety and welfare of all people who work, study, or visit this organisation.

### 1.2 Background

This policy has been reviewed to incorporate:

- Changes to the Occupational Health and Safety (OHS) Strategic Framework 2009-2011.
- Changes to the National Self Insurer OHS Audit Tool.

## 2. Scope

This policy applies to staff, students, visitors, volunteers, contractors and labour hire employees of UNSW. It also applies to UNSW staff and students who work at premises other than UNSW campuses.

## 3. Definitions

**Consultation:** OHS consultation involves the sharing of relevant occupational health and safety (OHS) information between the employer and the employee. Consultation includes giving employees the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of OHS issues.

**Hazard:** A hazard is a source of potential harm or a situation with the potential to cause harm to people, property or the environment.

**Occupational Health & Safety Management System (OHSMS):** A set of plans, actions and procedures to systematically manage health and safety in the workplace that is actively endorsed by a committed employer.

**Risk Assessment:** The overall process of estimating the magnitude of risk and deciding whether the risk is acceptable.

**Risk Management Program:** The Risk Management Program describes the requirements and procedures used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards, and implement appropriate control mechanisms.

## 4. Policy Statement

The University of New South Wales is a leading Australian University with a diverse range of research, teaching programs and centres of excellence, covering a multitude of disciplines and research areas. Health and safety is intrinsic to the way we do business at UNSW. Our overall aim is “*Harm to Zero*”, with the expectation that all persons shall come to no harm while in the workplace.

The following values form the basis of achieving our aim of “*Harm to Zero*”:

- People are our most valuable asset, and we are all committed to ensuring the health, safety and wellbeing of everyone in the workplace.
- Everyone has a responsibility for safety, their own and others.
- Injuries can be prevented, and an incident-free working and learning environment is actively pursued.
- Communication and consultation are central to working together for a safer workplace.

## 5. Legal & Policy Framework

UNSW will comply with the NSW *Occupational Health and Safety Act 2000*, the *Occupational Health and Safety Regulation 2001*, and other relevant legislation and industry standards. UNSW will also meet its license conditions as a self insurer for workers compensation.

It is important to realise that failure to follow safe systems of work, misuse of OHS equipment, bypassing of a risk control measure or interfering with another person’s efforts to work safely, may lead to prosecution under the OHS Act and will be dealt with under the appropriate University’s Code of Conduct.

## 6. Implementation

The strategies to implement this policy include:

- a) the implementation, maintenance and review of UNSW’s Occupational Health & Safety Management System (OHSMS) across all campuses and workplaces;
- b) the implementation and maintenance of UNSW’s Risk Management Program;
- c) ensuring that risk assessments are undertaken for all research, teaching or operational activities, and the responsible person is satisfied that all foreseeable hazards are identified, assessed and controlled;
- d) the establishment of measurable objectives and targets to facilitate continual improvement of OHS in the workplace and to reduce work related illness and injury;
- e) the provision of appropriate OHS training and the dissemination of health and safety information to all employees, students, contractors, volunteers, labour hire employees and visitors to the workplace;
- f) consulting with staff and students about decisions that may affect their health and safety;
- g) the provision of adequate human and financial resources to ensure effective implementation of the OHSMS;
- h) the documentation and communication of OHS responsibilities for all staff;
- i) the communication of this policy throughout UNSW via public display and training.

## 6.1 Roles & Responsibilities

**The University Council** has ultimate responsibility for providing a safe and healthy working environment for staff, students, visitors, contractors and labour hire employees.

**The Vice-Chancellor and President** will establish OHS strategic objectives and targets in line with the requirements of this Policy and ensure these targets are being met.

**Deans and Division Unit Managers** are responsible for meeting the OHS objectives and targets set by the Vice-Chancellor and President, and reporting regularly on their progress.

**Heads of Schools, Research Centres and Administrative Units** are responsible for establishing and monitoring the implementation of the OHSMS within their area of control and reporting regularly on the progress of implementation.

**Supervisors** are responsible for implementing the OHSMS within their area of responsibility and taking steps to ensure that identified hazards are eliminated as far as reasonably practicable, or controlled using the hierarchy of risk controls.

**Employees and Students** are responsible for following the OHS policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.

**Workplace OHS Committees** are responsible for ensuring effective consultation takes place within their responsible area, providing OHS advice and may assist with the implementation of the OHSMS.

**OHS Unit** is responsible for the review and maintenance of the OHSMS, assisting senior management with the coordination and implementation of the OHSMS in their area and providing OHS support and advice to Deans, Managers and OHS Committees.

## 6.2 Support & Advice

For support and advice regarding this policy, contact the OHS Unit, Human Resources, on Ph: 9385 1565, or Email: [OHS@unsw.edu.au](mailto:OHS@unsw.edu.au)

## 6.3 Communication

The OHS Policy and Policy Statement will be accessible on the OHS website, and the policy website. The OHS Policy Statement will be displayed in all workplaces and communicated through the organisational OHS Committees.

## 7. Review

This policy will be reviewed in accordance with the 3 yearly review of the OHS Strategic Framework, which sets the direction for the organisation's OHS objectives.

## 8. Acknowledgements

References:

- NSW Occupational Health and Safety Act 2000,
- NSW Occupational Health and Safety Regulation 2001

- WorkCover NSW: <http://www.workcover.nsw.gov.au>
- WorkCover National OHS Self Insurer Audit Tool “User Guide & Workbook” (v2, 2009)
- UNSW OHS Policy Statement

## Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-Chancellor	5 April 2001	5 April 2001	Full review
2.0	Vice-Chancellor	1 January 2007	1 January 2007	Full review
3.0	Vice-Chancellor	5 May 2010	5 May 2010	Full review