



Responsible Officer	President and Vice-Chancellor		
Contact Officer	Director, Human Resources		
Superseded Documents	Occupational Health and Safety Policy, approved by the Vice-Chancellor on 5 th May 2010 (v3.0)		
Review	This policy will be reviewed in accordance with the HS Management System Review Procedure		
File Number	2010/02694		
Associated Documents	UNSW Work Health and Safety Plan HS Policy Statement (for display purposes) HSMS Procedures and Guidelines Code of Conduct UNSW Register of Delegations B2B		
Version	Authorisation	Approval Date	Effective Date
4.0	President and Vice-Chancellor	29 April 2013	29 April 2013

1. Preamble

1.1 Purpose

This Policy states the commitment of the University of New South Wales (UNSW) to the health and safety of all people who work, study, visit our campuses or have the potential to be affected by our activities.

1.2 Background

This policy has been reviewed to incorporate:

- The UNSW Work Health and Safety (WHS) Plan 2013-2015.
- The Work Health and Safety Act and Regulation 2011.

2. Scope

This policy applies to UNSW workers, students and visitors to the University. It also applies to UNSW workers and students who work at premises or locations other than UNSW campuses.

3. Definitions

Consultation: HS consultation involves the sharing of relevant work health and safety (WHS) information between the UNSW (PCBU) and the worker. Consultation includes giving workers the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of HS issues.

Health & Safety Management System (HSMS): 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 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.

PCBU: Person conducting a business or undertaking is an individual or organisation that conducts a business or undertaking including body corporates, unincorporated bodies or associations, partnerships and businesses franchisees. The PCBU arranges, directs or influences work to be done or contributes something towards the work being done. There may be multiple businesses or undertakings and therefore multiple PCBUs involved in work at the same location.

4. Policy Statement

The University of New South Wales is a leading Australian University with a diverse range of research activities, 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 no person shall come to any harm while working, studying or visiting UNSW.

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

- People are our most valuable asset, and we are committed to ensuring the health and safety of everyone in the workplace.
- Everyone has a responsibility for safety; their own and that of 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 *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, 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 HS equipment, bypassing of a risk control measure or interfering with another person’s efforts to work safely, may lead to prosecution under the WHS Act and will also be dealt with under the appropriate University Code of Conduct.

6. Implementation

The strategies to implement this policy include:

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

6.1 Roles & Responsibilities

The University Council and University Officers have ultimate responsibility for providing a safe and healthy working environment.

The Vice-Chancellor and President will establish HS objectives and targets via the WHS Plan in line with the requirements of this Policy and ensure these targets are being met.

Deans, Vice Presidents and Deputy Vice Chancellors are responsible for meeting the HS objectives and targets set by the Vice-Chancellor and President, and reporting on their progress.

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

Supervisors are responsible for implementing the HSMS 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.

Workers and Students are responsible for following the WHS Policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.

Workplace HS Consultation Committees and Health and Safety Representatives (HSRs) are responsible for ensuring effective consultation takes place within their representative area, providing HS advice and may assist with the implementation of the HSMS.

HS Unit is responsible for the review and maintenance of the HSMS and providing HS support and advice to Officers, Senior Management, Deans, Supervisors and HS Consultation Committees.

6.2 Support & Advice

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

6.3 Communication

The WHS Policy and Policy Statement will be accessible on the HS website and the Governance Support website. The WHS Policy Statement will be displayed in all workplaces and communicated through the organisational HS Consultation Committees.

7. Review

This policy will be reviewed in accordance with the 3 yearly review of the WHS Plan, which sets the University's HS objectives.

8. Acknowledgements

References:

- NSW *Work Health and Safety Act 2011*
- NSW *Work Health and Safety Regulation 2011*

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

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
4.0	President and Vice-Chancellor	29 April 2013	29 April 2013	Updated with WHS terminology to reflect changes from the 2011 WHS legislation. Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance with WHS legislation review