

## Work Health and Safety Policy

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### 1. Purpose

- a. The University recognises its duty of care as a [PCBU](#) to manage, so far as is reasonably practicable, the risks to the health and safety of its workers, students, visitors and other persons in its workplaces.
- b. This policy reinforces the University's duty of care and its commitment to:
  - i. reducing the impact of workplace injury and illness by managing risk and continually improving its work health, safety and injury management systems
  - ii. complying with work health and safety legislation
  - iii. promoting safety leadership and Work Health and Safety responsibilities as an integral part of managing the health and safety risks in the work and study environment.

—by setting out the requirements on all persons in its workplaces to support this commitment, and specifying governance and management responsibilities and authorities.

### 2. Scope

- a. This policy applies to all Flinders University workers, students, visitors and other persons at all workplaces under the University's control, including University controlled entities.
- b. For the purpose of this policy, Work Health and Safety (WHS):
  - i. means work health and safety as meant by the WHS Act 2012 (SA) and associated Regulations, or equivalent State or Territory legislation where the University operates as a PCBU in those jurisdictions
  - ii. incorporates injury management.

### 3. Definitions

<b>PCBU</b>	Person Conducting a Business or Undertaking as defined in the Work Health and Safety (WHS) legislation.
<b>Officer</b>	A person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking.
<b>Injury management</b>	Includes workers compensation, claims management, recovery and return to work activities that are covered by the Return to Work legislation.
<b>Student</b>	An enrolled student as per the Enrolment Policy.

<b>Worker</b>	A person who carries out work in any capacity for the University including all academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, persons gaining work experience and volunteers.
<b>Workplace</b>	A place where work, study or research is carried out for the University and includes any place where a worker goes, or is likely to be, while working, teaching, studying or undertaking research.

#### 4. Policy statement

- a. As part of its [Values](#) and [Code of Conduct](#) the University aims to foster a safe and healthy environment for work and study.
- b. The University is committed to, and requires the active support of all workers, students, visitors and other persons in its workplaces in fulfilling this commitment to:
  - i. complying with work health and safety legislation
  - ii. ensuring continuous improvement in workplace health and safety, by planning, implementing, monitoring and reviewing its systems and processes as set out in the [Work Health and Safety Management System](#)
  - iii. providing safe plant, structures, substances and systems of work by taking a planned and systematic risk management approach to identifying hazards and assessing the risks with the aim of eliminating or minimising those risks where it is reasonably practicable to do so
  - iv. where hazards and risks cannot be eliminated, implementing effective control measures that are monitored and regularly evaluated and reviewed to ensure they remain effective
  - v. maintaining communication and consultation on work health and safety matters with workers, students, health and safety representatives, and other relevant persons including other PCBUs where there is a shared duty
  - vi. consulting, cooperating and coordinating with other parties (PCBUs) who manage or control workplaces not under the University's control or management to ensure, as far as reasonably practicable, that there are safe systems in place to provide a safe and healthy workplace
  - vii. specifying responsibilities and accountabilities for health and safety
  - viii. making available relevant supervision, training, instruction, information and safe systems of work to allow workers, students and other persons to perform their duties so they can work and study safely and effectively
  - ix. providing adequate human and financial resources to effectively manage health, safety and wellbeing
  - x. maintaining an effective process for reporting and resolving health and safety issues
  - xi. encouraging the raising of health and safety issue without fear or concerns of reprisal
  - xii. using internal and external expertise to improve workplace safety and injury management where relevant
  - xiii. providing effective support to staff to optimise recovery and return to work in the event of a work-related injury, and
  - xiv. managing workers' compensation claims promptly, fairly and equitably as outlined in the [Return to Work Policy](#).

## 5. Work Health and Safety Governance and Management Responsibilities and Authorities

### a. Responsibilities under the Work Health and Safety Act 2012 (SA):

<b>Flinders University as a PCBU</b>	i. Ensure, so far as is reasonably practicable, that the health and safety of workers is not put at risk from the conduct of the business or undertaking in accordance with the WHS legislation.
<b>Officers</b> <ul style="list-style-type: none"> <li>• University Council members</li> <li>• Vice-Chancellor</li> <li>• Deputy Vice-Chancellors</li> <li>• Pro Vice-Chancellors</li> <li>• Vice-President (Corporate Services)</li> <li>• Vice-Presidents and Executive Deans of Colleges</li> <li>• Deans (People and Resources)</li> <li>• Portfolio Heads</li> <li>• Division Directors</li> <li>• Directors of College Services</li> <li>• other staff appointed at Director level</li> </ul>	ii. Ensure that the University, as a PCBU, is meeting its duties, as above iii. Exercise due diligence as Officers to ensure that the University meets its duties to manage the risks to workers, students, visitors and other persons against harm to their health and safety iv. Each Officer must take reasonable steps to: <ul style="list-style-type: none"> <li>• acquire and keep up-to-date knowledge of work health and safety matters relevant to their workplace</li> <li>• understand the workplace operations and associated hazards and risks</li> <li>• ensure that appropriate resources, are available and used to eliminate or minimise risks to health and safety</li> <li>• ensure that appropriate work health and safety systems are in place to eliminate or minimise the risk to health and safety</li> <li>• ensure that processes are in place to receive, monitor, consider and respond in a timely fashion to information regarding incidents, hazards and risks in a timely way</li> <li>• ensure that relevant legislation and compliance requirements are implemented</li> <li>• verify the implementation of safety processes by actively monitoring, reviewing and evaluating the University's Work Health and Safety Management System.</li> </ul>

### b. Responsibilities and authorities allocated by this policy:

<b>Vice-Chancellor</b>	i. Responsible for implementation of this policy, and has authority to fulfil that responsibility, including: <ul style="list-style-type: none"> <li>• ensuring the provision of a healthy and safe workplace</li> <li>• making decisions and acting on any work health and safety matter for the entire University, and implementing as far as reasonably practicable all things required to ensure that the University's work health and safety requirements are met.</li> </ul>
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<b>Portfolio Heads and College Vice-Presidents and Executive Deans</b>	ii. Responsible and accountable for work health and safety within their areas of responsibility, and have authority to fulfil those responsibilities, including: <ul style="list-style-type: none"> <li>• ensuring the provision of a healthy and safe workplace</li> <li>• making decisions and acting on any work health and safety matter for the areas they are responsible for by implementing as far as reasonably practicable all things required to ensure that the University’s work health and safety requirements are met</li> <li>• monitoring WHS performance for the areas they are responsible and ensuring corrective actions are taken to rectify any deficiencies.</li> </ul>
<b>Managers and supervisors of workers, students or facilities</b>	iii. Responsible and accountable for day-to-day health and safety within the work/research/study areas under their control and have authority to fulfil those responsibilities including: <ul style="list-style-type: none"> <li>• provide leadership and set a good example in work health and safety matters</li> <li>• carry out their roles and responsibilities and acting on any work health and safety matter for the areas they are responsible as specified in relevant University work health and safety policies, procedures and programs.</li> </ul>
<b>Workers, students, visitors and other persons in the workplace</b>	iv. Responsible for taking care to protect their own health and safety and to avoid affecting adversely the health and safety of any other person in the workplace.  v. Comply as far as reasonably able to, with any reasonable instruction or direction given by the University relating to work health and safety.

## 6. Supporting procedures

The following supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles:

- [Work Health and Safety Management System](#) and supporting procedures
- Work Health and Safety risk-specific procedures as listed in the [Flinders Policy Library](#).

Also see:

[Return to Work Policy](#)

<b>Approval Authority</b>	Council
<b>Responsible Officer</b>	Director, People and Culture
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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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