



WHS Policy	
Category/Business Group	Human Resources – Corporate Services
Published Externally (Yes/No)	Yes
Approver	Chief Executive Officer
Responsible Officer	Head of Human Resources
Contact Officer	Human Resources Business Partner
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Version	1

Policy Approval

Approver	Responsible Officer	Policy Officer
Rob Forage	Glenn Jacob	Theresa Kelly
Date:10/02/2017	Date:10/02/2017	Date:10/02/2017



1 Background

UNSW Global recognises its moral and legal responsibility to provide a safe and healthy work environment for Employees, contractors, customers and visitors. This commitment extends to ensuring that the UNSW Global's operations do not place the local community at risk of injury, illness or property damage. As a PCBU, UNSW Global is committed to ensuring that it complies with the WHS Act, the WHS Regulations and applicable Codes of Practice and Australian and International Standards as far as possible.

2 Purpose

The purpose of this policy is to ensure that all Employees of UNSW Global are aware of the expectations of, and their obligations to, UNSW Global, in respect of workplace, health and safety matters in the workplace.

3 Scope

This policy applies to all Employees of UNSW Global including full-time, part-time, casual and fixed term contract Employees, contractors and labour-hire employees whilst engaged at UNSW Global, and visitors and volunteers of UNSW Global. All such individuals must comply fully with this policy and co-operate and assist UNSW Global in complying with this policy.

This policy also applies to all sites where UNSW Global performs work. Any work that is carried out by UNSW Global Employees at any site or for UNSW Global must be carried out in compliance with the relevant sections of the WHS Act 2011, the WHS Regulations and applicable Codes of Practice.

4 Definitions

Employees means employees, contractors and labour-hire contractors of UNSW Global.

Health and Safety Committee means the committee at UNSW Global comprising elected Employees for the purpose of consulting on workplace, health and safety matters.

PCBU means a Person Conducting a Business or Undertaking.

WHS Act means the *Work Health and Safety Act 2011* (NSW).

WHS Management System means UNSW Global's Work Health and Safety Management System.

WHS Regulation means the *Work Health and Safety Regulations 2011* (NSW).

5 Policy Statement

This policy provides the framework for all aspects of workplace, health and safety at UNSW Global. Employees of UNSW Global have a responsibility to take reasonable care for the health and safety of all people at work (including themselves) and an obligation to cooperate with UNSW Global to protect safety.

5.1 Objectives

UNSW Global will:



- (a) Provide safe equipment and systems of work;
- (b) Provide written procedures and instructions to ensure safe systems of work;
- (c) Ensure compliance with legislative requirements, current industry standards and the requirements of AS/NZS 4801:2001 Occupational Health and Safety Management Systems;
- (d) Provide information, instruction, training and supervision to Employees, contractors, visitors and customers to ensure their safety;
- (e) Provide support and assistance to Employees; and
- (f) Continually improve its WHS systems materials and performance through predetermined targets and objectives.

5.2 Responsibilities

- (a) Managers are responsible for implementing this policy in their business or administrative unit. This will be measured via their annual performance reviews. In particular, managers are responsible for:
 - (i) The provision and maintenance of the workplace in a safe and secure condition;
 - (ii) Active involvement in the development, promotion and implementation of health and safety policies and procedures;
 - (iii) Training employees in the safe performance of their assigned tasks; and
 - (iv) The provision of resources to meet UNSW Global's health and safety commitments.
- (b) Employees must:
 - (i) Follow all health and safety policies and procedures; and
 - (ii) Report all known or observed hazards to their immediate supervisor or manager.

5.3 Consultation

- (a) UNSW Global is committed to consultation, co-operation and co-ordination between management and employees; and
- (b) UNSW Global will consult with its elected Health and Safety Committee and Employees (or via other agreed arrangements) in any workplace changes that will affect the health and safety of any of its Employees or the operating functions of any of its sites.

5.4 Implementation

- (a) This policy will be carried out through a WHS program, which includes:
 - (i) Active involvement and commitment of managers;



- (ii) The creation of a Health and Safety Committee for ongoing consultation with Employees;
- (iii) Identification and control of hazards;
- (iv) Investigation and reporting of all accidents and dangerous incidents;
- (v) Participation of and consultation with, Employees on safety matters of significance;
- (vi) Provision of first aid and emergency procedures;
- (vii) Provision of information, training and supervision as necessary for safety; and
- (viii) Review and finalisation of the WHS Management System.

5.5 Communication

This policy will be communicated to all Employees through an electronic controlled copy placed on the UNSW Global intranet with other relevant management system manuals, and a copy will be placed on common area noticeboard/s. The policy is also made available to the public via the UNSW Global website.

6 Legal and Policy Framework

6.1 Responsibilities

(a) *Approver*

The Chief Executive Officer is responsible for the approval of this policy.

(b) *Responsible Officer*

The Head of Human Resources is responsible for the implementation, dissemination and review of this policy.

(c) *Contact Officer*

The Human Resources Business Partner is responsible for the day to day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.

(d) *Policy Administration and Compliance Officer*

The Policy Administration and Compliance Officer is responsible for the administration and publishing of this policy.

(e) *Staff, Supervisors and Executives*

UNSW Global Employees, supervisors, managers and executives are responsible for assisting in the implementation of and adherence to this policy.

6.2 Review

This policy is due for review two (2) years from its date of implementation or in case of legislative or regulatory changes.



7 Related Documentation

- (a) WHS Management System
- (b) AS/NZS 4801: 2001 – *Occupational Health and Safety Management Systems*
- (c) ISO 9001: 2015 – *Quality Management Systems- Requirements*
- (d) ISO 14001: 2015 – *Environmental Management Systems - Requirements with guidance for use*

8 Related Policies and Procedures

- (a) Work Health and Safety Procedure
- (b) Code of Conduct
- (c) Employment Policy
- (d) Workplace Flexibility Procedure
- (e) Anti-discrimination, Bullying and Harassment Procedure

9 Version History

Version Control	Date Effective	Approved By	Amendment Notes