

 UNSW THE UNIVERSITY OF NEW SOUTH WALES	Occupational Health and Safety Policy
UNSW Policy	
Control Number	OHS105
Responsible Officer	Vice-Chancellor and President
Contact Officer	Director, Human Resources
Authorisation	Vice-Chancellor and President
Effective Date	1 January 2007
Modifications	
Superseded Documents	UNSW OHS Policy, April 2001
Review	This policy will be reviewed in accordance with the OHS Management System Review Procedure
File Number	TRIM 2007/1231
Associated Documents	UNSW Register of Delegations OHS Policy Statement (for display purposes) UNSW Strategic Framework and Operational Plans UNSW Code of Conduct OHSMS Procedures and Guidelines

1. Preamble

1.1 Purpose

This Policy states the commitment of UNSW to the health, safety and welfare of all people who work or study at this institution.

1.2 Background

This policy replaces UNSW OHS Policy v6 April 2001 in order to:

- Enable senior management to renew the University's commitment to the health, safety and welfare of employees and others;
- Reflect maturity of the UNSW OHS Management System arising from review and improvement of this policy and related documentation; and
- Capture employee views through consultation in the policy review period.

2. Scope

This Policy applies to all staff, students, visitors and contractors of UNSW. It also applies to UNSW staff and students who work at premises other than UNSW campuses.

3. Definitions

No terms were required to be defined in this policy

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. As an internationally recognized organisation the University is represented by a variety of campuses in metropolitan, regional and international locations. UNSW is committed to implementing an effective and integrated OHS management system to achieve its research and teaching objectives.

4.1 General Principles

UNSW will provide a safe and healthy workplace for all staff, students and others through:

- Demonstrating strong leadership in setting and achieving its OHS goals;
- Identifying and eliminating as far as reasonably practicable, or controlling, all health and safety hazards and associated risks;
- Consulting with its staff and students on decisions that may impact their health and safety;
- Integrating OHS risk management principles into all of its operations;
- Encouraging a culture of cooperation, initiative and responsibility across the University community to maintain a safe and healthy workplace; and
- Continually reviewing and improving its Occupational Health and Safety Management System (OHSMS) to eliminate as far as reasonably practicable all workplace injury and illness.

4.2 Legal & Policy Framework

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

4.3 Recordkeeping

This OHS Policy is maintained under Administration file number 2006/1194.

4.4 Reporting

The UNSW Register of Delegations requires the reporting of relevant statistical information for review of performance and risk to be provided to the Risk Management Committee of Council, the Finance Committee of Council or the Audit Committee of Council as appropriate.

4.5 Appeals

In the first instance appeals related to this policy will be directed to the Contact Officer (front page).

5. Roles and Responsibilities

University of New South Wales senior management is responsible for the planning, provision of resources, consultation, implementation and review of the OHS Management System.

The University Council has ultimate responsibility for providing a safe and healthy working environment for staff and students. It has the responsibility of providing resources to Faculties and Divisions to assist them to implement all OHS policies.

The Vice-Chancellor and President will set OHS strategic objectives and conduct annual reviews to ensure targets are being met. The Vice-Chancellor and President will ensure that the UNSW OHSMS is implemented throughout the University and that UNSW meets the conditions of its self insurer's licence.

Deans and Division Unit Managers are responsible for meeting the OHS objectives set by the University and for implementing the OHSMS in their areas.

Heads of Schools, Research Centres and Administrative Units are responsible for identifying, assessing and controlling OHS risks in their workplaces. They will establish and monitor systems of work, which are as far as reasonably practicable safe and without risk to the health and safety of employees and non employees. Workplace OHS committees will assist in this process as well as help monitor the effectiveness of risk controls.

Supervisors are responsible for implementing safe systems of work in their area 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 OHS policies and procedures and ensuring that their conduct does not endanger others.

The UNSW Register of Delegations document provides more detailed information.

It is important to realise that failure to follow safe systems of work, misuse of OHS equipment, bypassing of a risk control measure etc. may lead to prosecution under the OHS Act and may also be dealt with under the appropriate University's Code of Conduct.

6. Implementation

The strategies to implement this policy are:

No hazardous research, teaching or operational activities will be undertaken unless a risk assessment of the work is completed and the responsible person is satisfied that all foreseeable hazards associated with the work are eliminated as far as reasonably practicable, or controlled using the hierarchy of risk controls;

Resources will be provided to control OHS risks commensurate with the level of risk;

Risks will be eliminated as far as reasonably practicable or controlled at the design and planning phases, for example new construction/refurbishment of facilities, design of plant/equipment;

Risks will be eliminated as far as reasonably practicable or controlled at the purchasing stages, for example when introducing new equipment, substances, materials or services, through the process of determining OHS specifications prior to purchase and verification on receipt;

Effective consultation will exist at the workplace to ensure that the views of all staff are represented;

The OHS responsibilities for all levels of staff will be documented and communicated;

Staff, students and visitors will be provided with information, instruction, training and supervision, relevant to their existing knowledge and skills and identified needs;

Corrective action will be taken for reported hazards, incidents, inspections, audits, etc;

Senior management will report on the OHS Key Performance Indicators of their operational plans annually to Council;

OHS audits will be conducted to measure the progress of implementation of the OHSMS across the University.

7. Related Procedures

All UNSW OHSMS procedures

8. Related Guidelines and Forms

All UNSW OHSMS guidelines, forms, checklists and other OHS tools.

9. Support and Advice

The Manager, OHS & Workers Compensation Section of Human Resources on Telephone 9385 1565.

10. Evaluation

This policy will be reviewed in accordance with the OHS Management System Review Procedure for relevancy and currency. The review process will include consultation with all stakeholders via the UNSW three tiered OHS consultation structure.

11. Acknowledgements

Australian National University

The University of Wollongong