OCCUPATIONAL HEALTH AND SAFETY POLICY

Approved by Council: 17 August 2011
Revised by the Vice-Chancellor: 22 April 2014

Related documents

Occupational Health and Safety Act 2004
Workplace Health and Safety Act 1995

1. Purpose

This policy defines the responsibility of the University of Divinity and its Colleges for Occupational Health and Safety.

2. Application

This Policy applies to all staff, students, and visitors in the University environment.

3. Policy

3.1 The University recognises its obligation to take all reasonable precautions to provide and maintain, so far as is practicable, an environment that is safe and without risks to health for employees, students and visitors.

3.2 The Director of Administration and the Director of Quality and Standards are responsible for assisting the Vice-Chancellor in the overall implementation of this policy and providing guidance in the management of health and safety to the officers they supervise.

3.3 This policy will be reviewed every two years by the Occupational Health and Safety Committee.

3.4 Safety objectives

a) Establish and maintain an OHS management system that facilitates a structured approach to the management of OHS risk.

b) Provide adequate human, financial and time resources to ensure the effectiveness and sustainability of the system.

c) Keep up-to-date with relevant health and safety legislative obligations. Achieve and maintain compliance with these obligations.

d) Promote a safety culture that encourages people to proactively manage health and safety risk through education, instruction, information and supervision.
e) Clearly define and communicate staff, student and visitor responsibilities in relation to health and safety.

f) Proactively identify and manage health and safety risk via a documented hazard identification, risk assessment, risk control and monitoring process.

g) Improve processes to ensure that incidents and hazards are promptly reported, investigated where appropriate, and control measures are put in place to eliminate or minimise the chance of a repeat event.

h) Maintain building infrastructure, plant and equipment in a safe condition with documented safe systems of work.

i) Routinely monitor and review OHS performance to achieve continual improvement.

4. Responsibilities for safety

4.1 Safety is the concern of all employees and, in addition, certain groups within the University community have specific responsibilities.

4.2 Staff with specific responsibilities

The Vice-Chancellor, Heads of Colleges, Directors and academic staff are responsible for occupational health and safety. These officers need to ensure that activities within their areas of control are undertaken with proper diligence to health and safety giving full attention to:

a) Provision of site-specific inductions for all staff and students;

b) Consultation with staff and students;

c) Communication of safety procedures;

d) Identification of hazards and risk management within their areas of responsibility;

e) Investigation of accidents and remedial action;

f) Staff with special safety duties such as health and safety representatives.

4.3 Supervisors

Those who allocate tasks to staff (academic or general) and students are responsible to their managers for ensuring that work is carried out safely. They should ensure that:

a) Staff, students and others are briefed in relevant safety procedures;

b) The procedures are complied with;

c) Unsafe conditions are remedied or reported;

d) All injuries and accidents are reported.

4.4 Employees
Each staff member is responsible for ensuring the health and safety of his/her environment. All employees are to comply with this policy and with site-specific policies and procedures. In addition, employees must:

a) Take all reasonable care for their own health and safety and that of others who may be affected by their conduct at the workplace

b) Not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare

c) Co-operate with the University in relation to actions taken by the University to comply with occupational health and safety legislation

d) Comply with health and safety instructions

e) Attend inductions and training as initiated at College level

f) Take action to avoid, eliminate or minimise hazards

g) Make proper use of personal protective equipment

h) Not wilfully place at risk the health and safety of themself and others

i) Seek information and advice where necessary

j) Be familiar with reporting, emergency and evacuation procedures.

4.5 Students

All students are responsible for adopting safe work and study practices and are to comply with this policy and with site-specific policies and procedures. In addition, students:

a) Must not wilfully place at risk the health or safety of any person at the University or its Colleges

b) Must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare and must cooperate with the University and its Colleges in relation to actions taken to comply with occupational health and safety legislation

c) Comply with health and safety instructions

d) Attend inductions and training as initiated at their College

e) Take action to avoid, eliminate or minimise hazards

f) Make proper use of personal protective equipment

g) Not wilfully place at risk the health and safety of themselves and others

h) Seek information and advice where necessary

i) Be familiar with reporting, emergency and evacuation procedures.

4.6 Visitors
Visitors are required to comply with all instructions given by authorised University or College staff for the protection of their health and safety while on University or College premises.

5. **Consultation**

5.1 Occupational Health and Safety Committees

The University is committed to encouraging consultation and co-operation between management and employees. An Occupational Health and Safety Committee (OHS Committee) has been established at the Office of the Vice-Chancellor, which encourages the election of an employee health and safety representative who is consulted and involved in any workplace changes which could affect health and safety. Each College must have an OHS Committee and an employee health and safety representative to perform a similar role.

5.2 Workplace Health and Safety Representatives

The Workplace Health and Safety Act 1995 states that a workplace health and safety representative is a worker at a workplace who is elected as a workplace health and safety representative by their co-workers at the workplace. An employer cannot appoint a workplace health and safety representative. A worker does not need any experience or qualification to be a workplace health and safety representative.

The Office of the Vice-Chancellor and each College is required to train staff to perform the duties of an accredited Workplace Health and Safety Representative (WHSR). These officers must have completed the required training as specified by the Division of Workplace Health and Safety. The functions of a WHSR are set out in the Workplace Health and Safety Act 1995.

The WHSR should be a member of the Health and Safety Committee within their area of responsibility.

5.3 Time and Training

All Health and Safety personnel are entitled to time off from their other work while carrying out functions as Committee Members or Workplace Health and Safety Representatives, but are regarded as being employed in their usual work. They are entitled to attend accredited training courses at the employer’s cost.