



POLICY

Policy Title: Work Health and Safety

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1. INTENT

This policy aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its workers, students and visitors.

Edith Cowan University (ECU) recognises that a safe and healthy working environment is conducive to job satisfaction and productivity.

This policy broadly outlines health and safety principles and practices at ECU. It is designed to be read in conjunction with all other ECU Work Health and Safety (WH&S) policies and procedures.

2. ORGANISATIONAL SCOPE

ECU Students, Staff, Council Members, Contractors and Visitors

3. DEFINITIONS

TERM	DEFINITION
Contractor(s)	The term "Contractor(s)" includes principal contractors and their sub-contractors who have been engaged by any Faculty or Service Centre on behalf of ECU for the specific duty of undertaking the task in which they have been contracted to perform.
ECU	Edith Cowan University
Reasonably Practicable	That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including: <ul style="list-style-type: none"> a) the likelihood of the hazard or the risk concerned occurring; and b) the degree of harm that might result from the hazard or the risk; c) what the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> i. the hazard or the risk; and ii. ways of eliminating or minimising the risk; d) the availability and suitability of ways to eliminate or minimise the risk; and e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Supervisors	Supervisors are those who have responsibility for the direct control of other persons within an organisational unit.
Worker(s)	A person is a worker if the person carries out work in any capacity for ECU, including work as: <ul style="list-style-type: none"> a) an employee b) a contractor or subcontractor; c) an employee of a contractor or subcontractor; d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an apprentice or trainee; f) a student gaining work experience; or g) a volunteer.

4. POLICY CONTENT

4.1 Accountability and Responsibility for Health and Safety

Safety at ECU is everyone's responsibility and the University's health and safety performance is dependent on the commitment of all workers, students and visitors to actively participate and enthusiastically strive to achieve a safe and healthy working environment.

4.2 Edith Cowan University's Primary Duty of Care

ECU is responsible for ensuring, so far as is reasonably practicable, the health and safety of its workers.

In discharging this duty of care ECU shall in particular:

1. Provide and maintain safe workplaces, plant and systems of work
2. Provide information, instruction, training and supervision to ensure safe systems of work;
3. Consult and co-operate with health and safety representatives and other workers at the workplace regarding work health and safety at the workplace;
4. Provide and maintain personal protective clothing and equipment where necessary;
5. Continuously review and improve its health and safety performance.

The above list is not exhaustive, and does not limit the scope of ECU's duty of care.

4.3 Specific Duties and Responsibilities

4.3.1 Officers

The responsibility of Officers is outlined in detail in the '*Guide for Officers in Exercising Due Diligence*' document.

4.3.2 Edith Cowan University Council

Council Members and the Executive of the University are responsible for exercising due diligence in ensuring that ECU complies with all statutory requirements.

4.3.3 Senior Leadership Team (SLT), Deans, Executive Deans and Centre Directors

Senior Leaders at ECU are responsible for the planning, implementing, maintaining, consulting, and reviewing work health and safety policy, practices and standards in all work areas which are under their control.

This includes but is not limited to:

1. Ensuring conformity to health and safety policies approved by the Vice-Chancellor
2. Carrying out and ensuring that risks associated with their defined areas or schools are identified, assessed and controlled to provide a safe and healthy working/learning environment

3. Ensuring that supervisory staff are aware of, and act upon their responsibilities as prescribed by this Policy and associate procedures;
4. Ensuring that staff and students under their control receive the appropriate information, training and instruction deemed necessary to safely perform their work or studies
5. The reporting of accidents, incidents and hazards including the sighting and signing of accident and inspection reports
6. As appropriate, providing assistance in the injury management of injured employees, in accordance with the Workers' Compensation and Injury Management Policy
7. Undertaking an annual review of their Faculty/Service Centre health and safety performance and the issuing of an annual plan of safety objectives for the following year; and
8. Completion of the University's Health and Safety Hazard Risk Register and compliance framework.

4.3.4 Vice-Chancellor

As the Chief Executive Officer of ECU, the Vice-Chancellor is responsible for:

1. The provision of a work environment that is safe and without risks to the health of all members of the University community;
2. Ensuring the Senior Leadership Team, Deans, Executive Deans and Centre Directors are held accountable for the health and safety performance of their areas of responsibility;
3. The approval of policies to address work health and safety risks on campus;
4. Advising persons under their control to allocate human and financial resources for the implementation of health and safety strategies;
5. Adherence to ensuring the due-diligence compliance framework;
6. Delegating the responsibilities at 4.3.3 and 4.3.5 to Senior Leadership Team, Deans, Executive Deans, Centre Directors and Deputy Vice-Chancellors; and
7. Taking into account exceptional achievements or efficiencies in the performance of duties related to health and safety in the annual performance assessments of the Senior Leadership Team, Deans, Executive Deans and Centre Directors.

4.3.5 Deputy Vice-Chancellor (Academic)

The Deputy Vice-Chancellor Academic (DVC (A)) is responsible for strategic management and planning, and the provision of advice to the Vice-Chancellor on policy approval and the resources needed to implement work health and safety across the University. The DVC (A) is responsible for:

1. The provision of advice to the Vice-Chancellor on all work health and safety matters raised and recommended by the University Health and Safety Policy Committee/Faculty and Centre Committees and Campus Working Groups;

2. Keeping the Vice-Chancellor informed on the activities of the Health and Safety Policy Committee Faculty and Centre Committees and Campus Working Groups;
3. Informing the Vice Chancellor on any Federal or State legislative amendments concerning Health and Safety
4. Advising Executive Deans, Deans and Centre Directors of their obligations in regards to Health and Safety planning and allocation of human and financial resources in their areas of responsibility; and
5. Reviewing the performance of Faculties and Service Centres in regards to Health and Safety matters on an annual basis.

4.3.6 Managers and Supervisors (including Heads of School)

Managers and Supervisors are responsible for:

1. Co-operation in the implementation and administration of University Health and Safety Policies;
2. Ensuring new staff under their control undertake appropriate inductions;
3. Injury management of injured employees under their control with assistance from the University Health and Safety Office;
4. Ensuring that all staff supervised within their area are aware of their responsibility to work and act safely;
5. Undertaking regular safety inspections in conjunction with elected health and safety representatives; and
6. Reporting and completing workplace inspections, investigation of accidents or near miss reports and ensuring corrective action is taken as necessary.

4.3.7 University Workers

Workers are responsible for working and acting safely, ensuring their personal health and safety and the health and safety of others.

Specific responsibilities include:

1. Co-operating with the implementation and administration of safety policies;
2. Not interfering with or misusing any equipment provided in the interests of health and safety;
3. Using plant and equipment as instructed by their supervisor;
4. Wearing and using protective clothing and equipment as instructed;
5. Reporting all hazards or potential hazards of which they are aware and to assist with the avoidance, elimination or minimisation of those hazards or potential hazards;
6. Reporting all accidents, near misses and incidents to their supervisor and the workplace health and safety representative;
7. Observing all instructions and rules issued to protect their safety and the safety of others; and
8. Ensuring the University person in control of the workplace is advised of the activities to be undertaken.

4.3.8 Students

Students are responsible for working and acting safely.

Specific student responsibilities include:

1. Complying with all legislation and all the University's work health and safety policies, procedures and instructions applicable to students;
2. Complying with all health and safety instructions provided by the lecturer or tutor.
3. Not wilfully placing at risk the health and safety of themselves or any person at the workplace by their acts or omissions;
4. Taking action to avoid, eliminate or minimise hazards, while making proper use of all safety devices and personal protective equipment;
5. Seeking information or advice regarding hazards and procedures where necessary before carrying out new or unfamiliar activities;
6. Keeping themselves informed with emergency and evacuation procedures and the location of first aid kits, personnel and emergency equipment;
7. Reporting all hazards or potential hazards of which they are aware and to assist with the avoidance, elimination or minimisation of those hazards or potential hazards; and
8. Reporting all accidents, near misses and incidents to their lecturer/tutor.

4.3.9 Contractor(s)

Contractors are responsible for:

1. Complying with all University work health and safety policies, procedures, codes of conduct and instructions;
2. Undertaking risk assessments on the work they have been engaged to complete, in consultation with the person who engaged them and, where appropriate, supplying a written safety management plan;
3. Ensuring that all equipment to be used on site is in a safe working order and all electrical equipment has been properly tested and tagged in accordance with legislative requirements;
4. Training their employees and sub-contractors in regards to safe work practices;
5. Ensuring the prompt reporting of any hazards, accidents and incidents;
6. Undertaking regular site inspections to identify new risks and implementing control strategies; and
7. Providing personal protection equipment and erecting barricades, protective devices and signage as required by the University, the Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996.

4.3.10 Visitors and Volunteers

Visitors and volunteers are responsible and accountable for their actions when on campus property and are required to co-operate with the University's Health and Safety requirements.

4.4 Health and Wellbeing

- ECU will provide, as far as is reasonably practicable, a workplace culture where healthy lifestyle choices are valued and encouraged.
- ECU will provide the opportunity for staff to participate in a health and wellness program.

4.5 Consultation

- The Occupational Safety and Health Act 1984 prescribes a duty for the University to consult, cooperate and communicate, so far as is reasonably practicable.
- The University has extended this duty to include:
 - a. Managers / supervisors and their workers; and
 - b. A duty holder and another duty holder who have a duty in respect of the same matter

The consultation process and requirements are further documented in '*A Guide to the Work Health and Safety Consultation Requirement*'.

4.6 General Principles of Health and Safety Duties

- A health and safety duty cannot be transferred to another person.
- A person can have more than one duty by virtue of being in more than one class of duty holder.
- More than one person can concurrently have the same duty. Where this is the case, each duty holder must discharge their duty to the extent to which they have the capacity to influence and control the matter.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner the Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Strategic amendments will be undertaken in consultation with all work health and safety working groups, work health and safety representatives, and the University Work Health and Safety Policy Committee. Operational amendments will be undertaken as a matter of course.

University Faculties and Service Centres

University Faculties and Service Centres are responsible for the operational implementation and management of the Policy

Staff/students/contractors

Staff/students/contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

Available from the Health and Safety pages of the HR Service Centre website:

- A Guide for Officers in Exercising Due Diligence
- A Guide to the Work Health and Safety Consultation Requirement

6.2 Other documents which are relevant to the operation of this policy are as follows:

Available from the State Law Publisher

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Service Centre
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	14 June 2002
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