

# Health, Safety and Wellbeing

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### 1.0 Purpose

This policy sets out the University's commitment to the health, safety and wellbeing of all people undertaking activities associated with the University.

### 2.0 Scope

This policy applies to all Griffith University Council members, Council Committee members, staff, students, visitors, contractors and volunteers engaging in activities with Griffith University.

### 3.0 Policy statement

The University is committed to meeting its duty of care, to ensure:

- The health, safety and wellbeing of its staff, students and visitors while undertaking activities at or for the University.
- Risks to the health, safety and wellbeing of people are mitigated and minimised as far as reasonably practicable.
- All compliance requirements are fulfilled.

#### 3.1 Health and Safety Commitment

The University's commitment to health and safety is demonstrated through its safety management system. The system supports the governance arrangements, objectives and principles for health, safety and wellbeing to ensure safety risk management, incident reporting, injury management and compliance with all legal requirements. The system is aligned with the requirements of the standard for occupational health and safety management systems (AS/NZS ISO45001:2018).

##### 3.1.1 Leadership Commitment and Consultation

University senior management will demonstrate leadership and commitment with respect to health, safety and wellbeing. The University will:

- Consult with staff to ensure safety management systems are operating effectively, and health and safety issues are regularly reviewed.
- Continually improve and measure its health and safety performance through staff consultation, health and safety committee meetings and through the issue resolution process.

##### 3.1.2 Planning, Support and Controls

The University will take actions to address risks and opportunities and will:

- Identify, assess and control all physical and psychosocial foreseeable risks in order to prevent or minimise harm.
- Establish health and safety objectives.

- Provide resources to maintain and continually improve the safety management system.
- Plan, implement, control and maintain processes to reduce hazards, manage change, support safe procurement and manage contractors.
- Ensure emergency preparedness and response.
- Report and investigate incidents, injuries, illnesses and other harm that may occur through work processes and implement and communicate preventative strategies.

Staff and students will be provided with appropriate training and support to enable them to:

- Undertake activities in a safe manner and adhere to the safety requirements of the University.
- Report unsafe conditions.
- Participate in the continual improvement of safety.

### **3.1.3 Wellbeing**

The University values the health of all staff and students and recognises that wellbeing is a significant factor in workforce and student performance. The University will foster a working and learning environment that promotes a healthy, safe and engaged University community, to proactively support staff and student welfare in order to optimise their potential. The University will establish measures to identify psychosocial hazards and implement controls to mitigate risks.

### **3.1.4 Performance Evaluation and Issue Resolution**

The University will evaluate health and safety performance through reporting, audit and review processes. Health and safety issues will be dealt with at the local level. Staff, managers and supervisors must work together to resolve local issues and participate in improving the health and safety performance and culture to ensure the safety of all people involved in University activities and to protect the reputation and integrity of the University.

## **4.0 Roles, responsibilities and delegations**

The University Council is the responsible governing body and ensures the university adheres to all compliance obligations.

The Vice Chancellor has ultimate responsibility for the implementation and review of the University's Health, Safety and Wellbeing Policy, delegation of health and safety management responsibilities, and the allocation of appropriate resources.

The University's Executive Group is responsible for exercising due diligence to ensure compliance with the Health, Safety and Wellbeing Policy.

While the Vice Chancellor has ultimate responsibility for the health and safety of all people affected by the University's activities, there are detailed and clearly articulated accountabilities and obligations for health and safety at all levels of management in the Work Health and Safety Accountabilities document.

All University staff have an active role and responsibility within the safety management system including but not limited to reporting hazards and adhering to all reasonable directions, policies, and procedures relating to their safety and the safety of others.

The University requires those responsible for all University activities, whether on or off campus, to comply with relevant work health and safety legislation, codes of practice, and established good practice, including Australian Standards, as well as University policies and procedures.

## 5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

**Reasonably practicable** refers to what can reasonably be done in the circumstances when complying with duties to ensure health and safety under legislation.

**Senior management** are those people that may hold the following positions within the University: Deputy Vice Chancellors, Pro Vice Chancellors, Deans, Administrative Directors, Heads, Heads of School, Centre Directors, Directors and Associate Directors.

**Staff** refers to both paid and unpaid people undertaking work for, or on behalf of, the University.

**INFORMATION**

Printable version (PDF) Downloadable version (Word)

Title Health, Safety and Wellbeing Policy

Document number 2023/0001056

Purpose This policy describes the University's obligation and commitment to ensuring the health, safety and wellbeing of all people undertaking activities associated with the University.

Audience Staff; Students; Public

Category Operational

Subcategory Risk

Effective date 9 October 2023

Review date 2028

Policy advisor Director, Health, Safety and Wellbeing

Approving authority University Council

**RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS**

 Legislation
 

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2011](#)
- [Work Health and Safety](#)
- [Workers Compensation and Rehabilitation Act 2003](#)
- [Workers Compensation and Rehabilitation Regulation 2014](#)
- [Codes of Practice](#)
- [Codes of Practice for Electrical Work](#)
- [Electrical Safety Act 2002](#)
- [Electrical Safety Regulation 2013](#)

 Policy
 

- [Business Continuity Management and Resilience Policy](#)
- [Children in the Workplace Policy](#)
- [Code of Conduct](#)
- [Domestic and Family Violence Support Policy](#)
- [Enterprise Risk Management Policy](#)
- [Facilities Management and Campus Access and Use Policy](#)
- [No Smoking Policy](#)
- [Public Interest Disclosure Policy](#)
- [Reasonable Adjustments for Assessment – Students with Disabilities Policy](#)

	<a href="#">Risk Management Framework</a> <a href="#">Register of Compliance Obligations</a> <a href="#">Student Conduct, Safety and Wellbeing Policy</a> <a href="#">Student Critical Incident Management Policy</a> <a href="#">Student Sexual Assault, Harassment, Bullying and Discrimination Policy</a> <a href="#">Students with Disabilities Policy</a> <a href="#">Student Misconduct Policy</a> <a href="#">Staff Harassment Bullying and Discrimination Policy</a> <a href="#">Staff Sexual Assault and Sexual Harassment Policy</a> <a href="#">Work-Integrated Learning at Griffith</a> <a href="#">Workplace Rehabilitation Policy</a> <a href="#">Vaccine Preventable Diseases Policy for Griffith Health Clinics</a>
Procedures	<a href="#">Campus Access and Use Procedure</a> <a href="#">Crisis Management and Recovery Plan</a> <a href="#">Emergency-Management-Plan</a> <a href="#">Electrical Safety Procedure</a> <a href="#">Electrical Safety Procedure Test and Tag</a> <a href="#">Griffith Health Code of Professional Practice</a> <a href="#">Guidelines for Chemical Management</a> <a href="#">Guidelines for the Prevention and Control of Communicable and Notifiable Diseases</a> <a href="#">Student General Conduct Procedure</a> <a href="#">Griffith University Equity and Diversity Plan</a> <a href="#">Reporting and recording procedures for incidents, injuries, illness, hazards or near misses</a> <a href="#">Reporting and Resolution of Staff Sexual Assault Harassment Bullying and Discrimination Procedures</a> <a href="#">Student Misconduct Procedures</a> <a href="#">Student Critical Incident Management Procedure</a> <a href="#">The Responsible Conduct of Research</a> <a href="#">Traffic Management Plan</a> <a href="#">Workers Compensation Procedures</a> Work Health and Safety Accountabilities <a href="#">Workplace Rehabilitation Procedures</a>
Local protocols	N/A
Forms	N/A