

Name of Policy	Work Health and Safety, and Wellbeing (WHS&W) Policy
Description of Policy	This policy outlines the University's commitment to providing a welcoming, safe and healthy working and learning environment.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	17 December 2012
Effective Date	17 December 2012
Date of Last Revision	12 December 2017
Effective Date of Last Revision	12 December 2017
Date of Policy Review*	31 July 2018 <i>* Unless otherwise indicated, this policy will still apply beyond the review date.</i>
Related Legislation, Policies, Procedures, Guidelines and Local Protocols	<i>Model Work Health and Safety Act 2011</i> <i>VIC Occupational Health and Safety Act 2004</i> AS/NZ 4801: 2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques ACU Risk Management Policy ACU Incident and Hazard Reporting, Investigations and Corrective Actions Procedure ACU WHS Inspections Checklist ACU Risk Management Procedure ACU Risk Assessment Form ACU Critical Incident Management Policy ACU Pandemic Diseases Policy

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1. Background

Australian Catholic University (ACU) operates under harmonised work health and safety laws in the Australian Capital Territory, New South Wales, Queensland, and South Australia, and the *Occupational Health and Safety Act 2004* in Victoria.

2. Purpose

Articulate ACU’s commitment to provide a safe working and learning environment and enhancing the wellbeing of the University community.

3. Application

The policy applies to all staff members, students, visitors, volunteers and contractors within the ‘workplace’ or participating in University-related activities across the world.

4. Policy Statement

The University is committed to:

- providing its people with a welcoming, safe and healthy working and learning environment;
- continuously improving its health and safety performance and WHS Management System with the aim of eliminating work-related injury and illness;
- supporting and promoting wellbeing;
- complying with Commonwealth and State/Territory work and health and safety legislation and regulations, national codes of practice and standards;

- consulting with staff members and their representatives, ACU's contractors, students and others about work health and safety, and wellbeing issues and risks;
- regularly reporting and applying learnings from workplace incidents, hazards and near misses;
- identifying and managing significant WHS risk that impact upon its people, including contractors;
- providing return to work programs that will support sustainable and a timely return to work for injured or ill staff members; and
- allocating appropriate resources, including training and instruction, to facilitate a welcoming, safe and healthy working and learning environment to ensure that everyone knows how to apply safe systems of work and their work health and safety responsibilities.

5. Roles and Responsibilities

All Staff and Students

Staff and students are responsible for each other's safety and wellbeing, including their own. They actively participate in WHS&W consultations, identify and resolve hazards, and engage with risk assessment and management processes; apply safe work instructions or procedures, and identify and report hazards, incidents and 'near misses' within [riskware](#).

Officers of the University (Members of the Senior Executive, Executive and Senior Management)

Officers of the University ensure that ACU manages its health and safety duties and allocates sufficient resources to ensure that all significant WHS risks are identified and managed, and appropriate safe systems of work are regularly reviewed and maintained. These Officers also actively monitor and evaluate health and safety management. They continuously learn about work health and safety (WHS) matters, including compliance obligations, and respond to information about incidents, hazards and risks, and implement processes to manage these risks. They consult with staff and others organisational about health, safety and wellbeing issues.

Campus Work Health and Safety (WHS) Committees

WHS Committees represent staff and students, and help to manage WHS risks. They also review incidents and make recommendations about corrective actions to apply learnings from these events. Committee Members review WHS risk registers, conduct WHS inspections and actively participate in WHS consultation. Members are updated about the work that the WHS Advisory Committee is undertaking to improve health and safety outcomes.

WHS Advisory Committee

The WHS Advisory Committee ensures that the WHS Management System supports the University to continuously improve its health and safety performance. It also sets WHS direction, objectives and targets. The Committee also ensures that other consultative forums support the University to engage in two-way consultations about its WHS Management System and risks. Members of the committee facilitate a cooperative and collaborative approach to monitoring, reviewing and treating (controls) risk.

Health and Safety Representatives (HSR)

HSRs represent staff members within work groups and monitor ACU's actions to manage WHS risks. They also respond to WHS complaints and risks that may be faced by their work group.

Contractors

Contractors engage in two-way consultations with ACU about hazards and apply safe systems of work. They familiarise themselves and comply with legislative requirements and formally assess and manage WHS risks.

6. Definitions

Definition	Explanation
Members of the Senior Executive, Executive and Senior Management Officer	As defined by the University's Delegations of Authority Policy and Register .
Officer	People who can makes decisions, or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking. It is a requirement of Health and Safety legislation that any officer of an organisation must exercise due diligence to ensure that the organisation complies with its health and safety duties. This means they must ensure that the organisation has appropriate systems of work in place and they must actively monitor and evaluate health and safety management within the organisation.
Work group	A group of workers represented by an HSR who in many cases share similar work conditions (for example all the professional and academic staff members on the Strathfield Campus).
'Workplace'	A place where work is carried out for a business and undertaking and includes any place where a worker goes, or is likely to be, while at work. Health and safety legislation applies to all of these locations.

7. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
12 December 2017	Major	The policy has been significantly simplified and articulates ACU's commitment to provide staff, students, visitors, volunteers and contractors with a welcoming, safe and healthy working and learning environment whenever they participate in University business within Australia or overseas.

8. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).