

Health and Safety Policy (MPF1205)

1. Objective

1.1. The objective of this policy is to define the University's commitment to providing a safe and healthy working and learning environment.

2. Scope

2.1. This policy applies to all employees, students, contractors and other personnel at locations under the management or control of the University.

3. Authority

3.1. This policy is made under the *University of Melbourne Act 2009* (Vic) and the Vice-Chancellor Regulation and supports compliance with the *Occupational Health and Safety Act 2004* (Vic).

4. Policy

4.1. The University is committed to:

- a) providing safe and healthy working and learning environments for the prevention of work-related injury and illness
- b) eliminating health and safety hazards and minimising health and safety risk associated with the University's operations
- c) developing and maintaining health and safety management systems with measurable objectives and targets and commitment to continuous improvement
- d) engaging with employees and their representatives, students, visitors and partner organisations in creating safe working and learning environments and safe systems of work
- e) developing and maintaining a culture that encourages all personnel to actively minimise health and safety risks

4.2. The University is committed to complying with all relevant health and safety legislation and other requirements to which the University subscribes.

4.3. The University operates a health and safety management system that is consistent with the University's operating context, risks and opportunities and considers the diversity of experience, needs and circumstances of personnel in the workplace.

4.4. The University provides appropriate health and safety training for all employees; and disseminates health and safety information and instruction to all personnel in the workplace.

4.5. The University engages and includes employees and their representatives in consultation processes for decision making where there is an impact on workplace health and safety.

4.6. The University defines, documents, and communicates health and safety responsibilities, authority to act, and reporting requirements for personnel at all levels in the workplace.

4.7. The University actively identifies and manages health and safety risks through the systematic identification of hazards, evaluation of risks, and implementation of effective risk controls.

4.8. The University promptly reports hazards, incidents and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.

5. Procedural principles

5.1. The Policy Approver is responsible for establishing and maintaining a documented health and safety management system.

5.2. The health and safety management system includes processes aimed at health and safety:

- a) context
- b) leadership and worker participation
- c) planning
- d) support
- e) operation
- f) performance evaluation
- g) improvement

5.3. Heads of organisational units are responsible for ensuring that appropriate health and safety training opportunities are provided, and that all mandatory health and safety training is completed and current.

5.4. All employees, students, contractors and other personnel at locations under the management or control of the University, have a duty to take reasonable care for their own health and safety and the health and safety of others.

5.5. Specific health and safety responsibilities, authorities to act and reporting requirements are documented in this policy, the [Health and Safety Management System](#)..

6. Roles and responsibilities

<i>Role/Decision/Action</i>	<i>Responsibility</i>	<i>Conditions and limitations</i>
Overall responsibility for establishment and maintenance of the health and safety management system and reporting of health and safety performance	Vice-President Administration and Finance and Chief Operating Officer	In accordance with relevant legislation, standards and this policy
Maintain an understanding of the University's health and safety performance and monitor it over time Ensure sufficient resources are allocated to ensure the effective implementation of health and safety management system	Governance Officers	Take reasonable care with respect to decisions and actions related to health and safety
Maintain an understanding of the University's health and safety performance and monitor it over time Ensure sufficient resources are allocated to ensure the	Executive Officers	Take reasonable care with respect to decisions and actions related to health and safety

effective implementation of health and safety management system Hold managers accountable for their health and safety responsibilities		
Ensure effective implementation of health and safety management system	Supervisors	Take reasonable care with respect to decisions and actions related to health and safety
Cooperate with others in relation to effective implementation of health and safety management system	Employees, contractors, students and others	Take reasonable care of their health and safety and the health and safety of others
Provide effective implementation of the University procedures for emergencies and first aid response	Emergency Response Personnel	Take reasonable care of their health and safety and the health and safety of others
Provide appropriate advice and support for the effective implementation of health and safety management system Support systematic approach the hazard identification, risk assessment and risk control	Health and Safety Advisory/Support Personnel	Take reasonable care of their health and safety and the health and safety of others
Ensure effective implementation of health and safety management system with respect to buildings and structures	Personnel responsible for: • procuring • leasing • designing • refurbishing University workplace buildings or structures	Take reasonable care with respect to decisions and actions related to health and safety
Ensure effective implementation of health and safety management system with respect to plant, equipment, chemicals and substances	Personnel responsible for: • procuring • designing • importing • manufacturing • supplying others with plant, equipment, chemicals or substances	Take reasonable care with respect to decisions and actions related to health and safety
Ensure effective implementation of health and safety management system with respect to operational entities	Personnel responsible for: • acquiring • establishing operational entities of the University	Take reasonable care with respect to decisions and actions related to health and safety

POLICY APPROVER

Vice-President Administration & Finance and Chief Operating Officer

POLICY STEWARD

Director, Health and Safety

REVIEW

This policy is to be reviewed by TBC.

DRAFT