

Policy Review Explanatory Memorandum



Introduction

Following a major review, the University proposes amendments to the following policies and seeks University-wide consultation.

- **Health and Safety Policy ([MPF1205](#))**
- **Smoke-Free and Tobacco-Free Campuses Policy ([MPF1260](#))**
- **Alcohol Policy ([MPF1267](#))**

Summary of Changes

1. Health and Safety Policy ([MPF1205](#))

- Replaces references to “staff” with “employees”, or “employees and their representatives” as appropriate
- Introduction of clause 4.1a), stating the university’s commitment to creating a safe and healthy working and learning environment
- Changes to clauses 4.1 b) and c), and removal of previous clause 4.1f) to shift focus from creation and establishment of a health and safety management system to developing and maintaining those systems
- Removal of clause 4.2, which overlaps with old 4.3 (now 4.2)
- Reframing Clauses 4.4 (includes risks and opportunities) and Clause 5.2 (includes context, leadership and other processes) to align with ISO45001
- Replaces references to “divisions” with “faculties and portfolios”
- Introduction of Clause 5.4, referring to the general duty to take reasonable care of one’s own health and safety and that of others, consistent with the OHS Act 2004 (Vic)
- Expanded Section 6 with details of responsibilities and conditions applicable to each group under the policy

2. Smoke-Free and Tobacco-Free Campuses Policy ([MPF1260](#))

- Replaces reference to “staff” with employees
 - Reframes passive smoking risk as environmental tobacco smoke and vapor
 - Expands references to smoking to include vaping and other forms of consumption of nicotine and tobacco products
 - Recognises that the responsibility for providing smoking cessation support applies beyond Wellbeing Services.
 - Updates titles to align with current organisational structure (eg Chief Information Officer rather than Chief Technology Officer)
-

3. Alcohol Policy (MPF1267)

- Expands list of people with responsibilities under this policy to include event managers, independent contractors, honoraries and visiting fellows, visitors, sports club members and student club members
- Expands scope to include university-authorised travel as defined by the Employee Travel policy (MPF1300) or the Student Travel and Transport Policy (MPF1209)
- Clarifies that events held both on-site and off-site are in scope, as are events organized through affiliated organisations or Melbourne University Sport
- Introduces the role of the nominated responsible person
- Replaces references to “staff” with “employees”
- Adds reference to Sexual Misconduct Prevention and Response Policy (MPF1359)
- Introduces Section 5.3, outlining responsibilities of individuals
- Adds reference to encouraging alcohol-free events
- Adds reference to primary prevention and harm minimization approaches
- Adds reference to calling for assistance if an alcohol-impaired person poses a risk to health and safety
- Provides definition for vehicle

Feedback

All feedback is to be sent to ohs-enquiries@unimelb.edu.au by COB 28 July 2025.