Occupational Health and Safety – Policy

**Purpose and Objectives**
This policy outlines the University’s commitment to achieve the highest attainable level of occupational health and safety for its staff, students, visitors, contractors and volunteers throughout all areas of its activities.

**Policy Scope/Coverage**
This policy applies to all staff, students, visitors, contractors and volunteers across all University operations and sites.

**Policy Statement**
The purpose of this policy will be met by strict attention to:

- Establishing an occupational health and safety risk management process that is proportionate and evidence informed, where resources and effort are determined by the nature and scale of the University’s workplace activities.
- Integration of health and safety into business strategy and planning around the core business activities.
- An emphasis on leaders at all levels within our workplaces demonstrating, through their actions, their commitment to occupational health and safety.
- Provision of a clear statement and delegation of occupational health and safety accountabilities and responsibilities for personnel across the organization.
- Provision of adequate resources and a responsible financial budget for the function.
- Integration of compliance requirements with relevant health and safety legislation and University policies and procedures.
- Establishment of measurable objectives and targets for health and safety, such as the OHS Goals of the University, to ensure continuous improvement aimed at elimination of work related illness and injury, so far as is reasonably practicable.
- Provision of appropriate and targeted health and safety training and information to students and workers.
- A sound consultation process to ensure all workers are included in the decision making where there is an impact on occupational health and safety.
- Ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures implemented to eliminate or minimise the risk of recurrence.
- Regular review of the University’s occupational health and safety management systems and effective monitoring of their implementation.

UQ senior staff have responsibility to ensure the implementation and maintenance of an effective system of management of occupational health and safety, consistent with relevant legislative requirements.

Supervisory staff at every level have specific responsibilities to oversee implementation of effective risk management, and to ensure that safe working procedures are clearly understood and consistently observed. Supervisors must also ensure that workplace facilities and conditions are maintained at a high standard, that hazardous substances are stored and handled safely, and that all plant and equipment in use is in safe working order.

All staff, students, visitors, contactors and volunteers have a duty to care for their personal welfare and the welfare of their fellow colleagues. To meet this commitment, each person must follow safe working practices at all times, and take all reasonable care to prevent personal injury, injury to others, or damage to plant and equipment.

**Compliance**
To facilitate compliance with this policy, the University Senate:

- Established and maintains the OHS Division, headed by a Director of OHS and supported by appropriate specialist Occupational Health and Safety Advisers and administrative staff and facilities.
- Established and supports an occupational health and safety committee structure throughout the University, as set out in PPL 2.10.01 Occupational Health and Safety Committees.

The University has established procedures outlining the responsibilities of specific roles for occupational health and safety compliance. Key performance criteria are outlined in:

- Staff Responsibilities for Occupational Health and Safety (PPL 2.10.04)
- Occupational Health and Safety Manager Role and Function (PPL 2.10.09)
- Work Health and Safety Coordinator Role and Function (PPL 2.10.06)
- Health and Safety Representative Role and Function (PPL 2.10.05)

**Occupational Health and Safety Training**
The University recognises the need to provide appropriate training and development for managers, supervisors and staff to facilitate the implementation and maintenance of safe systems of work. The Occupational Health and Safety Division, via the UQ Staff Development Program, offer training to promote, enhance and support ongoing compliance with, and continual improvement of, the University’s Occupational Health and Safety Management System.