

# Work Health and Safety Policy

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## INTRODUCTION

Under the Work Health and Safety legislations the University has a primary duty of care to ensure the work health and safety of all people who work, study, and visit its campuses or are potentially affected by its operations.

The University recognises that success in achieving a healthy and safe workplace depends on the commitment and cooperation of workers, students and authorised visitors throughout its areas and activities. All members of the University community must comply with this policy and related procedures, and should take reasonable care to prevent personal injury, injury to others and prevent or minimise damage to plant and equipment. Moreover, it is the responsibility of all members to bring to management's attention instances of real or potential hazards or unsafe practices.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the [Work Health and Safety \(National Uniform Legislation\) Act and Regulations](#) for the relevant Territory or State.

## INTENT

This Policy states the University's commitment to providing a safe and healthy working and learning environment. It provides the overarching principles to manage and guide all decisions and activities at the University with due regard for the health and safety of the University community.

This Policy applies to all University's workers, students, authorised visitors and all operations at workplaces managed or controlled by the University. It also applies to situations where business or undertakings for the University are carried out at locations other than University campuses.

## RELEVANT DEFINITIONS

In the context of this document

**Authorised visitor** means bona fide visitors that the University may, from time to time, provide with access to facilities to enhance their ability to complete tasks for the University or to liaise with the University. Such visitors may include, but are not limited to: alumni; external auditors or consultants; potential clients or business partners; contractors or vendors; conference delegates; and students and staff of other universities/partner organisations with reciprocal arrangements;

**Consultant** means a person or organisation engaged by the University to provide goods or services. This also includes contractors;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent;

**Staff member** means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee;

**Student** means a person prescribed as a student of the University in By-law 2 of the [Charles Darwin University \(Student of the University\) By-laws](#);

**Supervisor** means the immediate day to day manager of an individual or group of workers, students in classes and/or on field trips;

**University community** means officials and individuals carrying out University business. This includes, but is not limited to, all staff members, researchers, peer reviewers, students, volunteers, consultants, agents and contractors;

**University facilities** mean any premises, physical, online or virtual environment, for the time being used for the purposes, or under the auspices, of the University;

**Volunteer** means a person not receiving remuneration as a staff or council member, who is engaged in a professional capacity to perform an activity for, or on behalf of, the University;

**Wellness Programs** means any University supported or delivered program that aims to improve the health and wellbeing of University staff, students and/or authorised visitors; for example, “Quit Smoking” program, Employee Assistance Program, and yearly influenza vaccinations;

**Worker** means any person who carries out work in any capacity for the University, including but not limited to, University’s staff members, contractors, subcontractors and their employees, apprentices or trainees, students gaining work experience, and volunteers; and

**Workplace** means a place where work is carried out for the University and includes any place where a worker goes, or is likely to be, while at work. This may include, but is not limited to, laboratories, workshops, training rooms, on-site recreational facilities, vehicles or vessels, on field trips, in teaching facilities, in offices, in rural environments and any area of industry operations.

## **POLICY**

Health and safety is an integral part of all operations at the University. The University’s overall objective is zero harm to any person while working, studying or visiting the University facilities. All injuries are preventable and the University actively pursues an incident-free workplace.

### **The University is committed to:**

- Providing a healthy and safe working and learning environment for the University community;
- Eliminating and/ or minimising hazards and associated risks, so far as is reasonably practicable; and
- Complying with Work Health and Safety legislations, relevant industry standards and codes of practice.

To fulfil these commitments, the University will:

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- Develop and maintain a Work Health and Safety management system appropriate to the nature and scale of the University's operations and risks;
- Ensure Work Health and Safety risks are actively managed through systematic hazard identification, risk assessment and implementation of effective controls at workplaces;
- Set up Work Health and Safety organisational structures, committees, and communication channels for dissemination of Work Health and Safety information, addressing and resolving Work Health and Safety issues and concerns, and also for consultation on decisions that can impact on Work Health and Safety;
- Provide appropriate health and safety induction and training to the University community;
- Establish measurable objectives and targets to ensure continuous improvement in order to eliminate and/ or minimise work-related injury and illness;
- Provide necessary resources for the development, implementation and review of the Work Health and Safety management system and programs to ensure ongoing effectiveness; and
- Deliver and support "Wellness Programs" for staff members.

### Failure to Comply

Failure to follow safe systems of work, misuse of Work Health and Safety equipment, tampering with Work Health and Safety signage, damaging or bypassing risk control measure, or interfering with another person's effort towards Work Health and Safety can lead to severe fines or prosecution under the [Work Health and Safety \(National Uniform Legislation\) Act and Regulations 2011](#) or other relevant legislation, and will also be dealt with under the University's [Code of Conduct](#), [Charles Darwin University and Union Enterprise Agreement](#) and [Student Conduct By-laws](#).

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Charles Darwin University and Union Enterprise Agreement](#)

[Code of Conduct](#)

[Charles Darwin University \(Student Conduct\) Bylaws](#)

### External

[Work Health and Safety \(National Uniform Legislation\) Act 2011](#) (NT)

[Work Health and Safety \(National Uniform Legislation\) Act 2011](#) (QLD)

[Work Health and Safety \(National Uniform Legislation\) Act 2011](#) (NSW)

[Work Health and Safety Act 2012](#) (SA)

[Work Health and Safety \(National Uniform Legislation\) Regulations 2011](#) (NT)

[Work Health and Safety Regulations 2011](#) (QLD)

[Work Health and Safety Regulations 2011](#) (NSW)

[Work Health and Safety Regulations 2012](#) (SA)

[Occupational Health and Safety Act 2004](#) (VIC)

[Occupational Health and Safety Regulations 2007](#) (VIC)

Australian and New Zealand Standards-AS/NZS 4801: 2001 Occupational Health and Safety Management Systems

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Jun 2017
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Senior Manager, Safety Emergency and Wellbeing		

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	Creation of original document and upload to CDU website.
1.01	29 Dec 2010	Governance	<ul style="list-style-type: none"> <li>• Convert document to new template</li> <li>• Add statement of authority, relevant definitions, document history and version control and essential documents in keeping with new policy format.</li> <li>• Amend minor grammatical and spelling errors.</li> <li>• Amend Audit and Risk Committee to Finance, Risk and Review Committee to reflect change in committee title.</li> <li>• Delete wording 'Internal Audit Function' as no longer in use.</li> <li>• Change Senior Staff to Senior Executive.</li> <li>• Amend Head of area to Senior Managers.</li> <li>• Amend Safety Health and risk management Unit to health, Safety and Environment unit to reflect title change.</li> </ul>
1.02	28 Jan 2011	Governance	<ul style="list-style-type: none"> <li>• Minor changes to spelling, grammar and formatting.</li> <li>• Addition of hyperlinks and relevant definitions.</li> </ul>
2.00	12 Oct 2011	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Major review of OH&amp;S and Health and Safety Policy and combining documents into single policy entitled Work Health and Safety Policy.</li> <li>• Updating legislation and hyperlinks.</li> </ul>
2.01	10 Jan 2012	Governance	<ul style="list-style-type: none"> <li>• Amended position titles in accordance with new organisational chart.</li> <li>• Update hyperlinks</li> <li>• Minor changes to grammar and formatting</li> </ul>
2.02	13 Feb 2013	Governance	<ul style="list-style-type: none"> <li>• Updated and added legislation and hyperlinks</li> <li>• Minor changes to wording, formatting and grammar</li> <li>• Converted document to current template</li> <li>• Assigned document number</li> </ul>
3.00	Jun 2014	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Rewrite to simplify and align with AS 4801: 2001 and new policy format.</li> </ul>
3.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions for senior executive, senior manager, staff members and university community</li> <li>• Updated hyperlinks</li> </ul>

			<ul style="list-style-type: none"> <li>• Amended Essential Supporting Information Internal, removed Student Misconduct Procedures and Student Misconduct Guidelines, replaced with CDU (Student Conduct) By laws</li> <li>• Amended Student Misconduct By-laws and Procedures to CDU(Student Conduct) By Laws in Document</li> <li>• Amended Sponsor from VC to DVC, Operations</li> <li>• Amended Contact Officer from DCOO to Senior Manager, Safety Emergency and Wellbeing</li> </ul>
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