

## 6.4 HEALTH AND SAFETY POLICY

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Contact Officer	Manager, Governance
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Related Policies	2.0 Quality Policy, 6.0 Corporate Social Responsibility, 6.5 Occupational Health and Safety Policy
Relevant Legislation	



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### PURPOSE

This policy provides the framework to manage Charles Darwin University's activities with due regard for health, safety and welfare of its staff, students, contractors and visitors and the environment.

This policy should be read in conjunction with the University's Occupational Health and Safety Policy.

### POLICY

Charles Darwin University is committed to promoting a healthy and safe workplace. The University recognises its responsibility to adopt processes and practices to this end, in accordance with prevailing community standards of best practice and relevant legislation.

### IMPLEMENTATION

This policy will be implemented in a way that ensures:

- compliance with relevant legislative requirements, national and international standards and prevailing community standards of best practice;
- compliance with the University Quality Policy;
- the importance of integrating the continuous improvement of health, safety and the environment into all organisational activities is recognised, ranking this equal with all other operational considerations;
- all management personnel implement, maintain and regularly monitor comprehensive health and safety programs in all areas under their control;
- there is consultation within the University community on health and safety issues through designated health and safety representatives;
- systematic hazard management processes are employed, including appropriate hazard identification, risk assessment, inspection and audit;
- injured workers receive prompt, effective rehabilitation and that any Workers Compensation claims are managed effectively; and
- relevant training and staff development in relation to health and safety.

### COMMITMENT

Charles Darwin University is committed to:

- providing the resources to develop and maintain effective health, safety and environmental management systems;
- developing, reviewing and clearly documenting and promulgating processes and guidelines for the implementation of this policy;
- establishing and monitoring performance against meaningful and measurable objectives;
- identifying competency needs and providing appropriate training and professional development of staff to meet those needs; and
- providing information and supervision for all students enabling them study in a safe and healthy manner.

## **GENERAL RESPONSIBILITIES AND AUTHORITIES**

- Health and safety depends on the cooperative effort of all members of the University community.
- All staff members are responsible for undertaking their duties in accordance with this policy:
  - by following safe work practices consistent with the extent of their control or influence over working conditions and methods;
  - by cooperating with management in achieving a safe and healthy workplace;
  - by taking reasonable care for their own health and safety and of anyone else who may be affected by their actions; and
  - by actively contributing to the continuous improvement of the University's health and safety processes and guidelines.
- Visitors, Contractors and Students are required to comply with all reasonable instructions given, consistent with their protection as well as the protection of others whilst on campus.
- Senior Staff have the responsibility and authority to implement this policy and monitor its implementation in the activities of their respective areas.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

## **SPECIFIC RESPONSIBILITIES AND AUTHORITIES**

- The Vice-Chancellor, Pro Vice-Chancellors, Deputy Vice Chancellor, Executive Directors, Deans and Heads of areas (schools, divisions and other organisational units) are responsible and accountable for the health and safety of their units:
  - ensuring that activities are resourced to the extent necessary to ensure the health and safety of persons either performing or who may be affected by those activities;
  - implementing safety measures within their control in line with relevant legislative requirements, standards and prevailing community standards of best practice, or as determined by the University;
  - providing appropriate information, instruction, training and supervision to all persons under their management and control, including contractors and visitors, to ensure that any risk is minimised;
  - formulating, promulgating and reviewing specific safety rules for activities conducted within the area under their control; and
  - consulting on occupational health and safety issues occurring with designated (local) health and safety representatives.
- The Safety, Health and Risk Management Unit (SHARM), within the Staff Services Division, is responsible for the provision of professional advice and assistance to support the implementation of relevant safety practices and compliance with legislation, standards and prevailing community standards of best practice.

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Professor Helen Garnett  
Vice-Chancellor

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Date