

## 6.5 OCCUPATIONAL HEALTH AND SAFETY POLICY



Policy Number	6.5
Version	1.0
Contact Officer	Manager, Governance
Date Approved by Council	May 4, 2005
Date Last Amended	
Date For Next Review	May, 2008
Related Policies	2.0 Quality Policy, 6.0 Corporate Social Responsibility, 6.5 Occupational Health and Safety Policy
Relevant Legislation	Northern Territory Work Health Act

---

### PURPOSE

The University recognises its corporate responsibility under the Northern Territory Work Health Act and Regulations and associated legislation. This policy provides the framework to enable the University to fulfil its commitment to providing a healthy and safe workplace and to eliminating conditions and incidents that could result in personal injury or ill health.

### POLICY

Charles Darwin University is committed to a healthy and safe environment, and takes seriously its obligation to provide guidelines on, and training in, safe work practices, and information on and control measures for hazards in the workplace. The University recognises that success in achieving a healthy and safe environment depends on the commitment and co-operation of staff, students and other persons throughout its areas and activities.

It is the responsibility of all University personnel to ensure the implementation of safety systems appropriate to their operational responsibility and in accord with current technology. The University expects all staff members to comply with its occupational health and safety policies, procedures and guidelines and to take reasonable care to prevent personal injury or injury to others and damage to plant and equipment.

### IMPLEMENTATION

This policy will be implemented in a way that ensures compliance with relevant legislative requirements, standards and prevailing community standards of best practice, as well as the University Quality Policy.

### COMMITMENT

Charles Darwin University is committed to:

- providing the resources to develop and maintain an effective approach to Occupational Health and Safety compliance and improvement;
- 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; and
- identifying competency needs and providing appropriate training and professional development of staff to meet those needs;

### GENERAL RESPONSIBILITIES AND AUTHORITIES

- All staff members are responsible for undertaking their duties in accordance with this policy.
- 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 Directors are responsible for ensuring Heads of areas (schools, divisions and other organisational units) are held

- accountable for the health and performance of their area and that budgets provide for achieving the University's occupational health and safety standards informed by an appropriate risk analysis.
- Heads of areas are responsible for implementing and maintaining occupational health and safety standards and practices in laboratories, workshops, on field trips, in teaching facilities, in offices and all other workplaces under their control. This includes the need to ensure that the standards and practices adopted are in conformity with statutory requirements and the provisions of University policies. The role of Heads of areas is as follows:
    - Provide a healthy and safe environment for staff, students and visitors.
    - Determine that the activities for their area can be conducted in a healthy and safe manner.
    - Ensure that staff and students are provided with information, instruction, training and supervision to enable them to perform their work in a manner that is safe and without risk to health.
    - Determine that financial provisions made for occupational health and safety equipment and materials and maintenance of occupational health and safety standards are adequate.
    - Ensure that the occupational health and safety implications of new experimental work or new equipment are fully assessed and taken into account in project funding.
    - Determine that emergency equipment provided is adequate and properly maintained and that training and practice in emergency procedures is adequate.
    - Ensure local health and safety rules and procedures, based on standard proven work methods, are developed, documented and issued to staff, students, visitors and contractors as necessary to safeguard their health and safety, including rules concerning the storage and consumption of food and drink.
    - Review local rules and procedures and update accordingly.
    - Respond to inspection and other reports relating to Occupational Health and Safety and consider recommendations provided.
    - Deal with health and safety issues raised by staff or students in accordance with University processes.
    - Consider the occupational health and safety implications of items at local area meetings.
  - Supervisors are those who are responsible for the allocation of tasks to subordinate staff and honours and postgraduate students and for overseeing students in practical classes and on field trips. Supervisors have a particular responsibility to their Head of area (school, division or other organisational unit) for ensuring that the work for which they are responsible is carried out in ways that safeguard the health and safety of staff and students in their charge. Supervisors shall carry out the following functions:
    - Actively practise and develop in their staff and students positive attitudes towards occupational health and safety matters.
    - Ensure that safe working practices are developed and maintained at all times.
    - Arrange for their staff and students to be instructed in safe and healthy working procedures, warned about particular hazards and how to avoid, eliminate or minimise them.
    - Ensure that good housekeeping standards are developed and maintained in areas under their control.
    - Ensure that staff and students under their control use safety equipment and personal protective clothing provided in a correct manner.
  - Each member of staff and each student is responsible for carrying out the following functions to ensure their own work environment is safe and without risk to health:
    - Complying with all health and safety instructions.
    - Taking action to avoid, eliminate or minimise hazards.
    - Making proper use of all safety devices and personal protective equipment.
    - Not wilfully place at risk the health or safety of any person within the workplace.
    - Seeking information or advice where necessary before carrying out new or unfamiliar work.
    - Wearing appropriate dress for the work being carried out including, where required, protective clothing and footwear at all times while on duty.
    - By only consuming or storing food and drink in those areas designated by the Head of area.
    - Being familiar with emergency and evacuation procedures and the location of, and if appropriately trained the use of emergency equipment.
  - The Safety Health and Risk Management Unit (SHARM) is responsible for the following functions:
    - Develop and oversee the University's overall occupational health and safety program in conjunction with University management.
    - Provide advice regarding legislative requirements, overall occupational health and safety policy and programs for the University, and their regular review, and the provision of occupational health and safety resources to meet objectives.
    - Promote interest in, and action on, occupational health and safety matters.

- Monitor and keep records of accidents/incidents, injuries and occupational health problems and advise on remedial action.
- Follow up on occupational injuries or illnesses, processing documentation required by legislation, including Work Health claim forms and associated medical certificates.
- Provide individual advice to staff with occupation-related illnesses or injury.
- Coordinate or assist in the rehabilitation of staff who have suffered occupational injuries or disease.
- Liaise with occupational health and safety staff and local Occupational Health and Safety groups at other establishments where University personnel work.
- Provide a health and safety advisory service including collation and dissemination of relevant information from sources both within and outside the University.
- Provide administrative and professional support to the health and safety management groups within the University.
- Arrange in-service training in occupational health and safety practice for members of local Health and Safety groups.
- Coordinate the training requirements of staff, where required, in occupational health and safety matters.
- Visit departments for occupational health and safety inspections, audits and discussions.
- Advise departments regarding modifications to work methods or workplace design in order to accommodate staff or students with temporary or permanent disability.
- Liaise with outside bodies that can be called upon for advice on specific problems.

---

Date

---

Professor Helen Garnett  
Vice-Chancellor