

Health and Safety Management Procedure

Policy code:	CG1721
Policy owner:	Head - Health, Safety and Wellbeing
Approval authority:	Chief Operating Officer
Approval date:	27 November 2023
Next review date:	29 November 2024

Table of Contents

Purpose	1
Scope	2
Legislative Context	2
Definitions	2
Actions	5
1. Managing health and safety at Federation University	5
2. Employee Representation	7
3. Health and Safety Teams	8
4. Hazards Management	11
5. Incident and Emergency Management	11
6. Indemnity of Staff with Health and Safety Functions	12
Supporting Documents	12
Responsibility	12
Promulgation	13
Implementation	13
Records Management	13

Purpose

This procedure outlines the management systems put in place to provide a safe and healthy environment for all members of the University Community. It assigns responsibilities for the implementation of the University's health and safety management systems.

This procedure aims to:

- affirm the commitment of the University to:
 - provide and maintain, as far as reasonably practicable, an environment that is without risks to the health and safety of members of the University community;
 - integrate hazards management into the core responsibilities of Supervisors and Managers of the University; and
 - plan the management of incidents, emergencies and critical incidents within the scope of this procedure.
- describe the critical features of the University's approach to health and safety management and the responsibilities assigned to staff to provide this safe and healthy environment;
- describe the structures in place at the University for giving all employees adequate representation and consultation in relation to the health and safety issues that affect them at work;

4. commit resources to the management of incidents and emergencies; and
5. clarify the level of indemnity and possible liabilities arising for employees of the University from performing Health and Safety Functions.

Scope

This procedure applies to all University Activities and all members of the University Community.

Legislative Context

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Definitions

Term	Definition
Academic freedom	<ul style="list-style-type: none"> • The freedom of academic staff to teach, discuss, exhibit artistic works or public performances, research, as well as disseminate and publish the results of their research • The freedom of academic staff and students to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to their subjects of study and research • The freedom of academic staff and students to express their opinions in relation to the higher education provider in which they work or are enrolled • The freedom of academic staff, without constraint imposed by reason of their employment by the university, to make lawful public comment on any issues in their personal capacities • The freedom of academic staff to participate in professional or representative academic bodies. • The freedom of students to participate in student societies and associations.
As far as reasonably practicable (for risk control)	<p>Means practicable having regard to:</p> <ul style="list-style-type: none"> • the severity of the hazard or risk in question; • the state of knowledge about that hazard or risk and any ways of removing or mitigating that risk; • the availability and suitability of ways to remove or mitigate that hazard or risk; and • the cost of removing or mitigating that hazard or risk.

(Designated) Work Group (DWG or WG)	A group of employees constituted in accordance with the Occupational Health and Safety Act 2004 (Vic) or the Work Health and Safety Act 2011 (Qld).
Emergency	<p>Any sudden danger that requires an immediate response to prevent severe injury, illness, damage or distress.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • uncontrolled fires; • life threatening injuries and illnesses, and the threat of such injuries and illnesses; • serious spillages or releases of dangerous chemicals.
Emergency Control Personnel	<p>Any employee of the University who has been appointed under the Incident and Emergency Management Procedure or under the local adaptations of this procedure to the function of Campus Warden, Area Warden or their Deputies. Refer to the Wardens and Designated Assembly Points record.</p> <p>During emergencies, evacuations and practice drills, the Campus Warden and Deputy Campus Warden wear white helmets; the Area Wardens and Deputy Area Wardens wear yellow helmets or vests.</p>
Freedom of speech	The freedom of staff, students, and invited visitors to the University to express lawful opinions publicly, without undue restriction.
Hazard	The potential to cause harm to a person or to the natural environment.
Hazards management	The structured process of hazard identification, risk assessment and control (HIRAC) aimed at providing a safe and healthy environment for all members of the University community whilst on University premises or whilst engaged in University activities.
Health and safety functions	<p>Functions assigned to specific employees under health and safety policies and procedures of the University.</p> <p>The functions of Emergency Control Personnel (Area and Campus Wardens and their deputies), Health and Safety Representatives, University First Aiders, and members of Health and Safety Teams are included. The health and safety responsibilities of Supervisors and Managers are not included in this definition.</p>
Health and safety issue	Any condition or event associated with the work of University employees that is, or is perceived to be, hazardous.
Health and Safety Representative (HSR)	An employee of the University who has been elected to the position of Representative in accordance with the Occupational Health and Safety Act 2004 (Vic) or the Work Health and Safety Act 2011 (Qld).
Incident	Any unplanned event that causes (or has the potential to cause) an injury or illness to any person and/or damage to equipment, buildings, plant or the natural environment. Incidents range from minor incidents to serious incidents, emergencies and critical incidents.

Injury or illness	Any physical or mental harm incurred by any person (called casualty) whilst present on University premises or engaged in University activities. It includes the recurrence or aggravation of any pre-existing injury or illness, and any illness that becomes apparent on University grounds, even if unrelated to the University.
Risk	A combination of the likelihood and severity of harm arising from a hazard.
Senior manager	Vice-Chancellor, Deputy Vice-Chancellor, Chief Operating Officer, Chief Learner Experience Officer, Executive Dean, Executive Director, Director and Registrar. (Note: where managers report directly to a DVC/COO/PVC, they are treated throughout this procedure as “Directors”.)
Serious incident	<p>An incident which results in:</p> <ul style="list-style-type: none"> • the death of any person; or • a person requiring medical treatment within 48 hours of being exposed to a substance; or • a person requiring immediate hospital treatment as an in-patient in a hospital; or • a person requiring immediate medical treatment for: <ul style="list-style-type: none"> • amputation; • serious head injury; • serious eye injury; • separation of skin from underlying tissue (for example degloving or scalping); • electric shock; • spinal injury; • loss of bodily function; or • serious laceration. <p>It also includes dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity. Such dangerous occurrences include:</p> <ul style="list-style-type: none"> • collapse, overturning, failure or malfunction of, or damage to, items of plant such as cranes, scaffolds, boilers etc.; • collapse or failure of an excavation or the shoring support of an excavation; • collapse of a building or structure; • implosion, explosion or fire; • escape, spillage or leakage of substances.
Supervisor/Manager	<p>Any employee of the University – irrespective of their position title - who:</p> <ul style="list-style-type: none"> • plans, organises or supervises University activities; or • designs or organises the design of new/refurbished facilities for the University. <p>The terms "Supervisor" and "Manager" include Senior Managers.</p>

University activity	Any program, course, unit, research, service, operation, project, function or event conducted by or for Federation University Australia, whether on University premises or not.
University community	All persons who have an association with Federation University Australia, including staff, members of Council and committees, students, tenants, visitors, contractors, consultants, volunteers and people representing the University off-campus.
University premises	Any property owned or occupied by the University, either wholly or in part, and includes all buildings, student and staff residences and all land defined and/or associated with the University. It includes any public area located within University premises and can include a public area adjacent to University premises if relevant to this procedure and associated documents.
Workplace change	A change that may affect the health or safety of University employees, and that relates to: <ul style="list-style-type: none"> • a workplace under the management and control of the University; • the plant, chemicals or other things used at such a workplace; or • the conduct of the work performed at such a workplace.

Actions

1. Managing health and safety at Federation University

The University is committed to provide and maintain, as far as is reasonably practicable, an environment that is without risks to the health and safety of members of the University community.

The University fulfils this commitment through the development, implementation and monitoring of comprehensive health and safety management systems. The main elements of these management systems are:

- the responsibility of Senior Managers for all health and safety aspects of the operations they manage, and their accountability for health and safety performance;
- annual health and safety performance targets set by Senior Managers and reflecting a commitment to continuous improvement;
- an annual cycle of health and safety planning and reporting that is integrated in the operating planning process of Institutes/Directorates/Colleges/Centres; and
- a systematic and thorough process of identification, assessment and control of health and safety risks integrated in the planning and conduct of all University Activities, with legal requirements only considered as minimum requirements.

The management of health and safety is conducted in consultation with staff and other relevant members of the University Community. This consultative process typically takes place as part of the activities of the various Health and Safety Teams, as defined above.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Setting goals in relation to health and safety performance	Senior Managers	1. Set health and safety goals for your Institute/Directorate/College/Centre subject to the

			<p>consultative arrangements described above and taking into account:</p> <ol style="list-style-type: none"> a. legal requirements; b. the risk profile of the University; c. the University's commitment to continuous improvement in health and safety performance; and d. corporate health and safety performance targets.
B.	Being accountable for safety performance	All members of the University Community	<ol style="list-style-type: none"> 1. Be accountable for those elements of health and safety you control. 2. Do not place your own health or safety at risk and do not create risks for others. 3. Comply with University requirements regarding health and safety.
		Senior Managers	<ol style="list-style-type: none"> 1. Effectively implement the university's health and safety management systems through Annual OHS Plans. 2. Ensure you and your staff possess or acquire the necessary knowledge and skills for the successful development and implementation of the Annual OHS Plans. 3. Actively support the Health and Safety Implementation Team(s) in their efforts to coordinate the implementation of the Annual OHS Plans and other health and safety risk control measures. 4. Allocate appropriate resources to achieve the aims of this procedure and, in particular, to implement health and safety risk control measures. 5. Measure health and safety performance against targets set under Action A.1 of this procedure.

C.	Reporting and Evaluation	Executive Deans/Directors	<ol style="list-style-type: none"> 1. Submit Quarterly Summary Health and Safety Reports to the Chair of the relevant Portfolio Health and Safety Coordinating Team and send a copy to the Head – Health, Safety and Wellbeing. 2. Conduct annual self-evaluations of their operational health and safety plans in consultation with the relevant Health and Safety Implementation Team(s). Report their findings in writing to the Chair of the relevant Portfolio Health and Safety Coordinating Team and send a copy to the Head – Health, Safety and Wellbeing.
		Deputy Vice-Chancellors/Chief Operating Officer	<ol style="list-style-type: none"> 1. Review the performance of their Institutes/Directorates/Colleges/Centres against targets set under Action A.1 of this procedure as part of the performance review and development planning processes of the University.
D.	Taking action to improve health and safety performance	Senior Managers	<ol style="list-style-type: none"> 1. Implement actions required for health and safety improvements, as identified in the evaluation processes described above. Typically, improvement measures are integrated into the OHS management systems described above (particularly in the planning process) to create a cycle of continuous improvement.

2. Employee Representation

All employees of the University have a right to effective representation on the health and safety aspects of their work. The University not only recognises that right, but promotes effective representation as an integral part of its commitment to health and safety. The University will:

1. make time available for elected Representatives to:
 - attend health and safety training sessions (see Health and Safety Representative Procedure);
 - prepare for and attend Health and Safety Team meetings;
 - consult with the employees they represent and other Representatives if necessary;

- inspect the workplaces of the employees they represent;
 - participate in accident investigations and the follow-up of corrective actions; and
 - accompany WorkSafe Inspectors who visit their Designated Work Group.
2. put in place health and safety consultative structures (Health and Safety Teams);
 3. develop and implement a procedure for the resolution of health and safety issues;
 4. develop and implement a procedure for consultation with the Representatives of employees whose health or safety may be affected by proposed workplace changes;
 5. ensure that appropriate allowances are made in the budgets of Institutes/Directorates/Colleges/Centres for expenses related to the resolution of Health and Safety Issues and to the activities of the Health and Safety Implementation Teams; and
 6. monitor, in consultation with Representatives, the suitability and effectiveness of Designated Work Groups, and make changes as required.

3. Health and Safety Teams

To support its approach to the provision of a safe working and learning environment, the University has three levels of teams to address health and safety issues. These are:

- University Health and Safety Policy Committee;
- Health and Safety Coordinating Teams; and
- Health and Safety Implementation Teams.

University Health and Safety Policy Committee (UHSPC)

[Terms of Reference](#)

[Membership](#)

[Meetings](#)

Terms of Reference

Reporting to the Vice-Chancellor (VC), the UHSPC is the health and safety committee required under section 72 of the Occupational Health and Safety Act 2004 (Vic) and section 75 of the Work Health and Safety Act 2011 (Qld). The UHSPC considers and makes recommendations for compliance and improvement on University-wide health and safety matters relating to

- the performance of portfolios against the requirements of the University's health and safety management system;
- the prevention of injuries and illnesses among members of the University community;
- employee consultation regarding health and safety issues and workplace change;
- the management of incidents and emergencies arising in the context of University activities;
- the rehabilitation and compensation of injured university employees;
- legislative compliance, auditing programs and monitoring the implementation of actions incorporated in [Annual OHS Plans](#); and
- the performance of the University in relation to health and safety.

Membership

The UHSPC is chaired by a Senior Manager nominated by the Vice-Chancellor, and comprises Management Representatives and Health and Safety Representatives (HSRs) who represent the portfolios of the University. At least half the voting members of the UHSPC must be HSRs. The UHSPC also seeks input from invited representatives of the student body and the University's specialist health and safety staff.

Role	Member(s)
Chair	A Senior Manager nominated by the VC
Members (voting)	Each portfolio is represented by one Senior Manager and one HSR
Executive Officer (non-voting)	Head - Health, Safety and Wellbeing
Invited Representatives (non-voting)	Heads of Campuses; Higher Education and TAFE student representatives; and representatives from Property and Infrastructure, the Victorian Institute of Occupational Safety and Health, and the Health, Safety and Wellbeing Department

Note: Non-voting participants do not have full member status for the purpose of complying with Clause 72(2) of the OHS Act 2004 (Vic) and section 75 of the Work Health and Safety Act 2011 (Qld). A vote, conducted only when a consensus cannot be reached, only involves the Members present. If the votes are tied, the Chair holds a casting vote.

Meetings

The UHSPC must meet at least once every three months to comply with statutory requirements and to coincide with the planning and reporting cycle of the University's health and safety management system. In addition, extraordinary meetings must be held at any time if at least half of the voting members require it.

The Health, Safety and Wellbeing department provides administrative support to the UHSPC. UHSPC recommendations are made directly to the VC.

The quorum for UHSPC meetings is achieved when half or more of the voting members attend.

Meetings of the UHSPC must be minuted, and the minutes published on the University website.

Health and Safety Coordinating Teams (HSCTs)

[Terms of Reference](#)

[Membership](#)

[Meetings](#)

Terms of Reference

Reporting to the UHSPC, the HSCTs coordinate health and safety compliance and improvements across portfolios or campuses.

Portfolio-based HSCTs:

- monitor that Institutes/Directorates/Colleges/Centres are implementing all relevant elements of the health and safety management systems in compliance with the planning and reporting cycle;
- monitor the implementation of actions incorporated in the Health and Safety Plans of the Institutes/Directorates/Colleges/Centres;
- coordinate the provision of assistance and support to Institutes/Directorates/Colleges/Centres regarding health and safety improvements;
- share information arising from one Institutes/Directorate/College/Centre that is relevant to others and act as a consultative forum; and
- make submissions to the UHSPC for amendments or additions to the University's health and safety management systems, for University-wide initiatives, etc.

Campus-based HSCTs:

- monitor the health and safety conditions on campus that are not under the control of any one Institute/Directorate/College/Centre or that affect more than one Institute/Directorate/College/Centre;
- contribute to the provision of assistance and support to Institutes/Directorates/Colleges/Centres regarding health and safety improvements;
- share health and safety information that is relevant to Institutes/Directorates/Colleges/Centres that operate on the campus (e.g. hazards and incidents); and
- make submissions to the UHSPC for amendments or additions to the University's health and safety management systems, for University-wide initiatives, etc.

Membership

Role	Member(s)
Chair	DVC/Chief Operating Officer or nominee (portfolio-based HSCTs) Head of Campus or nominee (campus-based HSCTs)
Members	Executive Deans/Directors/Safety Officers and HSRs
Administration Support	Portfolio/campus administrative staff member

Members of the Health, Safety and Wellbeing Department may attend any HSCT meeting as observers/advisers.

Meetings

The HSCTs must meet towards the end of every calendar quarter to coincide with the health and safety planning and reporting cycle.

The quorum for HSCT meetings is achieved when half or more of members attend. Written notes of HSCT meetings must be taken and circulated to all members, with a copy sent to the Health, Safety and Wellbeing Department.

Institute/Directorate/College/Centre Health and Safety Implementation Teams (HSITs)

[Terms of Reference](#)

[Membership](#)

[Meetings](#)

Terms of Reference

The HSITs usually operate at the level of each Designated Work Group or at the level of Institutes/Directorates/Colleges/Centres. They report to the relevant portfolio-based HSCT. The role of the HSIT is to coordinate the compliance of the Institute/Directorate/College/Centre or Designated Work Group with University health and safety requirements and to coordinate health and safety improvements.

HSITs:

- coordinate the practical implementation of the [Annual OHS Plans](#);
- monitor compliance with all aspects of health and safety legislation, policies and procedures;
- focus on the practical identification of hazards, and the elimination/reduction of risks in Institute/Directorate/College/Centre activities by conducting HIRAC reviews, monitoring the implementation of corrective actions after incidents, planning for local incidents and emergencies, etc.; and

- make submissions to the relevant Portfolio Health and Safety Coordinating Team.

Membership

Each HSIT is chaired by the Executive Dean/Director or nominee. The membership of the HSIT consists of the relevant management representatives, the local HSRs, and other employee representatives.

Role	Member(s)
Chair	Executive Dean/Director or nominee
Members	Relevant management representatives, local HSRs, other employee representatives
Administration Support	Institute/Directorate/College/Centre administration support

Meetings

The HSITs typically meet at least once per quarter about a fortnight before the HSCTs.

The quorum for HSIT meetings is achieved when half or more of members attend. Written notes of HSIT meetings must be taken and circulated to all members, with a copy sent to the Health, Safety and Wellbeing Department.

Members of the Health, Safety and Wellbeing Department may attend any HSIT meeting as observers/advisers.

4. Hazards Management

Hazards Management forms an essential element of the University's health and safety program. Therefore, all Supervisors and Managers must integrate the management of hazards associated with the areas and activities under their control within their day-to-day responsibilities.

The University will:

1. develop, publish, and maintain procedures for the identification of hazards, and the assessment and control of risks for existing, new and proposed elements of the work environment;
2. develop and conduct training sessions for Supervisors, Managers and Health and Safety Representatives;
3. allocate resources for the implementation of risk control measures;
4. monitor the implementation of this procedure and related documents; and
5. assign responsibilities in relation to the implementation of this procedure and related documents.

5. Incident and Emergency Management

1. develop, publish, and maintain procedures for:
 - a. the appropriate treatment of injuries and illnesses;
 - b. the prompt reporting and investigation of incidents, injuries and illnesses;
 - c. the implementation of corrective actions following incidents;
 - d. the management of foreseeable emergencies and critical incidents;
2. inform the University community of the details of the procedures;
3. develop and conduct training sessions for Supervisors, Managers, Health and Safety Representatives, Emergency Control Personnel, and University First-Aiders;
4. allocate resources for the implementation of incident, injury and emergency management measures;

5. monitor the implementation of this procedure and related documents; and
6. assign responsibilities in relation to the implementation of this procedure and related documents.

6. Indemnity of Staff with Health and Safety Functions

The legal obligations of the University as an employer shield employee from personal liability for any negligence on their part (i.e. falling short of the required standard of care) in the course of their duties.

When performing Health and Safety Functions, employees are acting in the course of their employment at the University. The University is therefore bound by law, as well as by policy decision, to accept the legal and financial consequences of all actions performed in good faith by employees performing Health and Safety Functions or performed by other people under instruction or advice given in good faith by employees performing Health and Safety Functions.

Employees remain liable for deliberate, malicious or vindictive acts or advice that causes damage to others.

When managing incidents or emergencies, employees covered by this procedure are required to exercise such care for the safety and welfare of others as would be expected of a reasonable, non-professional Warden, First Aider, etc., who has had some degree of training and instruction, and who is faced with the emergency or incident which actually arose.

In non-emergency situations, the health and safety functions of employees covered by this procedure are essentially advisory. When giving health and safety advice, employees are required to exercise, within the limits of their expertise, reasonable care as to the accuracy and suitability of the advice given with regard to the safety and welfare of the people who may receive it and act upon it.

Supporting Documents

- [Corporate Governance Policy](#)
- [Academic Freedom and Freedom of Speech Policy and Procedure](#)
- [Annual OHS Plan Template](#)

Forms.

- [Quarterly Summary Health and Safety Report](#) (DOCX 159.1kb)
- [Schedule of Health and Safety Management Activities](#) (PDF 276.6kb)

Responsibility

- The University Health and Safety Policy Committee (UHSPC) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- The Head - Health, Safety and Wellbeing is responsible for maintaining the content of this procedure as delegated by the Chair of the UHSPC.
- The Vice-Chancellor's Senior Team (VCST) is responsible for the management of strategic health and safety risks.
- Deputy Vice-Chancellors, Chief Learning Experience Officer, and the Chief Operating Officer are responsible for monitoring the implementation of the health and safety management system within their Institutes/Directorates/ Colleges/Centres.
- Executive Deans/Directors are responsible for the operational management of health and safety risks in all activities associated with their Institutes/Directorate/College/Centre. In particular, they are responsible for the implementation of the University's health and safety management systems within their Institutes/ Directorate/ College/Centre.

- Executive Deans/Directors may delegate the authority for the operational management of health and safety risks to a Institutes/Directorate/Centre Safety Officer. However, they retain accountability for outcomes.
- The Corporate Governance Directorate is responsible for the development and maintenance of the University-wide health and safety management systems, as well as the provision of related advice, training, and auditing services.

Promulgation

The [Health and Safety Management Procedure](#) will be communicated throughout the University community in the form of:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website; and
- an email to Health and Safety Representatives, Executive Deans and Directors

Implementation

The [Health and Safety Management Procedure](#) will be implemented throughout the University via:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website; and
- an email to Health and Safety Representatives, Executive Deans and Directors.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Completed Annual OHS Plan	Institutes/ Directorate/College/ Centre	Executive Dean/ Director	Ten (10) years after plan superseded
Completed Quarterly Summary Health and Safety Report	Institutes/ Directorate/College/ Centre	Executive Dean/ Director	Seven (7) years after report was circulated