

Health and Safety Management Procedure

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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.

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

A complete list of definitions relevant to this procedure is contained within the [Health and Safety Policy](#).

Actions

1. Managing health and safety at Federation University

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 in the [Health and Safety Policy](#).

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Setting goals in relation to health and safety performance	Senior Managers	<ol style="list-style-type: none"> 1. Set health and safety goals for your School/Directorate/College/Centre subject to the consultative arrangements described above and taking into account: <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

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>and safety risk control measures.</p> <ol style="list-style-type: none"> 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	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 Manager – 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 Manager – Health, Safety and Wellbeing.
		Deputy Vice-Chancellors/Chief Operating Officer	<ol style="list-style-type: none"> 1. Review the performance of their Schools/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.

Supporting Documents

- [Health and Safety Policy](#)
- [Academic Freedom and Freedom of Speech Policy 2021](#)

Forms.

- [Annual OHS Plan Template](#) (DOCX 327.9kb)
- [Quarterly Summary Health and Safety Report](#) (DOCX 182.2kb)
- [Schedule of Health and Safety Management Activities](#) (DOCX 279.2kb)

Responsibility

- The University [Health and Safety Policy](#) Committee (UHSPC) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- The Manager - 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 and the Chief Operating Officer are responsible for monitoring the implementation of the health and safety management system within their Schools/Directorates/Colleges/Centres.
- Deans/Directors are responsible for the operational management of health and safety risks in all activities associated with their School/Directorate/College/Centre. In particular, they are responsible for the implementation of the University's health and safety management systems within their School/ Directorate/ College/Centre.
- Deans/Directors may delegate the authority for the operational management of health and safety risks to a School/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, 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, Deans and Directors.

Records Management

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