Health and Safety Policy (MPF1205)

1. Objective

The objective of this policy is to define the University’s commitment to providing a safe and healthy working and learning environment.

2. Scope

This policy applies to all staff, students, contractors and other personnel at locations under the management or control of the University.

3. Authority

This policy is made under the *University of Melbourne Act 2009 (Vic)* and *Vice Chancellor Regulation* and supports compliance with the *Occupational Health and Safety Act 2004 (Vic)*.

4. Policy

4.1. The University is committed to:

(a) creating an accessible health and safety management system that eliminates or minimises risk of injury or illness to people associated with the University’s operations;

(b) engaging with all staff, students, visitors and partner organisations in creating safe working and learning environments and safe systems of work;

(c) developing and maintaining a culture that encourages all personnel to actively manage health and safety risks;

(d) providing a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury; and

(e) establishing a health and safety management framework to meet legislative obligations to the highest possible standard.

4.2. The University is committed to complying with all relevant health and safety legislation and other requirements to which the University subscribes.

4.3. The University operates a health and safety management system that is consistent with the nature and scale of its operations.

4.4. The University provides appropriate health and safety training for all staff, and disseminates health and safety information and instruction to all personnel in the workplace.

4.5. The University engages and includes staff in a consultation process for decision making where there is an impact on workplace health and safety.

4.6. The University defines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements for personnel at all levels in the workplace.
4.7. The University actively identifies and manages health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls.

4.8. The University promptly reports hazards, incidents and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.

5. Procedural principles

5.1. The Vice-Principal, Administration & Finance and Chief Financial Officer is responsible for establishing and maintaining a documented health and safety management system.

5.2. The health and safety management system includes processes aimed at health and safety:

(a) planning;

(b) implementation;

(c) measurement and evaluation; and

(d) management and review.

5.3. Heads of divisions are responsible for ensuring that appropriate health and safety training opportunities are provided, and that all mandatory health and safety training is completed and up to date.

5.4. Health and safety responsibilities, authorities to act and reporting requirements are documented in this policy, the health and safety management system, and supporting processes.

6. Roles and responsibilities

<table>
<thead>
<tr>
<th>Role/Decision/Action</th>
<th>Responsibility</th>
<th>Conditions and limitations</th>
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</thead>
<tbody>
<tr>
<td>Establish and maintain the Health &amp; Safety Management System</td>
<td>VP Administration &amp; Finance and CFO</td>
<td>In accordance with relevant legislation, standards and this policy</td>
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<tr>
<td>Ensure health and safety training is provided and completed</td>
<td>Heads of divisions</td>
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</table>

POLICY APPROVER
Vice-Principal Administration & Finance and CFO

POLICY STEWARD
Associate Director, Health and Safety

REVIEW
This policy is to be reviewed by 23 June 2021.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
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<tr>
<td>Author</td>
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<td>Date of Approval</td>
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<tr>
<td>Vice-Chancellor</td>
<td>7 June 2010</td>
<td>7 June 2010</td>
<td>Fully rewritten. OHS policy was previously part of a University Regulation and the OHS Manual.</td>
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<tr>
<td>OHSC</td>
<td>9 May 2012</td>
<td>18 June 2012</td>
<td>Revised format. Minor punctuation changes</td>
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<td>Senior Vice Principal</td>
<td>-</td>
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<td>Version 2 and 3 created in error.</td>
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