Work Health and Safety Management System

Table of Contents

1. Governing Policy

Work Health and Safety Policy (WHS Policy)

2. Purpose

This document defines the core elements of the six key components of the University's Work Health and Safety (WHS) Management System:

  i. WHS Policy and Procedures

  ii. Risk Management and legal compliance

  iii. Planning

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iv.   Implementation

v.   Measurement and evaluation

vi.   System review.

3.   Scope

The WHS Management System applies to all Flinders University workers, students and visitors at all Universityworkplaces, including University controlled entities.

4.   Work Health and Safety Policy and Procedures

4.1. Policy

a. The University's Work Health and Safety (WHS) Policy, developed in consultation with staff and approved by University Council, is the primary underpinning document of the WHS Management System.

b. The policy reinforces the University's commitment to:

i.   providing a safe and healthy environment for work and study

ii.   recognising its duty of care to all persons in its workplaces

iii.   complying with work health and safety legislation

iv.   adopting a continuous improvement approach

v.   adopting a risk management approach

vi.   consultation on safety matters

vii.   effective processes for reporting health and safety issues

viii. using internal and external expertise to improve workplace safety and injury management where relevant

ix.   specifying governance and management responsibilities and authorities

x.   effective and equitable injury management through the Return to Work Policy

c. The policy is reviewed at least every 3 years, and more often in light of legislative and organisational changes.

4.2. Procedures

a. Procedures are developed to meet specific risks associated with particular work places or work practices.

b. Procedures are reviewed at least every 3 years, or when required in light of new or changed legislation, new teaching or research activities, incident reports or audits, to ensure they remain current and effective.

c. Consultation with the University community occurs during the development and review process.

5.   WHS Risk Management and Legal Compliance

5.1. WHS Risk Management

a. The University's WHS risk management approach is based on Australian Standard

AS/NZS ISO 31000:2018 *Risk Management Guidelines*. The University's methodology is documented in the WHS Risk Management Procedures.

b. The WHS Unit maintains a Work Health and Safety Operational Risk Register.

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5.2. Legal and other requirements

a. The University's Governance, Legal and Risk maintains a Register of Legislation, including legislative requirements applicable to work health and safety.

b. Work health and safety legislative requirements are incorporated into relevant WHS systems, plans, policies and procedures.

c. WHS legislative requirements are kept up to date through membership of peak professional bodies and subscription to legislative updating services.

d. The WHS Unit is responsible for ongoing monitoring of health and safety legislation in all relevant jurisdictions.

6. Planning

6.1. WHS Plan

a. The University WHS Plan comprises:

   i. College/Portfolio WHS Planned Actions based on legislative requirements and the University's policies and procedures, and

   ii. the WHS Operational Plan.

b. The University WHS Plan is developed in accordance with the process documented in the [WHS Management System Planning Procedures](#).

c. The WHS Operational Plan seeks to continually improve work health and safety performance and manage risks. It includes objectives and performance indicators which are based on organisational and legislative requirements, the WHS operational risk profile and previous work health and safety and injury management performance.

d. University Council regularly reviews a range of work health and safety and injury management performance indicators as documented in [WHS Management System Review Procedures](#).

e. The planning process includes development of contingency plans for interruption to critical operational activity and loss of key staff, and emergency plans for effective responses to emergencies for all University workplaces.

7. Implementation

7.1. Resources

a. The University identifies and allocates financial, human and physical resources to enable the effective implementation of the WHS Management System. The resources are provided for in the budget allocation to the WHS Unit and in the budget in each College/Portfolio.

b. University Council and the Vice-Chancellor are responsible for ensuring that adequate resources are provided to meet the University's work health and safety and injury management objectives and strategies.

c. Vice-Presidents and Executive Deans of College, and Portfolio Heads are responsible for ensuring that there are adequate resources to implement, maintain and monitor relevant work health and safety programmes, policies and procedures in their College/Portfolio.

7.2. Responsibility and Accountability

WHS roles and responsibilities are documented in the University's [WHS Policy](#), [Work Health and Safety Responsibilities](#), associated WHS procedures, and in position descriptions. WHS roles and responsibilities are defined for all levels of management and supervision.

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7.3. Training and Competence

a. Training ensures that workers, students and others are inducted and have the necessary competencies to work safely.

b. The WHS Training and Induction Procedures outline the requirements for WHS training, including induction, training needs and competencies.

c. Training may be provided in a number of formats, including on-line, small group training both on and off campus, and training by in-house and external trainers.

7.4. Consultation and Communication

a. Given that communication and consultation are essential for creating and maintaining a positive health and safety culture, the University has WHS consultation and communication arrangements as described in the WHS Management System Consultation and Communication Procedures.

b. The University supports a team approach in addressing work health and safety matters, including where appropriate, assisting in the recovery and return to work of injured staff.

c. The University Health and Safety Committee is the principal forum for consultation on the management of health and safety across the whole University.

d. College/Portfolio Health and Safety Committees are forums for staff and management to discuss issues affecting workers and others in Colleges/Portfolios.

e. Health and Safety Representatives play an important role in the consultative process for the workgroup they represent.

f. The University's WHS Policy, procedures and other relevant work health and safety information are communicated to staff, students, labour hire, contractors and their sub-contractors and workers, volunteers and visitors through:

    i. the WHS website

    ii. worker/student/visitor orientation/induction

    iii. on-line learning resources

    iv. electronic communication

    v. contractor on-line safety induction

    vi. WHS Unit staff

    vii. student handbooks and publications

    viii. safety manuals/safe operating procedures/safe work procedures

    ix. safety signage.

7.5. Reporting

Health, safety and injury management performance is regularly measured and reported to University Council, the University Health and Safety Committee and College/Portfolios Health and Safety Committees, including:

    i. reporting of accidents, incidents and system failures

    ii. audits

    iii. reporting on workplace inspections, hazard identification and risk assessments

    iv. reporting on preventative and corrective actions

    v. statutory reporting requirements.

7.6. Documentation

a. WHS documentation is available to staff and students on the University's WHS website.

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b. Documentation relevant to contractors, volunteers and visitors is also available on the website.

c. Colleges and Portfolios also have documentation relevant to their operations available on their websites or local networks (e.g. laboratory safety manuals, risk assessments, safe work procedures [SWPs]).

d. Website documentation includes policies, procedures, guidelines, forms, checklists,training information and other documentation, as well as links to related external documentation.

7.7. Document and Data Control

a. WHS policies and procedures are developed, approved and reviewed in accordance with the University's Policy Framework and Policy Development and Review Procedures.

b. WHS documents on the WHS website are the most up to date version. Any hard copies of documents are considered to be uncontrolled and users are directed to the WHS website for the current version.

7.8. Operational WHS Risk Management

The procedures for hazard identification, risk assessment, hazard control and evaluation of the effectiveness of control measures are documented in the WHS Risk Management Procedures.

7.9. Emergency Management

a. The Emergency Management Procedures document the University's approach to emergency preparedness and response.

b. In accordance with the Emergency Management Procedures, potential emergency situations must be identified and Emergency Plans, including emergency response procedures, must be in place.

c. Testing of the effectiveness of emergency response procedures must be undertaken as specified in the Emergency Plans.

8. Measurement and Evaluation

8.1. Monitoring and Measurement

a. The processes and information required to review the University's work health and safety and injury management performance against established performance indicators and goals, and to identify activities requiring corrective action and improvement are documented in the WHS Performance Measurement and Reporting Procedures.

b. College/Portfolio planned actions must include testing and monitoring requirements including aspects of the operation of buildings, plant/equipment/machinery, activities involving hazardous chemicals, animals, biological materials and radioactive substances and other sources as required by work health and safety and other relevant legislation and University policies and procedures.

8.2. Health Surveillance

a. Health surveillance programmes undertaken at the University are developed based on risk assessments and/or legislative requirements.

b. The WHS Unit coordinates these programmes where relevant for areas such as noise and exposure to substances in accordance with work health and safety and other relevant legislation.

8.3. Incident Investigation, Corrective and Preventative Action

a. The Accident, Incident and Hazard Reporting and Investigation Procedures and the WHS website document the procedures for reporting and investigating accidents/incidents. The WHS Unit maintains records of reported accidents/incidents and uses these for hazard risk management. The WHS Unit and the work area concerned review corrective actions to ensure completion and effectiveness.

b. Accident/incident and injury data is reported quarterly to the University Health and Safety Committee, College/Portfolios Health and Safety Committees, and to University Council.

c. The data is also used to identify areas requiring action in the University WHS Plan.

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8.4. Workplace Inspections

a. Colleges/Portfolios are required to undertake inspections of all workplaces, at least twice a year for high risk areas, and at least annually for low risk areas unless other arrangements have been defined. The procedures are documented in the [Workplace Safety Inspection Procedures](#).

b. Records of completed inspections are maintained by local areas, and corrective actions arereported to College/Portfolios Health and Safety Committees where relevant.

8.5. Records and Record Management

WHS records are kept in accordance with the [Records Management Policy](#).

8.6. WHS Audits

a. WHS is audited through the WHS Audit Plan covering elements of the WHS system across the University, including its controlled entities. The audit process is documented in the [WHS Auditing Procedures](#).

b. University Council approves the WHS Audit Plan which is risk based and may be modified following any incidents, the introduction of new procedures or operations, or legislative change.

c. WHS Audit results and progress with WHS Audit agreed actions are reported to the University Health and Safety Committee and University Council.

8.7. Performance Measurement and Reporting

The processes, information and reporting required to review the University's WHS performance outcomes against established performance indicators and goals, and to identify activities requiringcorrective action and improvement are described in the [WHS Performance Measurement and Reporting Procedures](#).

9. System Review

a. University Council reviews:

   i. the WHS Management System annually

   ii. the results of WHS audits of the University and actions taken by the University in response to the audit findings

   iii. the adequacy of controls/corrective actions put in place to mitigate WHS risk

   iv. the University WHS Operational Risk Register.

b. The review of the WHS Management System includes:

   i. an evaluation of whether implementation of the WHS Management System is meeting the University's WHS and injury management objectives as stated in the University's [WHS Policy](#)

   ii. review of progress against the University WHS Operational Plan including objectives, targets and performance indicators

   iii. a review of WHS internal and external audit findings and corrective actions

   iv. an evaluation of the effectiveness of the WHS Management System and any need for changes in the light of:

- legislative changes
- changes in the organisational structure and/or operations of the University
- advances in science and technology
- accident and incident investigation outcomes
- feedback, including from University staff, students and contractors.

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c. The procedures for review and evaluation are documented in the [WHS Management System Review Procedures](#).

10. References

AS/NZS ISO 31000:2018 Risk Management - Guidelines

AS/NZS ISO 45001:2018 Requirements with guidance for use - Occupational health and safety management systems

[ReturntoWorkSA Code of conduct for self-insured employers.](#)

AS/NZS 4804:2001 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques (reconfirmed 2020)

11. WHS Management System Supporting Procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[WHS Responsibilities](#)

[WHS Risk Management Procedures](#) [WHS Training and Induction Procedures](#)

[WHS Management System Planning Procedures](#)

[WHS Management System Consultation and Communication Procedures](#)[WHS Management System Review Procedures](#)

[WHS Performance Measurement and Reporting Procedures](#)

[Accident, Incident and Hazard Reporting and Investigation Procedures](#)[Workplace Safety Inspection Procedures](#)

[WHS Auditing Procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Flinders Policy Library](#)

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