



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

WHS Unit, Human Resources Division

WORKPLACE HEALTH AND SAFETY POLICY

Date approved	21 July 1999	Date Policy will take effect	21 July 1999	Date of Next Review	TBC
Approved by	University Council				
Custodian title & e-mail address	Manager, Workplace Health and Safety ohs-admin@uow.edu.au				
Author	Manager, Workplace Health and Safety				
Responsible Faculty/ Division & Unit	Workplace Health and Safety Unit, Human Resources Division				
Supporting documents, procedures & forms of this policy	Roles and Responsibilities for Workplace Health & Safety Work Health & Safety Management System				
References & Legislation	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW)				
Audience	Public – accessible to anyone				
Expiry Date of Policy	Not applicable				

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1 Purpose of Policy

1. The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. This Policy defines the principles of this commitment and the University's approach to the continuous improvement of health and safety in the workplace.
2. This Policy ~~sets out the overarching principles for the University's commitment and management of work health and safety requirements and~~ gives effect to the University's ~~Workplace Health and Safety~~WHS Management Plan, ~~Workplace Health and Safety~~WHS Management System, procedures and guidelines.
3. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

2 Definitions

Word	Definition (with examples if required)
Visitor	<p>Any person who visits the University and is not classified as a worker of the University. Visitors to the University may include, but are not limited to:</p> <ul style="list-style-type: none">• Students• Conference and function attendees• Commercial clients or customers including those visiting UniCentre, URACUOW Pulse or UOW Enterprises• Family and friends of workers or students• Tenants• Community visitors including prospective students, parents and collaborators.
<u>Work Health and Safety (WHS)</u>	<u>Multidisciplinary field concerned with the safety, health, and welfare of people at work</u>
Worker	<p>Any person who carries out work for the University which includes:</p> <ul style="list-style-type: none">• Employees• Trainees• Volunteers and affiliates including visiting and honorary fellows• Outworkers• Apprentices• Work experience students• Contractors or sub-contractors• Employees of a contractor or sub-contractor• Employees of a labour hire company assigned to work for the University.



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3 Application & Scope

1. This Policy applies to all workers of the University of Wollongong as well as students, affiliates and other visitors including the undertaking of university activity on or off campus.
2. Entities of the University are required to outline their commitment to work health and safety through their own WHS Policy and management system.

4 Principles

1. The University will undertake the following activities in fulfilling its commitment to provide a healthy and safe workplace:
 - develop, implement and maintain a health and safety management system which includes the requirements of this Policy
 - comply with applicable health and safety legislation as well as other requirements such as Codes of Practice or Australian Standards
 - implement a health and safety risk management process to ensure workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated
 - allocate sufficient financial and physical resources to enable the effective implementation of the Work Health and Safety Policy
 - provide, handle and store equipment, structures, substances and systems of work without risk to health
 - provide and disseminate current health and safety training and information to workers, students and visitors via the internet and other suitable delivery methods
 - implement arrangements for the consultation of health and safety matters with workers and students
 - establish measureable objectives and targets for health and safety aimed at the elimination of work-related illness and injury
 - report on measurements and targets to Council and Central WHS Committee.
 - ~~ensure that the WHS Unit and local area websites are updated with current legislative and University of Wollongong WHS Management System requirements.~~

5 Review

1. This Policy will be regularly reviewed following legislative or organisational changes, or as a minimum, every five years.

6 Roles & Responsibilities

1. The Vice-Chancellor has responsibility for, and is committed to, the effective implementation of the University Work Health and Safety Policy.
2. The Senior Executive will support Executive Deans, Department Heads of School Heads, Director, Managers and Supervisors to fulfil their health and safety responsibilities and accountabilities within their area of responsibility.
3. University Council has the responsibility to oversee the monitoring of the University's workplace health and safety WHS performance against objectives and targets.



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4. All workers, students and visitors have a responsibility to take reasonable care for their own safety and the safety of others and comply with any reasonable instruction, policy or procedures of the University in relation to health and safety.
5. The Workplace Health and Safety Unit is available to provide advice regarding specific health and safety matters, update the University on legislative changes and assist with the development, implementation and monitoring of this Policy and the workplace health and safety management system.
6. Further description of ~~health and safety~~WHS responsibilities are outlined in the UOW document “Roles and Responsibilities for Workplace Health and Safety”.

7 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	21 July 1999	Administrative Committee	First Version
2	4 June 2003	Vice-Chancellor	Minor changes to adjust policy to bring it in line with legislative changes
3	11 October 2005	Vice-Chancellor	Minor policy changes following review by WHS Committee
4	27 May 2008	Administrative Committee	Formatting and minor changes
5	6 May 2009	Vice-Principal (Administration)	Migrated to UOW Policy Template as per Policy Directory Refresh
6	20 August 2010	Vice-Principal (Administration)	Review date changed from May 2011 to May 2012
7	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division
8	10 January 2012	Vice-Principal (Administration)	Policy reviewed in accordance with Work Health and Safety Act 2011 NSW
9	17 August 2012	University Council	Scheduled review, inclusion of University Council responsibilities, inclusion of definitions for new terms workers and visitors.
<u>10</u>	<u>September 2017</u>	<u>TBC</u>	<u>TBA</u>