

Flinders Campus Community Services

Occupational Health Safety and Welfare Policy

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1. Policy

Flinders Campus Community Services (FCCS) is committed to the proper management of occupational health, safety and welfare, which ranks equally with all other operational considerations. FCCS will provide a safe and healthy workplace for its staff, students, contractors and visitors by having a planned and systematic approach to the management of occupational health, safety and welfare and where necessary, injury management and rehabilitation, and providing the resources for its successful implementation.

2. Legislative Framework

The following specify the duties of employers and employees for the health, safety and rehabilitation of people at workplaces:

- South Australian *Occupational Health, Safety & Welfare Act 1986*
- *Workers' Rehabilitation and Compensation Act 1986*
- *Occupational Health, Safety and Welfare Regulations 1995*
- Approved Codes of Practice

3. Objectives

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The objectives of this policy are to ensure that:

- 3.1 hazards and risks to health and safety are identified, assessed and, where they cannot be eliminated, are controlled effectively;
- 3.2 measures to control hazards and risks to health and safety are monitored and evaluated regularly;
- 3.3 staff are consulted and encouraged to contribute to the decision making processes on occupational health and safety matters affecting their health and safety at work;
- 3.4 managers, supervisors, staff, students, contractors and visitors receive appropriate information, instruction, training and supervision that they need to understand and carry out safely their responsibilities;

4. Definitions

OHSW Act	South Australian <i>Occupational Health, Safety & Welfare Act, 1986</i>
Departments	Administration, Catering Services, Retail, Sport & Recreation, Student Support Services, Marketing.
Supervisors	Staff with responsibility for the management or supervision of staff and/or facilities
Managers	Heads of Department
OHS Management System (OHSMS)	That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OHSW Policy, and so managing the risks associated with the business of FCCS.
Contractor	Person, partnership or company engaged under a contract to carry out work for FCCS, including all contractor employees and sub-contractors inducted through Building & Properties.
Volunteer	A person who performs work for FCCS free of charge. This includes elected student representatives.

5. Scope

This policy applies to workplaces owned, managed or controlled by FCCS.

6. Strategies

FCCS will achieve its occupational health, safety and welfare objectives by developing and implementing appropriate policies and procedures which

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document standards and assist managers, supervisors, staff, students, contractors and visitors in carrying out their responsibilities in:

- 6.1 identifying hazards and risks to health and safety associated with tasks and activities carried out by FCCS;
- 6.2 assessing the degree and level of risks arising from hazardous tasks or activities;
- 6.3 selecting, implementing and maintaining appropriate measures to control risks to health and safety;
- 6.4 consulting with staff on matters which may affect their health and safety;
- 6.5 identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors, staff, students, contractors and visitors with the knowledge and skills necessary to meet their responsibilities; and
- 6.6 developing, implementing and monitoring plans to put FCCS's health and safety policies and procedures into effect.

7. Responsibilities and Authority

7.1 FCCS Board

The FCCS Board is responsible for ensuring that FCCS has appropriate occupational health and safety systems, including review and assessment of those systems.

7.2 Responsible Officer

7.2.1 The General Manager, as the Responsible Officer under the OHSW Act, has the overall responsibility to

- provide a healthy and safe workplace for staff, students, contractors and visitors; and
- ensure that adequate resources are provided to meet FCCS's health and safety objectives and implement strategies.

7.2.2 In particular, the General Manager will ensure that:

7.2.2.1 FCCS complies with all relevant occupational health, safety and welfare, and workers compensation legislation and standards;

7.2.2.2 appropriate health and safety policies and procedures are developed, implemented and reviewed to enable the effective management of health and safety and control of risks to health and safety;

7.2.2.3 mechanisms are provided to enable staff and their representatives to be consulted on proposals for, or changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of staff;

7.2.2.4 Managers and Supervisors are provided with the necessary information and training to enable them to carry out their health and safety responsibilities effectively;

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- 7.2.2.5 mechanisms are established to enable the assessment of managers' and supervisors' health and safety performance;
 - 7.2.2.6 occupational health and safety performance is an integral part of FCCS's business and financial plans;
 - 7.2.2.7 mechanisms are established to monitor and report regularly on health and safety performance; and
 - 7.2.2.8 annual health and safety strategic and operational plans are developed, implemented, monitored and reviewed to meet FCCS's health and safety objectives.
- 7.2.3 The General Manager has the authority to approve OHSW, injury management and rehabilitation policies (other than this Policy) and procedures, to make decisions and act on any matter of OHSW, injury management and rehabilitation for FCCS, and to do all things required to ensure that FCCS meets health and safety standards.
- 7.2.4 The General Manager will report annually or more frequently if required to the FCCS Board on OHSW, injury management and rehabilitation matters.

7.3 Managers

- 7.3.1 Managers are responsible and accountable for health and safety within their Departments, including planning, review and monitoring of OHSW programmes.
- 7.3.2 In particular Managers are responsible for ensuring that:
- 7.3.2.1 relevant health and safety policies, procedures, and guidelines are implemented;
 - 7.3.2.2 there are adequate human, physical and financial resources to implement and monitor relevant health and safety policies and procedures;
 - 7.3.2.3 hazards which pose a risk to health and safety are identified, assessed and controlled effectively;
 - 7.3.2.4 the effectiveness of risk control measures are monitored regularly and corrective action taken;
 - 7.3.2.5 supervisors and staff have adequate knowledge and skills to carry out their health and safety responsibilities; and
 - 7.3.2.5 staff and health and safety representatives are consulted on proposals for, or changes to, the workplace, work practices, policies or procedures which may affect the health and safety of staff.

7.4 Supervisors

- 7.4.1 Supervisors are responsible and accountable for the day-to-day health and safety within their areas of responsibility.
- 7.4.2 In particular, Supervisors are responsible for
- 7.4.2.1 carrying out their roles and responsibilities as specified in relevant health and safety policies, procedures and guidelines;
 - 7.4.2.2 implementing relevant health and safety policies, procedures and guidelines in their areas of responsibility;

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- 7.4.2.3 ensuring that hazards in their areas of responsibility are identified, risk assessed and controlled and that these risk control measures are monitored regularly and maintained;
- 7.4.2.4 ensuring that staff under their supervision are provided with the necessary information, instruction and training to carry out their jobs safely and effectively; and
- 7.4.2.5 setting a good example for staff in occupational health and safety matters.

7.5 Staff and volunteers

- 7.5.1 Staff and volunteers are responsible for taking care to protect their own health and safety and to avoid affecting adversely the health and safety of any other person in the workplace.
- 7.5.2 In particular staff and volunteers are responsible for:
 - 7.5.2.1 complying with relevant FCCS health and safety policies and procedures;
 - 7.5.2.2 carrying out their roles and responsibilities as specified in relevant health and safety policies and procedures, ;
 - 7.5.2.3 obeying any reasonable instruction aimed at protecting their health and safety in the workplace;
 - 7.5.2.4 using any equipment provided to protect their health and safety in the workplace;
 - 7.5.2.5 assisting in the identification of hazards, the assessment of risks and implementation of risk control measures;
 - 7.5.2.6 reporting any incident or hazard in the workplace to their supervisor;
 - 7.5.2.7 considering and providing feedback on any matters which may affect their health and safety; and
 - 7.5.2.8 not being so affected by alcohol or another drug that they endanger their own or any other person's health and safety.

7.6 Contractors

Contractors are responsible for:

- 7.6.1 following University policies and procedures including contractor safety requirements;
- 7.6.2 complying with all relevant OHSW legislation, standards and codes of practice; and
- 7.6.3 ensuring that they do not, through their acts or omissions, do anything that could put at risk their own health or safety or that of University or FCCS staff, students, other contractors or visitors.

7.7 OHS Committee

- 7.7.1 FCCS will establish an OHS Committee consisting of management, staff and student council representatives and reporting to the General Manager. The OHS Committee is the principle forum for management to consult with staff on broad health, safety, welfare and policy issues.

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- 7.7.2 The Committee is responsible for:
 - 7.7.2.1 assisting in the development, monitoring and review of health and safety policies and procedures;
 - 7.7.2.2 considering proposals for, or changes to, the workplace, policies, work practices or procedures which may affect the health and safety of staff;
 - 7.7.2.3 promoting awareness of health and safety in FCCS;
 - 7.7.2.4 monitoring FCCS's health and safety performance, including the development and implementation of OHSW strategic and operational plans;
 - 7.7.2.5 reviewing and monitoring any issues associated with rehabilitation of injured workers; and
 - 7.7.2.6 assisting in the resolution of health and safety issues.

7.8 Health and Safety Representatives

- 7.8.1 FCCS will encourage and facilitate the formation of work groups and the election of Health and Safety Representatives to represent staff on health and safety matters.
- 7.8.2 Elected Health and Safety Representatives are responsible for:
 - 7.8.2.1 representing staff from their work group on health and safety matters;
 - 7.8.2.2 investigating health and safety related complaints prior to representations to management;
 - 7.8.2.3 making representations to management and reporting back to staff on any matter relating to health and safety;
 - 7.8.2.4 discussing with staff proposals or matters which may affect their health and safety;
 - 7.8.2.5 assisting managers and supervisors to identify hazards, assess risks and implement risk control measures;
 - 7.8.2.6 assist in monitoring risk controls, and health and safety policies and procedures.

8 Annual Report

The annual report will contain health and safety information including accident/incident statistics and performance against targets.

9 Review of Policy

This Policy will be reviewed regularly in light of legislative and organisational changes, and in any case, every four years, in consultation with the Occupational Health & Safety Committee.