



# WORKPLACE HEALTH AND SAFETY POLICY AND PROCEDURES

## 1.0 INTRODUCTION

UQU recognises the importance of a healthy and safe work environment for everyone. UQU seeks to maintain an environment free of risks and hazards to ensure the well-being and productivity of its employees, office bearers and other persons such as students, contractors, volunteers and visitors, in line with its obligations under the *Workplace Health and Safety Act 2011*(Qld) (the Act).

UQU is committed to:

- Developing, implementing, maintaining and adhering to procedures, processes and planning that establish safe and healthy environments.
- Ensuring that all our practices, processes and procedures comply with relevant workplace health and safety (WH&S) legislation and other requirements.
- Identifying hazards, assessing risks and implementing and maintaining effective risk management control strategies.
- Encouraging, supporting and engaging our employees in contributing to the improvement of WH&S through appropriate consultation, information and training.
- Displaying positive and consistent WH&S practices at all levels of administration and supervision.

## 2.0 SCOPE

This policy applies to all employees, office bearers, students, contractors, volunteers and visitors at UQU.

Workplace health and safety is the responsibility of everyone in the workplace. UQU employees, office bearers and other persons such as students, contractors, volunteers and visitors have an obligation to follow safe work practices, report hazards immediately and not act in a manner so as to cause harm to themselves, other people or property.

UQU encourages employees and others to implement sound health and safety principles in all their activities.

## 3.0 APPLICATION

### 3.1 Compliance

UQU will comply with all relevant WH&S and Workers' Rehabilitation and Compensation legislation and other requirements.

### 3.2 Management System

UQU will implement a WH&S Management System, consisting of policies, procedures, plans, positions and resources to prevent injuries and to systematically manage WH&S at workplaces controlled or managed by UQU.

### **3.3 Resourcing**

UQU will provide adequate and responsible resources to facilitate the fulfilment of UQU WH&S responsibilities.

### **3.4 Induction and Training**

UQU will identify, develop and provide appropriate information, instruction and training to equip employees, contractors, students and visitors with the knowledge and skills necessary to meet their WH&S responsibilities.

### **3.5 Identification, Control and Management of Safety Hazard and Risks**

UQU will identify WH&S hazards associated with the tasks and activities undertaken. All such hazards will be eliminated unless it is not reasonably practicable to do so.

Where it is not reasonably practicable to eliminate a hazard, UQU will select the most appropriate measures to control and minimise the risks associated with the hazards.

### **3.6 WH&S Issues Resolution**

#### **a) Minor WH&S issues**

For minor WH&S issues that are easily resolved with minimal effort or disruption, employees are encouraged to take action themselves if they are appropriately skilled and it is safe to do so, for example, move an obstacle out of a walkway to prevent potential trip and fall incidents.

#### **b) More serious WH&S issues**

##### **(i) Action by employees**

More serious WH&S issues should be referred to the relevant Supervisor. If it is not possible for employees to raise the matter with their immediate Supervisor, or the Supervisor fails to resolve the matter in consultation with them, they may contact:

- Workplace Health & Safety Officer
- HR

Every effort should be made to resolve WH&S matters at the local level in the first instance.

##### **(ii) Actions by Supervisor**

When a Supervisor is presented with a WH&S issue they should resolve it in consultation with the employee involved using relevant WH&S guidance and support services as needed. Where the WH&S issue or its resolution reach beyond the control of the Supervisor, they must take the matter to the Workplace Health & Safety Officer.

### **3.7 Incidents and Hazards Reporting**

Any incidents, injuries or emergencies must be documented for UQU's records and to prevent other occurrences of similar incidents. The process should be as follows:

1. The injured employee reports to the Supervisor/Manager or Workplace Health & Safety Officer to provide details and verify that the incident did occur at work;

2. An “Injury, Illness and Incident Report” Form is completed within 24 hours of a workplace incident occurring;
3. The incident is then listed on the Incident Database and investigated by the Workplace Health & Safety Officer.

The Workplace Health & Safety Officer & HR are responsible for maintaining the Incident Database.

All injuries and near hits, no matter how minor, must be reported to the Supervisor/Manager and the Workplace Health & Safety Officer.

Refer to the Injury, Illness, Incident and Hazard Reporting and Recording Policy and Procedures for further information.

### **3.8 Breach of Policy**

A breach of this policy is considered a serious matter and may result in disciplinary action, including the termination of employment.

## **4.0 RESPONSIBILITIES**

### **4.1 Employee’s responsibilities**

An employee’s responsibilities include, but are not limited to:

- Taking reasonable care for their own health and safety;
- Not wilfully placing at risk the health and safety of any person at the workplace;
- Not wilfully injuring themselves;
- Using and maintaining personal protective equipment (PPE) in accordance with directions, and report when any PPE requires repair or replacement;
- Not wilfully or recklessly interfering with or misusing anything provided by UQU to enhance safety in the workplace;
- Reporting all accidents, incidents and hazards to their Supervisor/Manager ;
- Participating in training arranged to support the implementation of WH&S policy and procedures;
- Complying with UQU WH&S policies and procedures; and
- Engaging in developing and implementing WH&S solutions.

### **4.2 Manager/Supervisor’s responsibilities**

In addition to the responsibilities outlined above, a Manager/Supervisor’s responsibilities include, but are not limited to:

- Providing and maintaining a safe and healthy work environment;
- Providing and maintaining safe plant and equipment;
- Ensuring the safe use, handling, storage and transport of substances;
- Ensuring safe systems of work;
- Providing adequate information, instruction, training and supervision to ensure health and safety;
- Taking steps to ensure that identified hazards are eliminated as far as reasonably practicable or controlled using the hierarchy of risk control.
- Consulting with employees on matters relating to workplace health and safety.

### **4.3 Workplace Health and Safety Officer's responsibilities**

A WHSO's responsibilities include, but are not limited to:

- Providing information, advice and assistance on a wide range of WH&S issues;
- Accident/incident investigation and implement measures to prevent any recurrence;
- Compliance and systems auditing;
- Developing and reviewing WH&S policies and procedures in consultation with employees;
- Providing and/or coordinating WH&S training;
- WH&S promotion;
- Assisting in the risk management process;
- Advising the HR Department of the state of health and safety within the workplace.
- Inspect the workplace for hazards;
- Be consulted by UQU about proposed changes to the work group affecting workplace health and safety;
- Assist in the resolution of workplace health and safety issues;
- Accompany an inspector during an inspection of the workplace (in relevant work group);
- Attend a prescribed training course.

### **4.4 WH&S Committee's responsibilities:**

A WH&S Committee's responsibilities include, but are not limited to:

- Recommending actions and long term strategies regarding WH&S;
- Identifying current and potential issues and planning and recommending safeguards;
- Encouraging an active interest in WH&S within the workplace;
- Considering measures for training and education for employees, students and visitors;
- Communicating WH&S standards and procedures
- Assisting in the resolution of WH&S issues.

## **5.0 CONSULTATION**

UQU will undertake adequate consultation with all employees, students, contractors and visitors to enhance the effectiveness of the WH&S Management System.

UQU supports the election of Employee Health and Safety Representatives within defined work group and has established a WHS Committee to facilitate formal consultation on WH&S matters.

## **6.0 POLICY REVIEW**

This policy will be reviewed yearly or at other times if any significant new information or legislative or organisational change warrants a change in this document to ensure its ongoing relevance and to confirm UQU's commitment to WHS.

## 7.0 RELATED POLICIES AND PROCEDURES

**Workplace Health and Safety Policy** should be read in conjunction with the *Workplace Health and Safety Act 2011* and *Workplace Health and Safety Regulation 2011*.

Where relevant this policy should also be read in conjunction with the following policies and procedures:

- Manual handling Policy
- Worker's Rehabilitation Policy
- Workplace Harassment, Bullying and Discrimination Policy
- Injury, Illness, Incident and Hazard Reporting and Recoding Policy and procedures
- Smoking Policy
- Chemical Awareness and Safe Handling
- Workplace Health and Safety Handbook
- Personal Protective Equipment (PPE) Policy

For further information on this policy contact Human Resources Department.