

# Health and Safety Policy

## Section 1 - Summary

(1) This Policy defines Victoria University's (VU) commitment to providing a safe and healthy working and learning environment.

## Section 2 - HESF/ASQA/ESOS Alignment

(2) HESF: Standard 2.3 Wellbeing and Safety.

(3) Standards for Registered Training Organisations (RTOs) 2015 (Cth): Standard 8.

## Section 3 - Scope

(4) This Policy applies to all staff, students, contractors and visitors at all VU sites and VU managed activities.

## Section 4 - Definitions

(5) Nil.

## Section 5 - Policy Statement

(6) Victoria University is committed to:

- a. ensuring the health and safety of all people who work or study at VU by 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 staff 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.

(7) The University is committed to complying with all relevant health and safety legislative requirements.

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

(9) The University provides appropriate health and safety training for all staff, and disseminates health and safety

information and instruction to all staff, students, contractors and visitors in the workplace.

(10) The University commits to engaging staff in a transparent and consistent consultative process for decision making where there is an impact on workplace health and safety including changes to work processes and/or working environments.

(11) The University defines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements for staff at all levels in the workplace.

(12) 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.

(13) The University promptly reports hazards, incidents, near misses, occupational illnesses and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.

(14) The Vice-Chancellor and Vice-Chancellor's Group are accountable for ensuring the principles of this Policy are implemented across all VU campuses, workplaces and activities.

(15) The health and safety management system includes processes aimed at:

- a. planning;
- b. implementation;
- c. measurement & evaluation; and,
- d. management review.

(16) Senior Leadership team, Professional leaders, Directors, Managers and Supervisors are responsible for ensuring the principles of this Policy are effectively implemented and managed within their areas responsibility.

(17) Senior Leadership team, Professional leaders, Directors, Managers and Supervisors are responsible for ensuring that appropriate health and safety training opportunities are provided, and that all mandatory health and safety training is completed, recorded and current.

(18) Guidance on fulfilling your OHS roles and responsibilities is available in the Guidance document titled Roles and Responsibilities for Occupational Health and Safety.

(19) This Policy is supported by a suite of Health and Safety procedures which are mandatory for use by all staff, students and contractors.

## Section 6 - Procedures

(20) [Health and Safety - Accountability and Responsibilities Procedure](#)

(21) [Health and Safety - Asbestos Management Procedure](#)

(22) [Health and Safety - Chemical Management Procedure](#)

(23) [Health and Safety - Confined Spaces Procedure](#)

(24) [Health and Safety - Contractor Classification Procedure](#)

(25) [Health and Safety - Contractor Management Procedure - Facilities Department \(Capital Planning\)](#)

- (26) [Health and Safety - Contractor Management Procedure - General Contractors](#)
- (27) [Health and Safety - Contractor Management Procedure - Outsourcing Major Services](#)
- (28) [Health and Safety - Document Control Procedure](#)
- (29) [Health and Safety - Electrical Safety Procedure](#)
- (30) [Health and Safety - Hazard Management Procedure](#)
- (31) [Health and Safety - HSW Monitoring and Performance Evaluation Procedure](#)
- (32) [Health and Safety - Ionising Radiation Management Procedure](#)
- (33) [Health and Safety - Issue Resolution Procedure](#)
- (34) [Health and Safety - Lock-Out and Tag-Out Procedure](#)
- (35) [Health and Safety - Manual Handling Procedure](#)
- (36) [Health and Safety - OHS Alcohol and Other Drugs Procedure \(Staff\)](#)
- (37) [Health and Safety - OHS Consultation and Participation Procedure](#)
- (38) [Health and Safety - OHS Incident Reporting and Investigation Procedure](#)
- (39) [Health and Safety - Permit to Work Procedure](#)
- (40) [Health and Safety - Pets on Campus Procedure](#)
- (41) [Health and Safety - Plant Management Procedure](#)
- (42) [Health and Safety - Staff Immunisation Procedure](#)
- (43) [Health and Safety - Working Alone or In Isolation Procedure](#)
- (44) [Health and Safety - Workplace First Aid Procedure](#)

## Status and Details

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|----------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>              | Current                                                                                                                |
| <b>Effective Date</b>      | 12th September 2018                                                                                                    |
| <b>Review Date</b>         | 14th September 2024                                                                                                    |
| <b>Approval Authority</b>  | Vice-President, People and Culture                                                                                     |
| <b>Approval Date</b>       | 12th September 2018                                                                                                    |
| <b>Expiry Date</b>         | Not Applicable                                                                                                         |
| <b>Accountable Officer</b> | Lisa Line<br>Deputy Vice-Chancellor Enterprise and Digital<br>Lisa.Line@vu.edu.au                                      |
| <b>Responsible Officer</b> | Simone Wright<br>Chief Human Resources Officer<br>+61 3 9919 5447                                                      |
| <b>Enquiries Contact</b>   | Michael Haritou<br>Director, Workplace Relations and Safety<br>+61 3 9919 5074<br><hr/> Workplace Relations and Safety |