

# 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 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice President: People and Culture
Responsible Officer	Senior Manager, OHS, Occupational Health and Safety & Wellbeing

## Section 3 - Scope

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

## Section 4 - Definitions

(3) Nil.

## Section 5 - Policy Statement

(4) 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.

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

- (6) The University operates a health and safety management system that is consistent with the nature and scale of its operations.
- (7) 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.
- (8) 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.
- (9) The University defines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements for staff at all levels in the workplace.
- (10) 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.
- (11) 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.
- (12) The Vice-Chancellor and President and Senior Executive Group are accountable for ensuring the principles of this Policy are implemented across all VU campuses, workplaces and activities.
- (13) The health and safety management system includes processes aimed at:
- a. planning;
  - b. implementation;
  - c. measurement & evaluation; and,
  - d. management review.
- (14) 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.
- (15) 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.
- (16) Guidance on fulfilling your OHS roles and responsibilities is available in the Guidance document titled Roles and Responsibilities for Occupational Health and Safety.
- (17) 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**

- (18) Refer to the [VU Policy and Procedure Library](#).

## **Section 7 - Guidelines**

- (19) Refer to the [OHS Intranet site](#).



## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	13th September 2018
<b>Review Date</b>	13th September 2021
<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>	Shaun Eltham Vice-President, People and Culture +61 3 99194342
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