

Demonstrating Health, Safety and Wellbeing Leadership and Commitment

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1.0 Purpose

This standard outlines the mandatory requirements for demonstrating leadership and commitment to Health, Safety and Wellbeing (HSW) at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.

2.0 Scope

This standard applies to all staff, students, contractors and other relevant personnel in management roles and engaged by Griffith University to undertake their work, research or study.

3.0 Standard

3.1 Leadership Participation

All management must:

- prioritise HSW
- routinely discuss safety with staff at meetings
- encourage staff to discuss safety and put forward suggestions for HSW improvement at meetings
- communicate the HSW Strategy
- schedule regular safety walk rounds in areas under their authority
- attend and participate in HSW Leadership training activities
- ensure staff are familiar with their safety responsibilities.

Senior Management and Executive Management must, where a Tier 2 or Tier 3 HSW Committee is under their authority:

- ensure the Health and Safety (H&S) Partners report is a standing agenda item at the committee meeting
- attend one committee meeting per year
- review the committee minutes and H&S Partners report.

3.2 Planning Work

All management must:

- consult with, actively listen to, and encourage the input of staff during planning activities, risk assessments, and the management of controls
- promote the participation in critical risk workshops
- ensure critical risks are identified and understood, and verify critical control effectiveness
- encourage the identification of hazards to HSW in the workplace
- understand the legal and other requirements relevant to the work their team undertakes
- assess the risks and opportunities of changes within their area of influence
- establish HSW objectives for their team to maintain and continually improve the HSW management system and HSW performance.

3.3 Supporting the Workforce

All management must:

- support psychosocial risk management practices by:
 - reviewing risk data quarterly
 - promoting and encouraging participation in focus groups
 - providing resources for psychosocial interventions
 - providing a psychologically safe environment for staff to raise concerns or identify psychological hazards
- ensure resources are available to implement risk controls successfully
- ensure staff and contractors understand the safety procedures relevant to them
- encourage completion of mandatory and area-specific training
- provide resources for staff to participate in emergency preparation, planning and training
- enable effective internal and external communication of HSW matters for the team
- retain appropriate records to demonstrate effort and meet legislative requirements.

3.4 Implement and Improve Operational Controls

All management must:

- actively listen to and act upon feedback from staff and contractors if they believe a safety procedure is impractical or could not be followed
- consult with the HSW team where required
- communicate all outcomes post feedback to their work areas
- routinely work towards reducing HSW risk to as low as reasonably practicable
- understand the work to be undertaken by contractors and the potential impact on HSW
- communicate work to be undertaken by staff and contractors when it impacts other areas of the organisation
- understand the emergency controls relevant to the team's work and participate in emergency evacuation drills.

3.5 HSW Performance Evaluation

All management must:

- identify, measure, and monitor metrics that provide information on HSW performance, including:
 - HSW risks
 - relevant legal compliance
 - strategic objectives
 - Group/Element HSW Improvement Plan.
- participate in assurance activities within their work area.

3.6 Improvement

All management must:

- report and review any HSW incidents, injuries, illnesses, or other harm within the required timeframes and to the relevant people
- take corrective action and identify opportunities for preventive controls
- reassess risks to determine if the profile has changed
- review assurance activity reports
- provide resources to close out assurance activity recommendations/actions
- encourage continual improvement of HSW systems
- communicate all improvement outcomes to their work areas.

4.0 Definitions

Executive Group refers to the University's principal management committee.

Management refers to any leader or supervisor organising work and / or supervising staff.

Reasonably practicable refers to what can reasonably be done in the circumstances when complying with duties to ensure health and safety under legislation.

Senior Management refers to any leader or supervisor leading an Element or other leaders.

Tier 2 Committee refers to the Griffith University individual organisational group Health, Safety and Wellbeing committees:

- Arts, Education and Law HSW Committee
- Campus Life HSW Committee
- Central Elements HSW Committee
- DVC (Research) HSW Committee
- Griffith International HSW Committee
- Griffith Health Group HSW Committee
- Griffith Business School HSW Committee
- Griffith Sciences HSW Committee
- HSW Functional Leadership Team

5.0 Information

Title	Demonstrating HSW Leadership and Commitment Standard
Document number	2023/0001242
Purpose	This standard outlines the mandatory requirements for demonstrating leadership and commitment to health, safety and wellbeing (HSW) at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 3: Good Health and Well-Being
Approval date	18 December 2023
Effective date	18 December 2023
Review date	18 December 2028
Policy advisor	Associate Director, H&S Standards and Assurance
Approving authority	Director, Health and Safety

6.0 Related Policy Documents and Supporting Documents

Legislation	<p><i>Work Health and Safety Act 2011 (Qld)</i></p> <p><i>AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance and use</i></p> <p><i>AS/NZS ISO 45003 Occupational health and safety management — Psychological health and safety at work — Guidelines for managing psychosocial risks</i></p> <p><i>Managing the risk of psychosocial hazards at work Code of Practice 2022 (Qld)</i></p>
Policy	Health, Safety and Wellbeing Policy
Procedures	N/A
Local Protocol	N/A
Forms	N/A