

Health, Safety and Wellbeing

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1.0 Purpose

This policy sets out the University's commitment to the health, safety and wellbeing of all people undertaking activities associated with the University.

2.0 Scope

This policy applies to all Griffith University Council members, Council Committee members, staff, students, visitors, contractors and volunteers engaging in activities with Griffith University.

3.0 Policy statement

The University is committed to meeting its duty of care, to ensure:

- The health, safety and wellbeing of its staff, students and visitors while undertaking activities at or for the University.
- Risks to the health, safety and wellbeing of people are mitigated and minimised as far as reasonably practicable.
- All compliance requirements are fulfilled.

3.1 Health and Safety Commitment

The University's commitment to health and safety is demonstrated through its safety management system. The system supports the governance arrangements, objectives and principles for health, safety and wellbeing to ensure safety risk management, incident reporting, injury management and compliance with all legal requirements. The system is aligned with the requirements of the standard for occupational health and safety management systems (AS/NZS ISO45001:2018).

3.1.1 Leadership Commitment and Consultation

University senior management will demonstrate leadership and commitment with respect to health, safety and wellbeing. The University will:

- Consult with staff to ensure safety management systems are operating effectively, and health and safety issues are regularly reviewed.
- Continually improve and measure its health and safety performance through staff consultation, health and safety committee meetings and through the issue resolution process.

3.1.2 Planning, Support and Controls

The University will take actions to address risks and opportunities and will:

- Identify, assess and control all physical and psychosocial foreseeable risks in order to prevent or minimise harm.
- Establish health and safety objectives.
- Provide resources to maintain and continually improve the safety management system.
- Plan, implement, control and maintain processes to reduce hazards, manage change, support safe procurement and manage contractors.
- Ensure emergency preparedness and response.
- Report and investigate incidents, injuries, illnesses and other harm that may occur through work processes and implement and communicate preventative strategies.

Staff and students will be provided with appropriate training and support to enable them to:

- Undertake activities in a safe manner and adhere to the safety requirements of the University.
- Report unsafe conditions.
- Participate in the continual improvement of safety.

3.1.3 Wellbeing

The University values the health of all staff and students and recognises that wellbeing is a significant factor in workforce and student performance. The University will foster a working and learning environment that promotes a healthy, safe and engaged University community, to proactively support staff and student welfare in order to optimise their potential. The University will establish measures to identify psychosocial hazards and implement controls to mitigate risks.

3.1.4 Performance Evaluation and Issue Resolution

The University will evaluate health and safety performance through reporting, audit and review processes. Health and safety issues will be dealt with at the local level. Staff, managers and supervisors must work together to resolve local issues and participate in improving the health and safety performance and culture to ensure the safety of all people involved in University activities and to protect the reputation and integrity of the University.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
University Council	<p>The University Council is the responsible governing body and ensures the university adheres to all compliance obligations.</p> <p>The University requires those responsible for all University activities, whether on or off campus, to comply with relevant work health and safety legislation, codes of practice, and established good practice, including Australian Standards, as well as University policies and procedures.</p>

Vice Chancellor	<p>The Vice Chancellor has ultimate responsibility for the implementation and review of the University's Health, Safety and Wellbeing Policy, delegation of health and safety management responsibilities, and the allocation of appropriate resources.</p> <p>While the Vice Chancellor has ultimate responsibility for the health and safety of all people affected by the University's activities, there are detailed and clearly articulated accountabilities and obligations for health and safety at all levels of management in the Work Health and Safety Accountabilities document.</p>
Executive Group	<p>The University's Executive Group is responsible for exercising due diligence to ensure compliance with the Health, Safety and Wellbeing Policy.</p>
All Staff	<p>All University staff have an active role and responsibility within the safety management system including but not limited to reporting hazards and adhering to all reasonable directions, policies, and procedures relating to their safety and the safety of others.</p>

5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

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 are those people that may hold the following positions within the University: Deputy Vice Chancellors, Pro Vice Chancellors, Deans, Administrative Directors, Heads, Heads of School, Centre Directors, Directors and Associate Directors.

Staff refers to both paid and unpaid people undertaking work for, or on behalf of, the University.

For advice and support contact policy@griffith.edu.au for Governance and Operational policy documents.

6.0 Information

Title	Health, Safety and Wellbeing Policy
Document number	2023/0001056
Purpose	This policy describes the University's obligation and commitment to ensuring the health, safety and wellbeing of all people undertaking activities associated with the University.
Audience	Staff; Students; Public
Category	Operational
Subcategory	Risk
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 3: Good Health and Well-Being
Approval date	9 October 2023
Effective date	9 October 2023
Review date	2028
Policy advisor	Director, Health, Safety and Wellbeing
Approving authority	University Council

7.0 Related Policy Documents and Supporting Documents

Legislation	Codes of Practice Codes of Practice for Electrical Work Electrical Safety Act 2002 Electrical Safety Regulation 2013 Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
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Workers Compensation and Rehabilitation Act 2003

Workers Compensation and Rehabilitation Regulation 2014

Policy

Children in the Workplace Policy
 Code of Conduct
 Domestic and Family Violence Support Procedure
 Facilities Management and Campus Access and Use Policy
 No Smoking Policy
 Public Interest Disclosure Policy
 Register of Compliance Obligations
 Responsible Conduct of Research Policy
 Risk and Resilience Management Policy
 Staff Harassment Bullying and Discrimination Policy
 Student Conduct, Safety and Wellbeing Policy
 Student Critical Incident Management Policy
 Students with Disabilities Policy
 Work-Integrated Learning at Griffith
 Workplace Rehabilitation Policy
 Vaccine Preventable Diseases Policy for Griffith Health Clinics

Procedures

Campus Access and Use Procedure
 Electrical Safety Procedure
 Griffith Health Code of Professional Practice
 Guidelines for the Prevention and Control of Communicable and Notifiable Diseases
 Managing Chemicals Standard
 Reporting and Resolution of Staff Sexual Assault Harassment Bullying and Discrimination Procedures
 Safety Management System Framework
 Student General Conduct Procedure
 Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure
 Workers Compensation Procedures
 Workplace Rehabilitation Procedures

Local Protocol

N/A

Forms

N/A