



## Health and Safety Responsibilities Procedures

### 1. STRATEGIC OBJECTIVE AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [People and Culture](#)

[Health and Safety Policy](#)

[Occupational Safety and Health Act 1984 \(WA\)](#)

[Occupational Safety and Health Regulations 1996 \(WA\)](#)

### 2. IMPLEMENTATION PRINCIPLES

2.1. Curtin University management and supervisory staff (including Executive Managers, academic management, general/professional staff management and supervisors) are responsible for implementation and compliance monitoring of this procedure in their work areas.

### 3. PROCEDURAL DETAILS

This document outlines the health and safety responsibilities of all workers at the University.

#### 3.1. Procedures

Workers at all levels at the University have specific responsibilities for ensuring health and safety. These responsibilities are in line with relevant legislation and the University's [Health and Safety Management Standards](#).

The specific health and safety responsibilities of workers are dependent on their role within the University and are outlined in this procedure.

Health and safety responsibilities must be incorporated into staff position descriptions, and the associated performance criteria utilised in annual Work Planning and Performance Review to determine staff performance with respect to these health and safety responsibilities.

### 4. RESPONSIBILITIES

(Note: Titles are defined in the [Titles for University Positions Procedures](#).)

#### 4.1. Executive Managers

The health and safety responsibilities of Executive Managers are as follows:

To ensure the implementation and maintenance of an effective health and safety management system across the University that is consistent with the *Occupational Safety and Health Act* and other legislative requirements.

Performance criteria:

- (a) Demonstrate visible health and safety leadership
  - Implement the University's *Health and Safety Policy* for the faculty/area;
  - Integrate health and safety into all levels of management within the faculty/area.
- (b) Allocate responsibility for health and safety management and assignment of authority
  - Integrate health and safety responsibilities into job descriptions for heads of schools/areas;
  - Evaluate performance of heads of schools/areas with reference to health and safety responsibilities and performance standards.
- (c) Establish and maintain the operation of an effective Faculty/Area Health and Safety Committee(s)
  - Ensure the appointment and election of members to the health and safety committee in accordance with the membership requirements outlined in the faculty/area health and safety Committee Constitution;
  - Facilitate the operation of the health and safety committee;

- Review the recommendations of the health and safety committee and take action as necessary.
- (d) Allocate sufficient resources for health and safety management
- Incorporate health and safety activities into Faculty or Area operational plans;
  - Set expenditure priorities and provide a budget allocation for health and safety;
  - Ensure Safety and Health Representatives have adequate time and resources to undertake their duties.
- (e) Ensure implementation of the risk management program within the Faculty/ Area
- Ensure that the Faculty/Area implement the University's system for risk management in all aspects of their work;
  - Ensure risk assessments are documented using the University risk assessment tools;
  - Periodically audit risk assessments conducted within the Faculty/Area.
- (f) Ensure implementation of incident and hazard management practices within the Schools/ Areas
- Ensure that all incidents are reported on the online incident reporting system;
  - Ensure that all incidents are appropriately investigated;
  - Ensure all agreed corrective actions are completed within determined timeframes,
  - Ensure that workplace hazards are reported for action (as appropriate).
- (g) Proactively assist and support University procedures for managing injured workers
- Identify and report injuries in a timely manner to the University's Injury Management department in compliance with the *Injury Management and Workers' Compensation Policies* and procedures and jurisdictional legislation;
  - Co-operate and assist in all aspects of the claims and rehabilitation process in respect to providing information, responses and action as required by the Injury Management department;
  - Co-operate and assist in implementing procedures and the practical application of workplace rehabilitation for injured employees returning to work.
- (h) Ensure the Schools/ Areas have effective systems for the provision of health and safety information, training and supervision.
- (i) Ensure that Schools/ Areas have effective emergency procedures.

#### **4.2. Heads of Schools and Area Managers**

The health and safety responsibilities of Heads of Schools and Functional Area Managers are as follows:

To implement and maintain an effective health and safety management system within the School or Area that is consistent with the *Occupational Safety and Health Act* and other legislative requirements.

Performance criteria:

- (a) Demonstrate visible health and safety leadership
- Adopt, implement, distribute to all staff and display the University *Health and Safety Policy* in a prominent location within the School or Area;
  - Develop local procedures, adopt and implement guidelines relating to specific health and safety issues within the School or Area;
  - Gain understanding of Codes of Practice and Australian Standards relevant to the type of work, function and equipment in the School/Area;
  - Undertake periodic reviews of school/area safe work procedures and processes.
- (b) Allocate responsibility for health and safety management and delegation of authority

- Integrate health and safety responsibilities into position descriptions for managers, supervisors and individual staff;
  - Appoint appropriate numbers of Safety and Health Representatives, First Aiders, Fire Wardens and delegate authority to them to undertake their specific health and safety duties;
  - Evaluate staff performance with reference to health and safety responsibilities and performance standards;
  - Establish consultative processes regarding health and safety issues between management and staff, including the establishment of a health and safety committee.
- (c) Allocate sufficient resources for health and safety Management
- Incorporate health and safety activities into the School or Area's annual operational plan;
  - Schedule time to undertake training and other health and safety tasks;
  - Provide a budget allocation for health and safety resources including hazard control measures, protective equipment, training, and building and workstation modifications;
  - Ensure Safety and Health Representatives have adequate time and resources to undertake their duties.
- (d) Implement a Risk Management Program
- Adopt the University risk management system for the identification of hazards, evaluation of risks, and design and implementation of hazard control measures - applicable to research projects, teaching, field work, purchasing (plant, equipment or chemicals), service operations and minor or major works;
  - Ensure risk assessments are recorded using the University's Risk Assessment tools;
  - Incorporate health and safety considerations into the design specification, purchase, hire, lease and supply of new plant including equipment, materials, products and substances used in the workplace.
- (e) Implement hazard and incident management practices within the School/ Area
- Ensure implementation of the incident reporting and investigation procedures;
  - Ensure hazards are reported on the online incident reporting system;
  - Ensure implementation of corrective action arising from incident investigation and hazard reports.
- (f) Support University procedures for managing injured workers
- Identify and report injuries in a timely manner to the University's Injury Management department in compliance with the *Injury Management and Workers' Compensation Policies* and procedures and jurisdictional legislation;
  - Co-operate and assist in all aspects of the claims and rehabilitation process in respect to providing information, responses and action as required by the Injury Management department;
  - Co-operate and assist in implementing procedures and the practical application of workplace rehabilitation for injured employees returning to work.
- (g) Ensure provision of health and safety information, training and supervision
- Ensure all workers complete the mandatory SOL Health and Safety Induction within the required timeframe set by the University;
  - Ensure the dissemination of health and safety information to all workers;
  - Ensure the provision of induction and refresher training to ensure ability of workers to discharge allocated health and safety responsibilities;
  - Maintain training records;

- Ensure supervision of the health and safety aspects of work undertaken by workers and students.
- (h) Establish and disseminate emergency procedures
- Ensure the appointment of fire wardens for buildings occupied by the School or Area;
  - Ensure that appointed staff complete fire warden training as appropriate;
  - Ensure the appointment of trained first aiders and provision of first aid equipment appropriate to the needs of the work undertaken.

#### **4.3. Line Managers and Supervisors (including Academic and General Staff)**

The health and safety responsibility of line managers and supervisors is as follows:

To undertake effective health and safety measures to ensure compliance with the *Occupational Safety and Health Act 1984* and related legislative requirements.

Performance criteria:

- (a) Demonstrate visible health and safety leadership
- Adopt, implement, distribute to all staff and display the University health and safety policy in a prominent location within the School or Area;
  - Develop local procedures in consultation with relevant staff, adopt and implement guidelines relating to specific health and safety issues within the School or Area;
  - Gain understanding of Codes of Practice and Australian Standards relevant to the type of work, function and equipment in the School/Area;
  - Undertake periodic reviews of school/area safe work procedures and processes
- (b) Provide health and safety information, training and supervision
- Ensure all workers complete the mandatory SOL Health and Safety Induction within the required timeframe set by the University;
  - Disseminate health and safety information to staff and students relevant to the specific work hazards of the area;
  - Provide induction and refresher training to ensure ability of workers to discharge allocated health and safety responsibilities including: hazards within the workplaces, safe work procedures, use and maintenance of personal protective equipment and safety equipment and emergency response procedures;
  - Supervise the health and safety aspects of work undertaken by workers and students within the work area;
  - Facilitate consultative processes regarding health and safety issues between management and workers.
- (c) Undertake Risk Assessments
- Participate in, or directly supervise the undertaking of, the identification of hazards, evaluation of risks, and design and implementation of hazard control measures - applicable to research projects, teaching, field work, purchasing (plant, equipment or chemicals), service operations and minor or major works;
  - Ensure risk assessments are recorded using the University risk assessment tools;
  - Incorporate health and safety considerations into the design specification, purchase, hire, lease and supply of new plant including equipment, materials, products and substances used in the workplace;
  - Monitor the performance and effectiveness of the risk management program within the work area.
- (d) Ensure application of appropriate risk control measures
- Implement hazard specific health and safety policies and guidelines and develop and periodically update health and safety procedures for management of risks specific to the work area;

- Ensure the provision of plant, safety systems and personal protective equipment required to control the risk of hazards in the work area;
  - Ensure the maintenance of plant, safety systems and personal protective equipment required to control the risk of hazards in the work area.
- (e) Implement incident and hazard management practices within the School/ Area
- Undertake investigations of work related injuries and illnesses. Recommend corrective actions to prevent or minimise recurrence;
  - Ensure all workplace hazards and incidents are reported in a timely manner;
  - Oversee the implementation of corrective action arising from incident investigations and hazard reports

#### 4.4. Individual Workers

The health and safety responsibility of individual workers is as follows:

To comply with requirements of the *Occupational Safety and Health Act* and all reasonable directive given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Performance criteria:

- (a) Comply with safe systems of work
- Follow safe work procedures established by the University, Faculty, School or Functional Area;
  - Follow safe systems of work, including contractor management and risk management processes;
  - Participate in the development of local area safe work procedures, as appropriate;
  - Gain understanding of Codes of Practice and Australian Standards, relevant to the type of work, function and equipment used (refer to the [Health and Safety Legal Obligations Register](#)); and
  - Follow the health and safety directions of the head of Faculty, School or Area manager, line manager or supervisor to ensure.
- (b) Use of appropriate personal protective equipment and safety systems of work
- Where personal protective equipment is required to control exposure to hazards in the workplace, wear and maintain the personal protective equipment as directed, as indicated in a risk assessment, or as required in health and safety procedures.
  - Use other safety and emergency equipment provided in the workplace as directed or as required in health and safety procedures.
- (c) Assist with the preparation of risk assessments
- Before commencing new work or research activities, conduct a risk assessment to identify, assess and control the hazards associated with the work or research. This must be conducted in conjunction with other relevant staff, researchers and the supervisor as appropriate.
- (d) Participate in health and safety consultation, communication and training
- Review and apply health and safety information provided by the University, as applicable to the Faculty, School, Area and work requirements;
  - Complete the mandatory SOL Health and Safety Induction within the required timeframe set by the University;
  - Complete health and safety training in a timely manner, and as directed by the head of Faculty, School or Area manager, line manager or supervisor;
  - Participate in consultative processes regarding health and safety issues.
- (e) Report health and safety incidents and hazards

- Report all workplace incidents, hazards and work related injury or illnesses using the University online incident reporting system as soon as possible after they occur or are identified.

## 5. SCOPE OF PROCEDURES

These procedures apply to all workers at the University.

## 6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

### Supervisor

Any person (academic or general/professional staff) who is responsible for workers, the allocation of tasks to workers and the oversight of all students during teaching and learning activities including fieldwork.

### Worker

A person who carries out work in any capacity for the University, including an employee, associate, contractor, subcontractor, volunteer and any student undertaking work activities, paid or unpaid, for the University.

### Workplace

A workplace is the place where work is carried out for the University and includes any place where a worker goes, or is likely to be, while at work.

## 7. SCHEDULES

*Nil*

## 8. RELATED DOCUMENTS/LINKS/FORMS

[Health and Safety Website](#)

[Health and Safety Management Standards](#)

[Health and Safety Legal Obligations Register](#)

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## REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	24/04/2013	Vice President, Corporate Services	EM1306	Unconditional
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	16/05/2016	Chief Operating Officer	EM1618	Unconditional
	Administratively Updated	09/03/2017	Director, Legal and Compliance Services		Hyperlinks updated
	Approved	11/08/2017	Chief Operating Officer	EM1715	Unconditional