

Name of Policy	OH&S Roles and Responsibilities Policy	
Description of Policy		
<input type="checkbox"/> New Policy		<input type="checkbox"/> Revision
Description of Revision		

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	June 2008

Table of Contents

1. Policy Statement.....	1
2. Staff, Students, Agency Personnel, Contractors and Visitors	1
3. Nominated Supervisors and Managers	1
4. Executive Level Managers (Deputy Vice-Chancellors, Executive Deans, Campus Deans and Directors)	2
5. Vice-Chancellor	2
6. Senate.....	3
7. Policy Review.....	3
8. Further Assistance.....	3

1. Policy Statement

Australian Catholic University is a national University with campuses in New South Wales, Queensland, Victoria and the Australian Capital Territory. Each jurisdiction has its own Occupational Health and Safety Act, setting out the roles and responsibilities of organisations, and their staff, when it comes to Occupational Health and Safety (OH&S).

At ACU all members of the University community share responsibility for occupational and workplace safety. The University is guided by a fundamental concern for justice and equity, and for the dignity of all human beings.

2. Staff, Students, Agency Personnel, Contractors and Visitors

Staff, students, agency personnel, contractors and visitors have a responsibility to ensure their own safety and the safety of others. All staff, students, agency personnel, contractors and visitors must take responsibility for:

- looking out for hazards, reporting them to their lecturer, the supervisor of the work area, or Campus Operations, and addressing hazards when appropriate;
- taking safe action to avoid, eliminate or minimise risks to health and safety in the workplace;
- following safe work methods and using personal protective equipment as required;
- seeking information or advice to assist their understanding of work or study safety implications, particularly before carrying out new or unfamiliar work;
- reporting accidents and incidents to their lecturer or the supervisor of their work area;
- contacting Campus Operations (where appropriate) immediately to report emergencies;
- disposing of any hazardous waste produced safely;
- not wilfully placing at risk the health, safety or well being of others;
- being familiar with emergency and evacuation procedures; and,
- if appropriately trained, being familiar with the location and use of emergency equipment.

3. Nominated Supervisors and Managers

Nominated supervisors and managers have a responsibility for actively aiding in the development of safe work methods and practices. This involves:

- ensuring appropriate safety signs are posted on doors, on or near equipment, and on substances in areas where this is required for safety purposes;
- documenting safe work practices for specific activities that may present OH&S risks;
- instructing or arranging the instruction of staff and students in safe work practices;
- providing appropriate warning to students and staff of particular or potential hazards;
- ensuring that all staff and students are provided with relevant information, training and appropriate supervision to assist their understanding of their OH&S responsibilities;
- establishing practical procedures for assisting finding and rectifying hazards;
- establishing a procedure for reporting hazards;
- taking action to rectify hazards; and
- authorising appropriate action to remedy non-compliance with OH&S policy or procedures.

In the case of an accident, nominated supervisors or managers are directly responsible for:

- ensuring that the person involved has received first aid, and is given an ACU incident report form to complete (if appropriate);
- calling Campus Operations (where appropriate) immediately if an accident has resulted in a serious injury or if there is the risk of a serious injury or illness, such as in the event of a significant chemical spill, damage to equipment, faulty equipment or needle stick injuries – priority must be given to accidents that may require an ambulance, or medical treatment;
- investigating any accidents as soon as possible after they occur;
- taking action to prevent an accident from reoccurring; and,
- ensuring that all waste is labelled and disposed of safely

4. Executive Level Managers (Deputy Vice-Chancellors, Executive Deans, Campus Deans and Directors)

Executive level managers must ensure that OH&S policy and programs are effectively implemented in their areas of management responsibilities, and support supervisors to uphold their OHS accountabilities, including:

- developing and maintaining an OH&S action plan for their area of management responsibility. This may include integrating OH&S into their organisational unit Quality Management Plan, or their functional unit Management Plan;
- providing appropriate resources for the effective implementation of their organisational or functional unit's OH&S strategies;
- annual reporting on OH&S progress matters to their senior officer;
- ensuring that management, staff and students in their line of responsibility are assisted to expand their awareness of their obligations under the OHS policy, through effective delegation, training and promotion of ACU OH&S policies and procedures; and
- authorising appropriate action to remedy non-compliance with OH&S policy or procedures.

As part of their academic leadership role, executive level managers of academic units are also responsible for;

- ensuring appropriate OHS issues are included in curriculum; and,
- encouraging the incorporation of OHS into research activities as appropriate.

Deputy Vice-Chancellors must, in particular, implement OH&S policy in relation to the respective campus facilities for which they are directly responsible and advise the Vice-Chancellor as needed on any environmental, health and safety implications that are of local campus relevance. They are also responsible for encouraging the incorporation of OH&S into the programs and activities of the functional units under their direct management control and for taking action to ensure compliance with relevant policy, legislation and standards.

5. Vice-Chancellor

The Vice-Chancellor, as chief executive officer of ACU, is responsible to the Senate for the overall implementation of the University's Occupational Health and Safety Policy. This includes the allocation of resources for effective implementation and the setting in place of procedures for ensuring managers and staff awareness of their responsibilities through appropriate delegation. A Chief Executive Officer also monitors OH&S performance and has the authority to take appropriate action to ensure compliance with OH&S policy and strategy.

6. Senate

Members of the Senate of the University operate as Directors (under the Corporations Act, 2001). Senators have a responsibility in relation to the University, for ensuring the Health and Safety of the University community. They are responsible for overseeing processes designed by management, and ensuring that policy and procedures are developed in consultation with staff, in order to provide their community with a safe and healthy work environment.

7. Policy Review

The University may make changes to this policy and procedures to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward her/his suggestions to the Director, Human Resources.

8. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for her/his campus.