



General Information

OVERVIEW : HEALTH SAFETY AND WELLBEING (HSW) HANDBOOK

Why was the handbook produced?

The University of Adelaide Health Safety and Wellbeing (HSW) Handbook has been developed to provide our staff and those with HSW responsibilities with practical steps to meet those responsibilities.

This Handbook supports the [HSW Policy](#) Statement.

Who is the handbook for?

The HSW Handbook is for all workers who undertake University of Adelaide work related activities as an employee, title holder, volunteer and/or use the facilities as a student, visitor or third party and/or are engaged by the University under a contract of service or contract for service (eg Contractors).

What is in the handbook?

The handbook includes:

- the objectives of each business process;
- the scope of the process (eg inclusions, exclusions where applicable);
- responsibilities and the steps to achieve them;
- links to the forms and templates required to complete the process;
- performance measures to be used by the HSW Team eg for Internal Audits;
- links to other relevant information eg other processes, Legislation.

The handbook does not need to be read from cover to cover.

How to use the handbook?

The index allows readers to look up specific business processes or information. The Handbook is divided into sections to enable users to quickly search for specific topics and areas of interest.

Who maintains the handbook?

The Associate Director, HR Compliance and Improvement Services is responsible for ensuring the HSW Handbook is current.

Should you have any processes you would like to include in the handbook, suggested amendments or feedback, please submit your comments or documents to the Manager, HR Policy and Injury Management on 8313 0174 or contact your [Division/Faculty HSW Manager](#).

Further Information

If you require further information, please contact a member of the [HSW Team](#)



HSW Handbook	General Information – Overview : Health Safety and Wellbeing Handbook	Effective Date:	11 May 2016	Version 3.0
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	11 May 2019	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			