



# Health, Safety and Wellbeing Policy

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## OVERVIEW

The University of Adelaide aims to create and engender a University culture that values health, safety and wellbeing as fundamental components of the work environment, supported by safe systems of work, appropriate governance, training, management structures and operational strategies.

## SCOPE AND APPLICATION

This policy applies to all persons who undertake University of Adelaide related activities and/or are employed or engaged by the University or affiliated with the University in any capacity as a worker or an officer as defined under the Work Health and Safety (WHS) Act 2012 (SA).

For the purpose of this Policy:

- a) WHS refers to workplace health and safety in the context of the WHS Act 2012 (SA) and Regulations and more broadly in the context of safety legislation in Australia.
- b) HSW is a University of Adelaide term that incorporates injury management (i.e. workers compensation and rehabilitation) under the wellbeing component of the HSW framework and systems.

Controlled Entities of the University are required to develop and implement WHS policies and processes which are relevant to the entity. Where appropriate, the processes of the University within the HSW Handbook may be adopted, providing the roles/responsibilities and how they are integrated with the University are defined. The Controlled Entity is responsible for ensuring implementation and compliance and meeting officer and worker responsibilities as defined within the WHS Legislation.

## POLICY PRINCIPLES

1. The University aims to integrate HSW into mainstream management systems and align HSW activities with the University's mission, vision, values and strategic objectives.
2. The University aims to minimise the risk of injury and illness to its workers and other persons by adopting a planned and systematic approach to the management of HSW including the identification, assessment and control of hazards.
3. The University will monitor, measure, and evaluate HSW activities and performance, to ensure these are not only effective but are also continually improved.
4. The University will communicate and consult with workers and key stakeholders and encourage their contribution to the decision-making processes affecting the HSW of all persons at the University.

5. The University will utilise appropriate internal and/or external expertise when required in all HSW activities.
6. The University aims to have in place a Health and Safety Management framework and system which meets relevant [legislation](#); the [Return to Work](#) SA “Code of Conduct for Self-insured Employers”; and related University policies and procedures.
7. The University recognises that its employees are its most valuable resource and will ensure that should a work related injury occur, equitable claims management practices and effective rehabilitation services will be provided, with the aim of full recovery and a safe and sustainable return to work.
8. The University will identify and define responsibilities and accountabilities for all relevant workers and stakeholders in HSW procedures as contained in the Handbook.
9. The consequences of non-compliance with this policy and the HSW Handbook may be:
  - a) addressed through the University’s disciplinary procedures;
  - b) subject to sanctions by a regulator under the relevant legislation;
  - c) that the breach is recorded on the University’s Legal Compliance Register.

## AUTHORITIES

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Human Resources	Health Safety and Wellbeing	To approve “Very High” residual risk activities, in accordance with the HSW Handbook.	Executive Dean/ Divisional Head	Approval for travel to a DFAT 3 or 4 high risk destination will also need to be approved by the DVC&VP External Engagement in accordance with the <a href="#">Travel and Entertainment Policy and Procedures</a> .
Human Resources	Health Safety and Wellbeing	To approve “High” residual risk activities, in accordance with the HSW Handbook.	Heads of School/Branch	Approval for travel to a DFAT 3 or 4 high risk destination will also need to be approved by Executive Dean/Divisional Head and DVC&VP External Engagement in accordance with the <a href="#">Travel and Entertainment Policy and Procedures</a> .
Human Resources	Health Safety and Wellbeing	To approve Faculty/Division/School/Branch activities where required in the HSW Handbook.	Executive Dean/ Divisional Head  Heads of School/Branch	Nil

## PROCEDURES & RESPONSIBILITIES

### 1. Health, Safety and Wellbeing Processes

Responsibility: all workers identified within the scope of the HSW Policy, shall comply and co-operate with health, safety and wellbeing systems, procedures and processes in accordance with all relevant legislation and the HSW Handbook.

## 2. Health, Safety and Wellbeing Responsibilities

In addition, the following have specific responsibilities as outlined below:

1	<p><b>Person Conducting a Business Undertaking (PCBU)</b></p>	<p>Must ensure, so far as is reasonably practicable, the health and safety of workers in accordance with the WHS Legislation, including, so far as is reasonably practicable:</p> <ul style="list-style-type: none"> <li>• the provision and maintenance of a work environment without risks to health and safety;</li> <li>• the provision and maintenance of safe plant and structures;</li> <li>• the provision and maintenance of safe systems of work;</li> <li>• the safe use, handling and storage of plant, structures and substances;</li> <li>• the provision of adequate facilities for the welfare at work of workers, including ensuring access to those facilities;</li> <li>• the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety;</li> <li>• that the health of workers and the conditions at the workplace are monitored.</li> </ul> <p>Must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the business or undertaking in accordance with the WHS Legislation.</p> <p>Under the legislation:</p> <ul style="list-style-type: none"> <li>• the University is a PCBU; and</li> <li>• each Controlled Entity is a PCBU.</li> </ul>
2	<p><b>Officers</b></p> <p>(In accordance with the WHS Act, 2012. See definitions.)</p>	<p>Must ensure that the PCBU is meeting its duties (as above) under the Legislation and undertake due diligence to confirm compliance.</p> <p>Each officer must take reasonable steps to:</p> <ul style="list-style-type: none"> <li>• acquire and maintain work health and safety knowledge relevant to their workplace;</li> <li>• understand the workplace's operations and associated hazards and risks;</li> <li>• ensure resources are available to eliminate or minimise health and safety risks;</li> <li>• ensure that there are appropriate processes for receiving and considering information about incidents, hazards and risks as well as respond to these in a timely way;</li> <li>• ensure the implementation of processes for complying with any duty or obligation under the Work Health and Safety Act 2012 (SA);</li> <li>• verify the provision and use of the resources and processes.</li> </ul> <p>Officers should be able to evidence the due diligence they have undertaken.</p>

3	<b>Risk Committee</b>	Identifies and monitors the exposure of the University to workplace health, safety and welfare risks in accordance with the <a href="#">Risk Committee Governance Statement</a> .
4	<b>Executive Deans and Divisional Heads</b>	Must: <ul style="list-style-type: none"> <li>• ensure that adequate resources are available to implement the HSW Policy and procedures as contained in the HSW Handbook;</li> <li>• monitor HSW performance and ensure corrective actions are taken to rectify any deficiencies; and</li> <li>• ensure an effective Faculty/Division Health and Safety Committee is in place; has appropriate consultation arrangements; and functions in accordance with the Work Health and Safety Act 2012 (SA).</li> </ul>
5	<b>Heads of School/Branch</b>	Must ensure that: <ul style="list-style-type: none"> <li>• HSW business processes are implemented and comply with the HSW Policy and Handbook;</li> <li>• supervisors and managers assist the HSW Advisory Team with safety investigations through provision of timely information and formulation of effective actions.</li> </ul>
6	<b>Supervisors</b>	Must ensure in accordance with HSW Handbook requirements: <ul style="list-style-type: none"> <li>• the adequate provision of HSW information, instruction and training for the staff and students under their supervision;</li> <li>• appropriate hazard management is in place prior to activities being undertaken;</li> <li>• appropriate levels of supervision are given to staff and students commensurate with their level of experience;</li> <li>• that plant and equipment used is appropriately guarded, maintained and managed;</li> <li>• that chemicals are managed, stored and labelled;</li> <li>• that all safety issues or incidents are reported via UniSafe;</li> <li>• supporting injured workers in safe and early return to work.</li> </ul>
7	<b>Director, HSW</b>	Ensures the University has: <ul style="list-style-type: none"> <li>• an appropriate Health Safety and Wellbeing Management framework and system, incorporating rehabilitation and workers compensation in accordance with the HSW Handbook,</li> <li>• an effective HSW Advisory service to support the research and teaching activities of the University, to investigate safety issues, and to monitor the implementation of safety across the organisation.</li> </ul>
8	<b>Health and Safety Committees</b>	Operate in accordance with the Terms of Reference established for the Committees.

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## DEFINITIONS

**DFAT** – Australian Government - Department of Foreign Affairs and Trade

### **Officer [WHS Act 2012 (SA) – Corporations Act 2001 (Cth)]**

An officer is a person who makes decisions or participates in making decisions that affect the whole or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.

### **Reasonably practicable**

That which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or the risk concerned occurring;
- the degree of harm that might result from the hazard or the risk;
- what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk;
- the availability and suitability of ways to eliminate or minimise the risk;
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

### **Supervisor**

In the context of the University, supervisor has two meanings:

1. the line manager of a staff member or the principal supervisor of a higher degree research student. The responsibility of this type of supervisor is captured in Section 2(6) and should be read in relation to all activity other than where there the worker's activity is supervised by someone as described in the second meaning below.
2. any other individual who (separate to the line manager/principal supervisor) has control of a laboratory, clinic, workshop, field activity or other activity in which the worker is participating or working. For example, a workshop manager who has control of what is undertaken and/or who determines which workers may/may not work within the workshop they control. These supervisors also have the responsibility captured in Section 2(6) for the activities under their control. (Note: Control means that these individuals have the right to deny access to or stop any activity until they are satisfied that the activity can occur safely.)

### **Worker [WHS Act 2012 (SA)]**

A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

<b>RMO File No.</b>	F.2022/4566
<b>Policy Custodian</b>	Chief Operating Officer
<b>Responsible policy officer</b>	Director, Health Safety and Wellbeing
<b>Endorsed by</b>	Vice-Chancellor's Executive on 7 September 2022
<b>Approved by</b>	Acting Vice-Chancellor and President on 14 September 2022
<b>Related Documents and Policies</b>	Health, Safety and Wellbeing Handbook <a href="#">Health, Safety and Wellbeing Handbook</a>
<b>Related Legislation</b>	Work Health and Safety (WHS) Act 2012 (SA) and WHS Regulations 2012 (SA) Return to Work SA Act 2014 (SA) Approved Codes of Practice
<b>Superseded Policies</b>	Health, Safety and Wellbeing Policy (Version 4.0), 9 October 2019
<b>Effective from</b>	14 September 2022
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<b>Contact for queries about the policy</b>	Director, Health Safety and Wellbeing, ext. 37377