

Work Health and Safety Policy

1. Purpose

UNSW College is committed to providing a safe and healthy environment for workers (staff, volunteers and contractors) and visitors (including UNSW College students) to the workplace. This Policy defines the principles of this commitment and UNSW College's approach to the continuous improvement of health and safety in the workplace.

2. Scope

This Policy applies to all UNSW College workers (see Staff in clause 9). This Policy applies to all premises where workers engage in activities related to UNSW College, including locations outside of UNSW College's premises (e.g. while working remotely) and during travel on behalf of UNSW College. For visitors, this Policy applies at UNSW College premises or while participating in authorised UNSW College activities.

Workers and visitors must also comply with [UNSW's Work Health and Safety Policy](#) and instructions when attending UNSW's premises, such as the Kensington campus. See "Related Policies and Procedures" below for further information.

3. Legal and policy framework

As a 'person conducting a business or undertaking' (PCBU) pursuant to the Work Health and Safety Act 2011 (WHS Act), UNSW College is committed to ensuring that it complies with the WHS Act and other relevant legislation and industry standards. UNSW College may also modify its workplace from time to time in a manner consistent with public health requirements pursuant to the Public Health Act 2010 (NSW).

All workers and visitors must comply with this policy and any other reasonable instruction, Policy or Procedure communicated from time to time by UNSW College. Failure to follow safe systems of work, misuse of health and safety equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely may infringe the WHS Act framework. Non-compliance will be managed pursuant to the [Staff Code of Conduct](#).

4. Objectives

Pursuant to the WHS Act, UNSW College has duties to ensure, as far as is reasonably practicable:

- (a) the provision and maintenance of a work environment without risks to health and safety;
- (b) the provision and maintenance of safe plant and structures;
- (c) the provision and maintenance of safe systems of work;



- (d) the safe use, handling, and storage of plant, structures and substances;
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities;
- (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part UNSW College's activities; and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of UNSW College (to the extent permitted by privacy law).

UNSW College will also seek to continually improve its WHS systems, materials and performance.

5. Consultation

- (a) UNSW College is committed to consultation, cooperation and co-ordination between management and workers as far as reasonably practicable and in accordance with the WHS Act;
- (b) Consultation will be undertaken in accordance with UNSW College's WHS Consultation Procedure.

6. Implementation

The strategies to implement this Policy include:

- (a) Active involvement and commitment of management and the Executive Team;
- (b) The ongoing provision of a Health and Safety Committee as required by the WHS Act;
- (c) Identification and control of hazards;
- (d) Investigation and reporting of all accidents and dangerous incidents;
- (e) Consult with workers on health and safety matters as required by the WHS Act;
- (f) Provision of first aid and emergency procedures;
- (g) Provision of information, training and supervision as necessary for safety; and
- (h) Ongoing review and improvement of the WHS Management System.

7. Communication

This Policy will be publicly accessible on UNSW College's website, and a copy will be placed on common area noticeboards in UNSW College workplaces. The Policy is also made available on the staff intranet.

8. Roles, responsibilities and delegations

Role	Responsibility
UNSW Board members	<p>The UNSW College Board has ultimate responsibility for the management of health and safety at UNSW College. The UNSW College Board must ensure the business complies with its work health and safety obligations. Under work health and safety laws, if an officer of a corporation doesn't take all reasonable and practical steps to fulfil health and safety obligations, they may be liable if an incident occurs in the workplace.</p>
UNSW College Executive Team	<p>The UNSW College Executive Team are responsible for providing leadership to ensure communication of this Policy and effective implementation of and adherence to this Policy within their area of control.</p>
Supervisors and managers	<p>Supervisors and managers are responsible for implementing this Policy in their business or administrative unit. This will be measured via their annual performance reviews. In particular, supervisors and managers are responsible for:</p> <ul style="list-style-type: none"> (a) the provision and maintenance of the workplace in a safe and secure condition; (b) active involvement in the development, promotion and implementation of health and safety policies and procedures; (c) training employees in the safe performance of their assigned tasks; and (d) the provision of resources to meet UNSW College's health and safety commitments.
Workers, UNSW College students and visitors	<p>Workers and visitors are responsible for complying with the following when attending UNSW College or UNSW's premises, and for staff working from a remote location (i.e. working from home) under the Hybrid Work Model:</p> <ul style="list-style-type: none"> (a) taking reasonable care for their own safety and the safety of others; and (b) complying with any reasonable instruction, Policy or Procedure of UNSW College and UNSW in relation to health and safety.
Head of HR	Implementing, disseminating and reviewing this Policy.
Human Resources Business Partner	Assisting the Head of HR to implement this Policy.
HR Team	The day to day implementation of this Policy and being the first point of contact for enquiries.

9. Definitions

Definitions and Acronyms	
Health and Safety Committee	Means the committee at UNSW College comprising elected employees for the purpose of consulting on workplace, health and safety matters
Hybrid Work Model	Means a combination of working from the office and remotely (i.e. working from home), with the mix of days being determined by the operational needs of the worker's team
PCBU	Means a Person Conducting a Business or Undertaking.
UNSW	Means the University of New South Wales
WHS	Means work health and safety
WHS Act	Means the Work Health and Safety Act 2011 (NSW)
WHS Management System	Means UNSW College's Work Health and Safety Management System including but not limited to policies, procedures and guides.
WHS Regulation	Means the Work Health and Safety Regulations 2011 (NSW)
Workers	<p>Under the Work Health and Safety Act 2011 (WHS Act), a worker includes any person who works, in any capacity, in or as part of the business or undertaking.</p> <p>You are a worker under health and safety legislation if you are an:</p> <ul style="list-style-type: none"> (a) Employee; (b) Independent contractor or subcontractor (or their employee); (c) Employee of a labour hire company; (d) Outworker, such as a home-based worker; (e) Apprentice or trainee; (f) A student gaining work experience; (g) Volunteer.

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • <u>Work Health and Safety Act 2011 (NSW)</u> • <u>Work Health and Safety Regulation 2017 (NSW)</u> • <u>Public Health Act 2010 (NSW)</u> • <u>Workers Compensation Act 1987 (NSW)</u> • <u>Workplace Injury Management and Workers' Compensation Act 1998 (NSW)</u>
Policy	<ul style="list-style-type: none"> • <u>Employment Policy</u> • <u>Staff Code of Conduct</u> • <u>UNSW's Health and Safety Policy</u> and associated framework • <u>UNSW Sydney Student Code of Conduct</u>
Procedures	<ul style="list-style-type: none"> • <u>Work Health and Safety Procedure</u> • <u>WHS Consultation Procedure</u> • <u>WHS Hazard Reporting and Risk Assessment Procedure</u>

	<ul style="list-style-type: none"> • <u>WHS Incident Reporting and Investigation Procedure</u> • <u>Workplace Injury Management Procedure</u> • <u>Return to Work Program Procedure</u> • <u>Anti-discrimination, Bullying and Harassment Procedure</u>
Forms	<ul style="list-style-type: none"> • <u>Workstation Checklist</u>

10. Policy Governance

Work Health and Safety Policy	
Category/Business Group	Human Resources
Published Externally (Yes/No)	Yes
Approver	Chief Executive Officer
Responsible Officer	Chief of Staff
Contact Officer	Head of Human Resources
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Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1	Chief Executive Officer – Sarah Lightfoot	11 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: unswcollege.edu.au/about/policies