

6.1 Roles & Responsibilities

The University Council and University Officers have ultimate responsibility for providing a safe and healthy working environment.

The Vice-Chancellor and President will establish HS objectives and targets via the WHS Plan in line with the requirements of this Policy and ensure these targets are being met.

Deans, Vice Presidents and Deputy Vice Chancellors are responsible for meeting the HS objectives and targets set by the Vice-Chancellor and President, and reporting on their progress.

Heads of Schools, Research Centres and Administrative Units are responsible for establishing and monitoring the implementation of the HSMS within their area of control and reporting regularly on the progress of implementation.

Supervisors are responsible for implementing the HSMS within their area of responsibility and taking steps to ensure that identified hazards are eliminated as far as reasonably practicable, or controlled using the hierarchy of risk controls.

Workers and Students are responsible for following the WHS Policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.

Workplace HS Consultation Committees and Health and Safety Representatives (HSRs) are responsible for ensuring effective consultation takes place within their representative area, providing HS advice and may assist with the implementation of the HSMS.

HS Unit is responsible for the review and maintenance of the HSMS and providing HS support and advice to Officers, Senior Management, Deans, Supervisors and HS Consultation Committees.

6.2 Support & Advice

For support and advice regarding this policy, contact the HS Unit, Human Resources, on Ph: 9385 1565, or Email: OHS@unsw.edu.au

6.3 Communication

The WHS Policy and Policy Statement will be accessible on the HS website and the Governance Support website. The WHS Policy Statement will be displayed in all workplaces and communicated through the organisational HS Consultation Committees.

7. Review

This policy will be reviewed in accordance with the 3 yearly review of the WHS Plan, which sets the University's HS objectives.

8. Acknowledgements

References:

NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2011

WorkCover NSW: <http://www.workcover.nsw.gov.au>

WorkCover National OHS Self Insurer Audit Tool “User Guide & Workbook” (v2, 2009)

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-Chancellor	5 April 2001	5 April 2001	Full review
2.0	Vice-Chancellor	1 January 2007	1 January 2007	Full review
3.0	Vice-Chancellor	5 May 2010	5 May 2010	Full review
4.0	Vice-Chancellor	29 April 2013	29 April 2013	Updated with WHS terminology to reflect changes from the 2011 WHS legislation. Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance with WHS legislation review