Health and Safety Responsibilities Procedure

Section 1 - Purpose and Scope

(1) The purpose of this Procedure is to outline the health and safety responsibilities for those engaged with work or study at the University of Queensland (UQ). These responsibilities are outlined in relevant legislation and reinforced by UQ's Health, Safety and Wellness Policy.

Context

(2) UQ is legally obliged under the Work Health and Safety Act 2011 (the Act) and the Work Health and Safety Regulation 2011 (WHS Regulation) to comply with duties to provide, as far as reasonably practicable, a workplace without risks to the health and safety of any persons.

(3) This Procedure applies to all UQ workers, undergraduate students and visitors across all UQ campuses and sites. It also applies to UQ's Controlled Entities. For the purposes of this Procedure, the definition of UQ workers is broad – including staff, post graduate students, volunteers and contractors – and is intended to ensure UQ meets its responsibilities under the Act.

Section 2 - Process and Key Controls

(4) The following requirements regarding health and safety responsibilities apply at UQ:

a. All UQ workers at all levels have specific responsibilities for ensuring health and safety.
b. These responsibilities are principally based on the duties set out in the Act and other related legislation.
c. UQ workers fulfil health and safety roles in their Organisational Unit proportionate to risks and requirements of the workplace.
d. Specific HSW responsibilities of UQ workers are dependent on their role within UQ. These responsibilities for HSW must be communicated at the commencement of work or study through the induction process and further discussed at other times (for example, during annual performance appraisal conversations).

Section 3 - Key Requirements

Officer Due Diligence Duties

(5) Members of the senior governance and management teams may be Officers according to the Act depending on the nature of their role and will have the associated work health and safety due diligence duties when fulfilling the role as an Officer. These due diligence duties are outlined in Section 7, under Definitions.

Health and Safety Roles

(6) Health and safety roles at UQ will vary across campuses and workplaces according to the nature of hazards, tasks, and the size and location of the workplace. In high risk workplaces, where work activities present the potential for significant risk to the health and safety of UQ workers, Heads of Organisational Units must assess the health and

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

safety risks through the risk assessment process to determine the resourcing requirements for health and safety roles in the workplace.

(7) Heads of Organisational Units are responsible for ensuring that trained, suitably qualified and adequately resourced UQ workers fulfil health and safety roles in their Organisational Unit proportionate to risks and requirements of the workplace. The appointment of health and safety roles does not relinquish the responsibilities of Heads of Organisational Units, Managers, Supervisors or staff under the Act. Rather, the appointment of health and safety roles is part of the strategy to assist all parties in meeting their legislative responsibilities.

Section 4 - Roles, Responsibilities and Accountabilities

Health, Safety and Wellness Division (HSW Division)

(8) The Health, Safety and Wellness Division (HSW Division) provides overall direction, co-ordination and advice to UQ on HSW matters to effectively manage HSW risk and minimise injuries and illnesses to UQ workers during their endeavours at UQ. The HSW Division is responsible for facilitating health, safety and wellness communication and consultation across UQ to promote the highest practicable standard for HSW, supporting a positive HSW culture and to be compliant with legislation. The HSW Division assists UQ local Organisational Units meet their obligations for health and safety requirements (for example, by providing advice and guidance, and developing documentation).

Executive Deans, Institute Directors, Central Support Services Directors and Controlled Entity Chief Executive Officers

(9) Executive Deans, Institute Directors, Central Support Services (CSS) Directors and Controlled Entity Chief Executive Officers (CEO), may also be considered ‘officers’ under the Act (refer to ‘Officer Due Diligence Duties’ provisions of this Procedure). An ‘officer’ under the Act is generally someone who makes, or participates in making, significant decisions that affect the whole, or a substantial part, of the business, or has the capacity to significantly affect the business' financial standing. When operating as ‘officers’, senior management also need to comply with due diligence obligations as outlined in section 7 (Definitions) of this Procedure in addition to the following:

a. setting the standard for HSW in their area of responsibility and actively demonstrating commitment to the health and safety of staff, students and others through proactive safety leadership and safety behaviours;
b. establishing effective and genuine consultative mechanisms, including a Health and Safety Committee for the Faculty, Institute, Controlled Entity or CSS area (refer to the Health and Safety Consultative Mechanisms Procedure);
c. understanding and appreciating the nature of the operations of the Organisational Unit and the hazards and risks associated with those operations;
d. allocating responsibility and authority and integrating health, safety and wellness responsibilities into the role requirements of Heads of Organisational Units, and evaluating their HSW performance;
e. ensuring the area of responsibility has the capacity to manage health and safety risks, health and safety roles [see endnote 1] are appointed and supported, and sufficient resources are allocated in their area of responsibility;
f. ensuring the implementation of effective risk management through the risk assessment process (refer to the Health and Safety Risk Management Procedure);
g. maintaining an effective system for the provision of health and safety information, training and supervision, relevant to the nature of the work and the risks involved;
h. ensuring that health and safety compliance and performance is monitored;
i. proactively supporting return to work processes for injured workers; and

j. ensuring processes are maintained to provide for the appropriate and timely consideration of, and response to, incidents and hazards (refer to the Health and Safety Incident and Hazard Reporting Procedure and Health and Safety Incident Investigation Procedure).

Heads of Organisational Units

(10) Heads of Organisational Units are responsible for ensuring effective health and safety measures are in place within their Organisational Unit that comply with legislative requirements and the requirements of the Faculty, Institute, Controlled Entity or the CSS. These requirements include, but are not limited to:

a. setting the standard for HSW in their area of responsibility and actively demonstrating proactive safety leadership and culture;
b. ensuring that suitable health and safety induction, information, training and supervision is resourced, provided and recorded;
c. allocating sufficient resources to ensure the capacity for managing health and safety within the work area, including health and safety roles;
d. implementing and reviewing appropriate risk control measures, including assisting and ensuring that risk assessments are completed; and
e. establishing and maintaining consultative processes regarding HSW issues between management and workers (for example, considering health and safety matters at Health and Safety Committees).

Supervisors and Managers

(11) Supervisors and Managers are to undertake and ensure effective health and safety measures are in place within their area of responsibility that comply with legislative requirements and the requirements of the Faculty, Institute, Controlled Entity and the CSS. For the purposes of this Procedure, a Principal Advisor is considered to be the Supervisor of Higher Degree by Research (HDR) students as outlined in the Eligibility and Role of Higher Degree by Research Advisors Procedure.

Provide Health and Safety Induction, Information, Training and Supervision

(12) Disseminate HSW information to UQ workers relevant to the specific work hazards of the area.

(13) Provide induction and refresher training to ensure UQ workers have the ability to discharge HSW responsibilities including: identifying hazards, abiding by safe operating procedures and emergency response procedures, use and maintenance of personal protective equipment (PPE) and safety equipment.

(14) Supervise the health and safety aspects of work undertaken by UQ workers within the work area.

(15) Facilitate consultative processes regarding health and safety issues between management and UQ workers.

Undertake Risk Assessments

(16) Participate in, or directly supervise, the undertaking of hazard identification, evaluation of risks, and the design and implementation of hazard control measures that are applicable to work, research projects, teaching, and field work.

(17) Ensure risk assessments are recorded in UQSafe.

(18) Incorporate HSW considerations into the design specification, purchase, hire, lease and supply of new plant including equipment, materials, products and substances used in the workplace.

(19) Monitor the performance and effectiveness of the risk management program within the work area.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Ensure Application of Appropriate Risk Control Measures

(20) For the work area:

a. Implement hazard specific HSW procedures and guidelines, develop and periodically update HSW local procedures for the management of risks specific.
b. Ensuring the provision of plant, safety systems and personal protective equipment (PPE) required to control the risk of hazards.
c. Ensure the maintenance of plant, safety systems and PPE required to control the risk of hazards.

Ensure Incidents, Hazards and Near Misses are Followed Up

(21) Undertake investigations of injuries and illnesses arising from workplace activities and recommend corrective actions to prevent or minimise the chance of recurrence (refer to Health and Safety Incident and Hazard Reporting Procedure).

(22) Ensure all workplace hazards are reported in UQSafe in a timely manner. The automatic workflow in UQSafe will notify the person(s) responsible for implementing corrective actions.

(23) Oversee the creation of corrective action plans arising from incident and hazard reports within the required timeframe [see endnote 2], and the implementation of these plans.

(24) Support workers' return to work plans.

Health, Safety and Wellness Manager (HSW Manager)

(25) In Organisational Units where work activities present the potential for significant risk to the health and safety of UQ workers, the training and appointment of a HSW Manager should be considered.

(26) The appointment of this role does not relinquish the responsibilities of Heads of Organisational Units, Managers, Supervisors or staff under the Act. These appointments are part of the HSW strategy to assist all parties in meeting their legislative responsibilities and due diligence obligations.

(27) Health, Safety and Wellness Managers provide additional support and leadership on health and safety matters. They represent the relevant Faculty, Institute, Controlled Entity or Division when consulting with the HSW Division on UQ policies, procedure and guidelines.

(28) There are ten main responsibilities and functions of HSW positions at UQ. For Health, Safety and Wellness Managers, this includes:

a. Supporting UQ health, safety and wellness governance and consultative mechanisms.
b. Developing, managing and maintaining UQ's HSW management system within their area.
c. Facilitating risk management processes at UQ.
d. Developing and delivering health, safety and wellness programs relevant to the area.
e. Providing advice, information and services.
f. Monitoring health, safety and wellness performance of the area.
g. Developing health, safety and wellness capability.
h. Incident investigation (reviewing incident reports, and supporting investigations and implementation of preventative measures).
i. Engagement with regulators and stakeholders as required.
j. Workers' compensation return to work assistance.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Work Health and Safety Coordinator (WHSC)

(29) Many Organisational Units are supported locally by Work Health and Safety Coordinator (WHSC). Under the guidance and direction of the HSW Manager or the HSW Division, the WHSC advises the Head of Organisational Unit, Managers and/or Supervisors and UQ workers about responsibilities and obligations under the Act and the overall state of HSW in the work unit. The duties they provide include, but are not limited to, workplace inspections, training, supporting the implementation of HSW management plans, assisting in the development of risk assessments and reviewing workplace hazards and incidents.

Health and Safety Representatives (HSRs)

(30) The primary role of a Health and Safety Representative (HSR) is to represent the health and safety interests for the work group they were elected to represent and to raise any issues with their management. There can be as many HSRs and deputy HSRs as needed, after consultation, negotiation and agreement between workers and the employer. The request from a worker or workers to have a HSR begins a formal process where a work group or work groups must be determined according to sections 51 to 54 of the WHS Act, and where an election is required. Refer to Health and Safety Consultative Mechanisms Procedure.

UQ Workers

(31) All UQ workers have a responsibility to actively participate in promoting a positive HSW culture in the Organisational Unit. This can be achieved through consultation, providing feedback that aids in reporting about, and improving, HSW practices, and participating in and contributing to Health and Safety Committees.

(32) All UQ workers (including those listed in section 4 of this Procedure) have obligations under the legislation to:

a. take reasonable care for their own health and safety, and ensuring that their acts or omissions do not adversely affect the health and safety of others;
b. comply with all reasonable safe work procedures and instructions;
c. cooperate with any policy or procedure relating to health and safety at UQ;
d. assist with the preparation of risk assessments and safe operating procedures; and
e. report all incident, hazards and near misses in UQSafe and to their Supervisor.

Others

(33) Undergraduate students and visitors have a responsibility to follow all reasonable instructions given by the workplace in regard to health and safety, be responsible for their own health and safety, and not adversely affect the health and safety of others.

Section 5 - Monitoring, Review and Assurance

(34) The Director, Health, Safety and Wellness (Director, HSW) is responsible for the implementation and communication of this Procedure, including ensuring that Faculties, Institutes, Controlled Entities and the CSS are informed of their obligations in relation to their health and safety duties and roles.

(35) The HSW Division will:

a. review this Procedure as required to ensure that it remains accurate and relevant to the management of HSW consultation and representation at UQ; and
b. monitor Faculty, Institute, Controlled Entities and the CSS compliance with the requirements of this Procedure.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

(36) Managers and Supervisors must keep the HSW Division updated with current health and safety roles to assist with the dissemination of up to date information to all of UQ.

(37) Health and safety responsibilities must be communicated to workers by their direct Manager or Supervisor at the beginning of their work or study through the induction process. Any relevant changes to health and safety responsibilities must be communicated as appropriate (for example, at annual performance reviews and staff meetings).

Section 6 - Recording and Reporting

(38) The HSW Division has regular meetings with Health, Safety and Wellness Managers and communicates frequently with the HSW network. The HSW Division also keeps up to date contact lists of specific HSW roles.

(39) Health, Safety and Wellness Managers report regularly to their Faculty Executive Deans and Institute Directors.

(40) The Director, HSW submits regular reports to senior management which details outcomes of HSW performance of Faculties, Institutes and the CSS, and highlights issues for consideration (for example, reports are discussed at the University Senior Executive Team meetings).

Section 7 - Appendix

Definitions

Term	Definition
Central Support Services (CSS)	The area of the university that sits outside a Faculty or Institute. This area includes Organisational Units from the portfolios of the Chief Operating Officer, Deputy Vice-Chancellor (Research and Innovation), Deputy Vice-Chancellor (Academic), Provost, Deputy Vice-Chancellor (Global Engagement), and the Office of the Vice-Chancellor.
Due Diligence	Includes taking all reasonable steps to: (a) acquire and keep up-to-date knowledge of work, health and safety matters; (b) gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; (c) ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; (d) ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and *(e) ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act; and (f) verify the provision and use of the resources and processes mentioned in paragraphs (c) to (e). *Example: For paragraph (e), the duties or obligations under this Act of a person conducting a business or undertaking may include: • Reporting notifiable incidents; • Consulting with workers; • Ensuring compliance with notices issued under this Act; • Ensuring the provision of training and instruction to workers about work health and safety; • Ensuring that health and safety representatives receive their entitlements to training.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Term	Definition
Officer	Is defined by reference to the definition of 'officer' in section 9 of the Commonwealth Corporations Act 2001 (the Corporations Act). It also includes officers of a business or undertaking of the Crown (the Commonwealth, a state or territory) and officers of a public authority.
Organisational Units	UQ faculties, schools, institutes, directorates, administrative and management divisions.
UQSafe	UQ's system for the recording of incidents, hazard, near misses and risk assessments.
UQ Workers	For the purposes of this Procedure includes: - staff - continuing, fixed-term, research (contingent funded) and casual staff; - contractors, subcontractors and consultants; - visiting academics and researchers; - affiliates - academic title holders, visiting academics, Emeritus Professors, adjunct and honorary title holders, Industry Fellows and conjoint appointments; and - Higher Degree by Research students.

Endnotes:

[1] For example, health and safety managers, Health, Safety and Wellness Managers, First Aid Officers, Emergency Wardens, Radiation Safety Officers, etc. (depending on the risk exposure of the work area).

[2] Refer to the Goal Report for the area.

Status and Details

Status	Current
Effective Date	28th January 2025
Review Date	28th January 2030
Approval Authority	Director, Health Safety and Wellness
Approval Date	16th January 2025
Expiry Date	Not Applicable
Policy Owner	Lucy Beikoff Director, Health, Safety and Wellness
Enquiries Contact	Health, Safety and Wellness Division

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.