



UNIVERSITY OF TASMANIA

OCCUPATIONAL HEALTH AND SAFETY POLICY

LAST REVISED: 29 MARCH, 1999

We are committed to continuously improving the management and standards of occupational health and safety within the University of Tasmania. We will strive to protect the health and safety of our employees, students, contractors and visitors.

Principles

We will:

- Ensure that occupational health and safety is an integral part of the management of the University of Tasmania and ranks equally with all other activities of the organisation.
- As far as reasonably practicable, provide and maintain a healthy and safe work environment within University premises and, when undertaking prescribed activities away from the University, establish and maintain safe systems of work.
- Ensure encouragement and support for each individual's contribution to the improvement of occupational health and safety through appropriate consultation, information, instruction, training and supervision.

The University acknowledges the contribution of those employees who hold responsibilities for occupational health and safety. Specifically, Responsible Officers, Accountable Persons, OH&S Unit staff, Occupational Health and Safety Committee members and Employee Safety Representatives shall receive additional training, information and support to fulfil their important roles in enabling the University to meet its duty of care.

Responsibilities

Occupational health and safety is both an individual and a shared responsibility. Every University of Tasmania employee, student, contractor or visitor is responsible for ensuring that work/activities are undertaken in a safe manner and in accordance with current safety procedures, standards and legislative requirements.

Responsible Officers

Deans, Heads of Division, Heads of School and Administrative Sections have been designated as Responsible Officers under the *Workplace Health and Safety Act 1995*. They are responsible for the following:

- Ensuring the University meets its responsibilities under Section 9 of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulations 1998*.
- Ensuring effective resourcing and implementation of the University's occupational health and safety policies and procedures.
- Providing the leadership necessary to raise an organisation-wide safety culture.
- Ensuring that within their workplace there is appropriate planning, development, implementation and monitoring of occupational health and safety programs specific to the needs of the area.

Accountable Persons

An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, is deemed an accountable person in accordance with the *Workplace Health and Safety Regulations 1998*. All management and supervisory staff (which includes those with responsibility for students) are therefore considered “accountable persons” and have responsibility for the following:

- Ensuring that the requirements for accountable persons as outlined in the *Workplace Health & Safety Regulations 1998* are met.
- Ensuring that adequate consultation, information, instruction and training are provided to employees and students under their control.
- Providing supervision appropriate to the level of risk that the task or job entails.
- Managing contractors and supervising authorised visitors to the University in a systematic and safe manner.

All employees, contractors, students and visitors are responsible for:

- Co-operating with instructions, supporting and promoting occupational health and safety within University workplaces and whilst engaged in University activities.
- Acting and encouraging others to act in a healthy and safe manner.
- Reporting or rectifying any unsafe conditions or acts that come to their attention.

References

- *Workplace Health and Safety Act 1995*
- *Workplace Health and Safety Regulations 1998*

Approved by OH&S Committee : 29th March, 1999