



Health and Safety Management Arrangements

Approved by the Vice Chancellor on 16 April 2008,
after staff consultation, and approval by the University's OHS Policy Committee

Comments to: OHS.officer@anu.edu.au
Phone 6125 4485
Fax 6125 5582

CONTENTS

| | Page |
|--|------|
| 1 Foreword | 3 |
| 2 Purpose | 3 |
| 3 Scope | 3 |
| 4 Acronyms and Abbreviations | 4 |
| 5 Definitions | 5 |
| 6 ANU OHS System Overview | 6 |
| 6.1 University's Risk Management Framework | |
| 6.2 OHS Legislative Imperatives | |
| 6.3 Governance | |
| 6.4 Roles and Responsibilities | |
| 6.5 Policies and Principles | |
| 6.6 Performance Appraisal | |
| 6.7 Staff Consultation | |
| 6.8 Support | |
| 7 Roles and Responsibilities | 8 |
| 7.1 ANU College Dean, Director or Head of a Faculty, Research School, University Centre, or Administrative Unit | |
| 7.2 Supervisory Staff | |
| 7.3 Staff, students and visitors | |
| 7.4 Staff who engage or manage contractors | |
| 7.5 Contractors | |
| 7.6 Safety Officers | |
| 7.7 OHS Branch | |
| 8 Consultation Mechanisms | 13 |
| 8.1 ANU's Health and Safety Management Arrangements | |
| 8.2 Reviewing the HSMA | |
| 8.3 University OHS Policies | |
| 8.4 University OHS Procedures | |
| 8.5 University OHS Guidance Material | |
| 8.6 Reports from the OHS Branch | |
| 9 Communication | 14 |
| 9.1 General OHS Issues | |
| 9.2 OHS Branch communications | |
| 9.3 Communication with external Regulatory Authorities | |
| 10 Dealing with OHS Concerns | 15 |
| 10.1 Hazard Reporting | |
| 10.2 Incident Notification | |
| 10.3 Incident Investigations | |
| 10.4 Complying with OHS Requests | |
| 10.5 Staff non-compliance | |
| 11 OHS Training | 19 |
| 11.1 Induction | |
| 11.2 Training Course Availability | |
| 11.3 Costs | |
| 12 Associated Health Processes | 21 |
| APPENDICES | |
| A OHS Committees | 22 |
| B Health and Safety Representatives (HSRs) | 26 |
| C OHS Networks | 29 |
| D References | 30 |

1. FOREWORD

The Australian National University aims to be an influential leader in the fields of occupational health, safety and injury management. The University's Strategic Plan: *ANU by 2010* commits the ANU to provide a work and study environment that is attractive, well maintained, accessible and safe.

ANU is committed to providing staff, students, contractors and visitors with a safe and healthy environment. The ANU strives, through a process of continuous improvement, to fully integrate health and safety into all aspects of its activities.

The major OHS risks categories within the ANU are chemical management, equipment, biological hazards, building alterations and infrastructure, confined spaces, electrical safety, hazardous wastes, noise, ionizing radiation, lasers, manual tasks, fieldwork, mental health and nanotechnology.

The ANU promotes a proactive health and safety management system based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation. The University's OHS management system is supported by a professional and technically competent OHS Branch, able to oversee external compliance, provide technical advice and support. The OHS management system also strongly relies on the hard work of staff in OHS networks and committees. Managers and supervisors also have a role to address risks, encourage safe work practices and embed a strong safety culture.

The University's occupational health and safety management system is part of the University's overall risk management policy and framework.

These Health and Safety Management Arrangements document the processes associated with the University's OHS management system. The Health and Safety Management Arrangements compliment the OHS principles covered in the University's OHS Policy [1] and their practical implementation through numerous Hazard Management Procedures [2].

2. PURPOSE

This Health and Safety Management Arrangement provides guidance on the operation of the Australian National University's occupational health and safety management system, including the structure, roles and responsibilities for the management of OHS.

This document helps achieve compliance with the relevant OHS Act 1991 [3].

3. SCOPE

The Australian National University's Health and Safety Management Arrangements are applicable to all campuses of the ANU.

References -

- [1] http://info.anu.edu.au/policies/_DHR/Policies/OHS_Policy.asp
- [2] http://info.anu.edu.au/hr/OHS/Hazard_Management_Procedures.asp
- [3] http://www.comcare.gov.au/ohs_legislation

4. ACRONYMS and ABBREVIATIONS

| | |
|------------|---|
| ACTPLA | ACT Planning and Land Authority |
| ANU | Australian National University |
| ARPANSA | Australian Radiation Protection and Nuclear Safety Agency |
| ARPANS Act | Australian Radiation Protection and Nuclear Safety Act |
| DWG | Designated Work Group |
| EAP | Employees Assistance Program |
| HSMA | Health and Safety Management Arrangement |
| HSR | Health and Safety Representative |
| OHS | Occupational Health and Safety |
| OHSC | Occupational Health and Safety Committee |
| OHSPC | Occupational Health and Safety Policy Committee |
| OSLO | Occupational Strains Liaison Officer |
| PIN | Provisional Improvement Notice |
| RACLO | Rehabilitation and Compensation Liaison Officer |
| TOR | Terms Of Reference |

5. DEFINITIONS

- Budget Unit -** A University unit listed on the Academic units [4] and Administrative units [5] pages. In general it refers to a College, School, Division, Department, Cost Centre or Unit designated by the Vice-Chancellor as responsible for an activity of the University.
- Comcare -** The OHS Regulator and worker's compensation insurer.
- Designated Work Group (DWG) -** is a grouping of staff that best and most conveniently encompasses the staffs' interests relating to occupational health and safety matters to be represented and safeguarded. It is not necessary to have them associated with Budget areas. A DWG consists of all staff in a particular work area, department, school or centre; or a building or series of buildings [6].
- Health and Safety Representative (HSR) -** is a staff member interested in championing OHS causes on behalf of the staff in a DWG that they represent. A HSR has special powers under the OHS Act [3]. Under legislation there can only be one Health and Safety Representative (and a deputy) for each Designated Work Group.
- Incident -** An event or situation that generally has the ability to cause harm, injury, illness or disease.
- Local OHS Committee –** see Occupational Health and Safety Committee.
- Occupational Health and Safety Committee (OHSC) -** has the function to assist the University in developing, implementing and reviewing measures designed to protect the health and safety of staff, facilitate co-operation, and disseminating OHS information. One OHS Committee can serve more than one DWG. Non-University wide committees are considered Local OHS Committees. See section A.3.
- OHS Branch -** the branch within the Human Resources Division responsible for supporting the University's occupational health and safety management system, including injury management.
- OHS Network -** A group of people with special technical skills capable of assisting with specific OHS concerns. There are several OHS networks supported by the OHS Branch.
- Provisional Improvement Notice (PIN) -** An improvement notice issued by a Health and Safety Representative under their powers of Section 28 and 29 of the OHS Act 1991 to address breaches of the Act or Regulations after having followed due process.
- Responsible Person -** The person, usually a supervisor or higher, responsible for the work area, process or equipment.
- Safety Officer -** An individual with specialised knowledge or interest, designated by the Budget Unit, to fulfil an occupational health and safety role. For example, general safety officer, occupational strains liaison officer, radiation safety officer, hazardous waste safety officer, biological safety officer etc. Deputy or additional safety officers may be appointed for each of these roles. A HSR is not considered a safety officer unless also designated by management.

References -

- [3] http://www.comcare.gov.au/ohs_legislation
- [4] http://info.anu.edu.au/ovc/Delegations/By_Budget_Unit/By_Academic_Unit/index.asp
- [5] http://info.anu.edu.au/ovc/Delegations/By_Budget_Unit/By_Administrative_Unit/index.asp
- [6] http://info.anu.edu.au/hr/OHS/OHS_Networks/DWG_and_HSR_information.asp

6. ANU OHS SYSTEM OVERVIEW

The University aims to provide a workplace that is, as far as reasonably practicable: safe and healthy for staff, students, and visitors; without risk to the environment, and is compliant with relevant legislation, national standards and codes of practice. The system focuses on the effective control of the risks posed by the hazardous materials or activities that may be involved in its research and teaching undertakings.

The ANU OHS management principles can be found in the University's OHS Policy [1]. The OHS management system has the following elements:

6.1 University's Risk Management Framework-

Risks are acknowledged as inherent in many of the University's activities and that every member of the University community contributes to the identification, management, reporting and control of these risks. The OHS management system is consistent with the University's risk management principles to identify, analyse, assess, treat/control and monitor the risks involved in many of the University's activities. This is with the aim of protecting and developing the University's key assets (reputation, people, finances, infrastructure and intellectual property).

6.2 OHS Legislative Imperatives-

The OHS management system assists the University to meet its statutory and regulatory requirements. All work shall be in compliance with University policies and procedures, and hence relevant legislation. Some consideration is given to the general legal reliance on the principles of reasonable practicability and due diligence.

6.3 Governance-

OHS is given a high management priority, with integrated risk management principles into the decision making of the University and a comprehensive OHS management system.

The University Executive provide Directors/Heads with an adequate, responsible budget to implement research, teaching and operational work that is academically effective and simultaneously and indistinguishably free from unacceptable risks to safety, health or the environment. No hazardous research or operational work shall be undertaken until a risk assessment is completed and the Director or Head is satisfied that the hazards to safety, health or environment are controlled as far as is reasonably practicable. Any hazardous work undertaken shall be socially justifiable and without significant risk to staff, students, the general public or the environment.

Strategic committees (OHS Policy committee, Risk Management Advisory Committee, Audit and Risk Management Committee, and specialised technical committees) and local OHS committees (see section A.3) help oversee the development and implementation of the OHS management system. They are supported by a technically focussed corporate OHS Branch (part of the Human Resources Division).

To support all staff in their contribution to the OHS management system, a strong emphasis is placed on the provision of information, instruction, training and awareness of hazards and risks in the workplace, and supervision of staff, students and visitors.

6.4 Roles and Responsibilities-

All staff have a role and responsibility in the management of OHS risk, (see chapter 7 of this document). Additional delegation of OHS responsibilities can be found in the University delegation system [7].

All levels of the University must take OHS issues, concerns, and non-compliance seriously. Dealing with OHS concerns is outlined in chapter 10.

6.5 Policies and Procedures-

OHS policies and hazard management procedures are available, which provide direction for the range of hazardous materials used and hazardous activities undertaken. These documents incorporate relevant legislative requirements.

To ensure a healthy and safe workplace, sound workplace planning, design and operation principles are utilised.

6.6 Performance Appraisal-

The University's OHS management system performance will be monitored by –

- 6.6.1 Provision of an incident and hazard notification system [8, 9].
- 6.6.2 A collection of both prospective and retrospective OHS performance indicators being regularly reported [10].
- 6.6.3 OHS inspections (by the Local OHS Committee or Budget Unit) which include appropriate management action in cases of non-compliance.
- 6.6.4 OHS audits (by the OHS Branch), of University-wide major-hazards, with specific recommendations for improvements sent to the appropriate manager for action.
- 6.6.5 Regular reviews of OHS policies and procedures being undertaken.

6.7 Staff Consultation-

OHS matters shall be promoted and discussed through effective consultation, communication and cooperation with staff in the workplace, including the establishment of Designated Work Groups, and Local OHS Committees (section A.3).

6.8 Support –

The University's OHS management system is supported with –

- 6.8.1 Administrative resources for advice and assistance, including the OHS Branch (section 7.7), OHS Committees (Appendix A) and OHS networks (Appendix C);
- 6.8.2 The provision of specialised fabric, furnishings and competencies to ensure the effective management of any hazardous materials used or hazardous processes undertaken.
- 6.8.3 Provision of effective injury management when an injury occurs.

The above approach facilitates the integration of OHS into the research, teaching and operational thinking of Deans, Directors, Heads, research leaders, academics, researchers, technicians and administrators and allows the simultaneous achievement of the research/teaching/operational/OHS objective with maximum relevance, efficiency, flexibility and performance at the local level.

References -

- [1] http://info.anu.edu.au/policies/_DHR/Policies/OHS_Policy.asp
- [7] <http://info.anu.edu.au/ovc/delegations/>
- [8] http://info.anu.edu.au/policies/_DHR/Procedures/Incident_Reporting.asp
- [9] http://info.anu.edu.au/policies/_DHR/Procedures/Hazard_Reporting.asp
- [10] http://info.anu.edu.au/hr/OHS/Performance_Appraisal/index.asp

7. ROLES AND RESPONSIBILITIES

The following are roles and responsibilities related to the University's OHS Management system. These are explicit, sometimes detailed expectations that the ANU has of its staff fulfilling particular roles. People in these roles are required to be familiar with the responsibilities and dispatching them to the best of their abilities. Additional responsibilities are to be found in the University's delegation system [7].

7.1 College Dean, Director or Head of a College, Faculty, Research School, University Centre, or Administrative Unit -

Each College Dean, Director or Head of an ANU College, Faculty, Research School, University Centre, or Administrative Unit is responsible for implementing research, teaching and operational work in their Budget Unit and will provide a workplace that is, as far as reasonably practicable: safe and healthy for staff, students, visitors and contractors; and, without risk to the environment [11].

These responsibilities include -

- 7.1.1 Staff with supervisory or management responsibilities are held accountable for the management of OHS in areas under their control;
- 7.1.2 Adopting a risk management approach in the management of OHS;
- 7.1.3 Adequate budgetary provision is made for OHS programmes and initiatives;
- 7.1.4 OHS is included on the agenda of Faculty/Divisional and senior management meetings at regular intervals;
- 7.1.5 OHS performance is monitored and periodically reviewed, including Local OHS committee meetings, workplace inspections, trial evacuations, and induction of new staff and students.
- 7.1.6 Leading by example in relation to OHS standards and the promotion of OHS awareness, including ensuring that:
 - the risks associated with the activities of the area are identified and managed effectively;
 - adequate resources are allocated for OHS matters;
 - local standards and practices comply with legislative requirements and University policy;
 - OHS is discussed regularly at meetings.
- 7.1.7 Provision of a local OHS management structure and organisation, including:
 - appointment of appropriate safety personnel, (eg Safety Officer, emergency wardens, radiation safety officer, building warden, first aid attendants);
 - ensuring that staff, safety personnel and students undertake recommended OHS training;
 - implementation of University and local OHS policies and procedures;
 - consultation with staff and health and safety representatives;
 - provision of OHS information to staff, students, visitors and contractors;
 - provision and maintenance of safety and emergency equipment;
 - including safety compliance as part of staff performance appraisal.

OHS committees, networks and Health and Safety Representatives are seen as appropriate means to engage the campus community in ways of communicating and informing staff and other stakeholders about important OHS matters.

7.2 Supervisory Staff –

The delegated responsibility of Supervisors is to promote and maintain a safe workplace and safe systems of work in accordance with University OHS policies and procedures (delegation 3.57A) [7].

The supervisor's responsibilities include:

- 7.2.1 ensuring that documented safe work procedures are provided to and are understood and observed by the staff they supervise;
- 7.2.2 controlling the risks associated with the work and study that they supervise using a documented risk management process;
- 7.2.3 actively practising and developing in their staff and students proper attitudes towards OHS matters;
- 7.2.4 being receptive and responsive to OHS concerns raised in their area;
- 7.2.5 implementing University and local OHS policies and procedures;
- 7.2.6 ensuring that they, and the staff and students that they supervise, undertake mandatory and recommended OHS training;
- 7.2.7 actively participating in workplace OHS inspections and audits;
- 7.2.8 OHS performance is part of staff appraisals; and
- 7.2.9 ensuring that any incidents, exposures, hazards, dangerous occurrences or OHS concerns within their jurisdiction are reported in a timely manner and addressed.

In addition to the above formal consultation requirements, the University has established a number of administrative networks to assist supervisors in fulfilling their OHS obligations [see Appendix C].

The supervisor also facilitates the effective control of risk, through a risk management approach, involving:

- a) identifying the hazard(s);
- b) assessing the risk associated with the hazard(s), including any associated with the equipment, operation/activity, and location;
- c) implementing appropriate controls to eliminate or reduce the risks;
- d) reviewing the residual risk(s) with the controls in place; and
- e) documenting the risk judgement.

If all reasonably practicable controls have been put in place and the OHS risk remains too high, the supervisor should not allow the activity to be undertaken.

7.3 Staff, students and visitors -

The responsibilities of staff, students and visitors include:

- 7.3.1 managing risk (including the identification, assessment and reporting of potential risks and active involvement in controlling those risks (as directed)) to the University's key assets [12].
- 7.3.2 doing all that is reasonably practicable to ensure that their actions or omissions do not create or increase adverse risk to the health and safety of themselves or others;
- 7.3.3 observing safe work procedures;
- 7.3.4 using equipment in accordance with safe work instructions;
- 7.3.5 using a documented risk management process to eliminate or minimise OHS risks;
- 7.3.6 complying with OHS instructions, policies and procedures;
- 7.3.7 using and maintaining safety devices and personal protective equipment correctly;
- 7.3.8 being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- 7.3.9 reporting (in a timely manner) every injury, exposure, hazard or dangerous occurrence that occurs at the University or while undertaking a University activity [8, 9]. OHS concerns within the workplace should also be raised (see section 10).

7.4 Staff who engage or manage contractors -

The *Occupational Health and Safety Act 1991* indicates that independent contractors and their employees are regarded as employees of the organisation where the organisation has control or would normally have had control over the contractor but for an agreement with the contractor to the contrary. If a contractor is providing services under a contract which will require the contractor to independently perform the services without involvement of the organisation then it is probable that the contractor is not an employee of the organisation. The issue does have its difficulties, and where doubt exists then legal advice should be sought. [13]

A contractor performing services under a contract and having, in terms of responsibility for OHS, full control of the work site then that contractor is not under the responsibility of the organisation for OHS purposes. [13]

ANU and those ANU staff who engage or manage contractors play a part in the health and safety of the contractor and the contractor's employees, in relation to all matters over which ANU has control. ANU management shall appoint an ANU employee as a contract supervisor and/or project officer to oversee the issues below and/or to act in a liaison role.

The responsibilities of ANU staff that engage or manage contractors include ensuring that:

- 7.4.1 the pre-qualification process is completed prior to awarding the contract (issue of service agreement);
- 7.4.2 they have the qualifications, licences, training, experience and certificates of competency that will be needed for the job;
- 7.4.3 the primary contractor completes the campus-specific ANU contractor induction program (for Construction work) or site induction, as appropriate;
- 7.4.4 a comprehensive job safety analysis is completed by the contractor and reviewed by ANU staff before work commences;
- 7.4.5 the equipment and materials used by contractors are safe and are used in a manner that does not pose a risk to the contractors or to ANU staff, students and visitors;
- 7.4.6 contractors use safe work methods;
- 7.4.7 contractors are not exposed to unreasonable health and safety risks arising out of the activities of ANU;
- 7.4.8 communication is maintained with the contractor, providing job supervision and inspection of the quality of the work;

7.4.9 OHS incidents are reported via the University's system (section 10.1, 10.2) in addition to the contractor's own reporting requirements; and

7.4.10 contractors have statutory worker's compensation and liability insurance.

When communicating with Contractors, it is important to be specific on OHS matters.

Staff engaging contractors should also be aware of the University's requirements for building alterations [14].

7.5 Contractors -

The expectations of contractors are outlined in summary below. The engaging area may express other expectations but such arrangements must form part of the contract of engagement. ANU regards health, safety and environment as important criteria in the engagement of a contractor. Contracts must ensure responsibility for health, safety and environment issues are agreed with the contractor, their employees or subcontractors, and the University before commencing work.

Therefore, it is expected that contractors ensure that:

- 7.5.1 they maintain the premises or area in which they work in a safe and healthy manner for themselves and for the staff and students of ANU;
- 7.5.2 they employ safe tools and systems of work to do a job;
- 7.5.3 methods of work are agreed with the contract supervisor/project officer;
- 7.5.4 electrical power tools are regularly inspected and tagged in accordance with AS3760;
- 7.5.5 (Material) Safety Data Sheets are provided and available for the chemicals they will be using at ANU;
- 7.5.6 instructions and supervision from the contracting company are adequate. Close supervision is required particularly in the case of young or inexperienced workers;
- 7.5.7 they communicate regularly with their ANU contract supervisor/project officer; and
- 7.5.8 they raise any issue that is or may become a health, safety, environmental or core business concern to the contract supervisor/project officer.

Other expectations and information may be required.

7.6 Safety Officers -

The main role of a Safety Officer is to act as a focal point for OHS matters arising in an area. Deputy Safety Officer(s) may also be appointed to share the responsibilities of the role and to act in the absence of the Safety Officer. Not all areas have (or need) a safety (or deputy safety) officer.

Directors/Heads are responsible for appointing suitable Safety Officers (and deputy Safety Officers) for the areas under their control. In the absence of an appointed Safety Officer, the Supervisor followed by the relevant Director/Head of an area, or nominee, shall be a point of contact for OHS issues.

In research and workshop environments with diverse interests it may be appropriate to appoint several part-time Safety Officers each with responsibility for a particular OHS aspect, eg general safety, radiation safety, hazardous waste safety and biological safety. Deputy Safety Officers may also be appointed for each of these roles.

A list of Safety Officers is maintained by the OHS Branch (see Appendix C).

7.6.1 Safety Officer's Role -

Safety Officers and deputy Safety Officers must:

- 7.6.1.1 be free to devote sufficient time to OHS issues;
- 7.6.1.2 be provided with the resources and time to attend OHS training; and
- 7.6.1.3 be accessible to staff.

7.6.2 Safety Officer's Responsibilities –

The responsibilities of the Safety Officer and deputy Safety Officer may include (relevant to their role/knowledge area):

- 7.6.2.1 providing advice, information, instruction and training on local OHS issues;
- 7.6.2.2 assisting with risk management of hazards in the area;
- 7.6.2.3 assisting in investigating incidents, injuries and hazards;
- 7.6.2.4 liaising with the OHS Branch;
- 7.6.2.5 consulting with local health and safety representatives on OHS issues;
- 7.6.2.6 reviewing and analysing injury and incident reports and data;
- 7.6.2.7 developing injury and incident prevention strategies for the area;

- 7.6.2.8 monitoring OHS standards and compliance with OHS policies and procedures at a local level, including workplace inspections, building evacuations and induction and training of staff and students;
- 7.6.2.9 assisting with the promotion of OHS awareness;
- 7.6.2.10 liaising with (ANUGreen) environmental officers.

7.7 OHS Branch

The University has established an OHS Branch to provide a source of expertise to the University on all facets of OHS. The OHS Branch aims to be recognized as an influential leader in the fields of occupational health & safety and injury management.

The OHS Branch supports the research and teaching endeavours of the ANU, by providing technical and professional advice and assistance to enable and educate ANU staff (and students) to create and maintain safe and healthy workplaces that protect the University's valuable human resources.

When an injury or incident does occur, the OHS Branch responds quickly and effectively to rehabilitate staff and minimise risks.

7.7.1 OHS Branch Role -

The Occupational Health and Safety Branch provides professional support (both policy and practice) to the University's OHS management plan. OHS professionals are available to provide advice to management, staff, students and visitors on:

- 7.7.1.1 Prevention through hazard identification, risk assessment and risk control issues, Employee Assistance Program, and ANU TeamAssist;
- 7.7.1.2 Compliance matters related to occupational health and safety, environment, gene technology, quarantine, radiation, and nuclear non-proliferation legislation;
- 7.7.1.3 Policy interpretation and procedural, training, inspection and audit requirements of the University's OHS management plan;
- 7.7.1.4 Injury management and rehabilitation.

7.7.2 OHS Branch responsibilities include -

- 7.7.2.1 initiation, development and oversight of the University's overall OHS program, in conjunction with the OHS Policy Committee;
- 7.7.2.2 development of strategies and programs to minimise the risks of injury and damage and to achieve OHS legislative compliance;
- 7.7.2.3 provision of information and advice on OHS risk management and OHS legislative compliance;
- 7.7.2.4 provision of advice on OHS matters, including design, evaluation and investigation services related to worksites and work procedures;
- 7.7.2.5 provision and maintenance of generic OHS hazard management procedures for the hazards associated with University activities;
- 7.7.2.6 initiation, development and oversight of staff networks to communicate, consult and promote OHS matters;
- 7.7.2.7 liaise with, and reporting to, OHS regulatory authorities;
- 7.7.2.8 conducting assessments, inspections and audits of workplaces;
- 7.7.2.9 advising on the safe storage and handling of hazardous materials, processes and equipment;
- 7.7.2.10 provision of generic OHS training for staff and students;
- 7.7.2.11 establishment and maintenance of an OHS incident notification system;
- 7.7.2.12 maintaining records relating to the occupational health and safety of staff and students, including worker's compensation data;
- 7.7.2.13 reporting on appropriate OHS performance indicators;
- 7.7.2.14 investigation of accident and injury events and occupational health problems in the University and advising on what remedial action should be taken;
- 7.7.2.15 injury management and rehabilitation after injuries;
- 7.7.2.16 monitoring of personal exposures and work environments;
- 7.7.2.17 advising on medical surveillance for relevant staff;
- 7.7.2.18 visiting Research Schools, Faculties, University Centres and Administration Divisions of the University on a regular basis for health and safety discussions, evaluations and audits; and
- 7.7.2.19 generally promoting an interest in, and action on, occupational health and safety and injury management matters.

References -

- [7] <http://info.anu.edu.au/ovc/delegations/>
- [8] http://info.anu.edu.au/policies/_DHR/Procedures/Incident_Reporting.asp
- [9] http://info.anu.edu.au/policies/_DHR/Procedures/Hazard_Reporting.asp
- [11] http://info.anu.edu.au/Policies/_DFS/Policies/Environmental_Policy.asp
- [12] http://info.anu.edu.au/Policies/_DRMA/Policies/Risk_Management.asp
- [13] ANU Legal Office comment
- [14] http://info.anu.edu.au/Policies/_DFS/Procedures/Alteration_to_University_Buildings.asp

8 CONSULTATION MECHANISMS

This section outlines the consultation mechanisms associated with the development of or variation to –

- The University's Health and Safety Management Arrangements (HSMA);
- University OHS Policies;
- University OHS Procedures;
- University Guidance material; and
- OHS Branch Recommendations.

The consultation aim is to ensure that relevant parties can contribute to developing measures to improve the health, safety and wellbeing of staff by improving and shaping the University's OHS management system into an efficient, practical and compliant system. The process also aims to promote awareness and improve compliance.

The consultation process for DWG, OHS Committees and HSRs are found in those relevant sections.

8.1 ANU's Health and Safety Management Arrangements -

The initial development of the HSMA involved the OHS Branch, OHS Policy Committee, and University Staff Consultative Committee. A draft was distributed on the Internet to all University staff for a period greater than 3 weeks. Several staff forums were organised to inform, encourage open and frank discussion, and receive comment on the draft HSMA. Written comments were received by the OHS Branch (ohs.officer@anu.edu.au).

Comments and responses were considered in revising the draft and reviewed by the OHS Policy Committee. The OHS Policy Committee had the discretion to invite further staff comment.

The accepted HSMA will be forwarded to the Vice-Chancellor for consideration and approval.

8.2 Reviewing the HSMA –

The Vice-Chancellor may call a review of the HSMA at anytime.

Written staff comments on the HSMA are welcome anytime to the OHS Branch (ohs.officer@anu.edu.au).

The initial HSMA will be reviewed in 12-18 months from its formal approval date. Regular reviews of the HSMA will be conducted every 3 years.

Comments will be requested from staff. If necessary, a revised HSMA will be considered by the OHS Policy Committee and University Staff Consultative Committee [15].

8.3 University OHS Policies –

Policies are developed in accordance with the principles and procedures in the ANU Policy on Policies [16]. The OHS Policy Committee and OHS Branch develop University OHS policies, in response to the principles of legislation. The OHS Policy Committee will review the policy on a regular basis for approval by the Vice-Chancellor.

The Vice-Chancellor may call a review of any OHS policy at anytime.

Regular reviews of the OHS policies will be conducted every 2 years.

Written staff comments on OHS policies are welcome anytime to the OHS Branch (ohs.officer@anu.edu.au).

8.4 University OHS Procedures –

The OHS Policy Committee and OHS Branch develop University OHS procedures consistent with legislative requirements. An OHS procedure has the same weight as all University procedures.

A sub-committee, working party or focus group may be used to provide initial content and comment and to refine the procedure. The OHS Policy Committee reviews the draft procedure before it is released for wider consultation to the University community (see section 9.1). Comments and responses will be considered in revising the draft. The OHS Policy Committee will review the procedure, prior to obtaining the approval of to the Director, Human Resources.

A sub-committee, working party or focus group is established by the OHS Policy Committee and coordinated by the OHS Branch.

The Vice-Chancellor or Director, Human Resources may call a review of any OHS procedure at anytime.

Reviews of OHS procedures will be conducted as required every 2 years.

The OHS Branch may make minor changes to the OHS procedures for editorial correction and content clarification at any time. Significant changes are required to be agreed by the OHS Policy Committee. The Director, Human Resources (or delegate) must approve all changes.

Written staff comments on OHS procedures are welcome anytime to the OHS Branch (ohs.officer@anu.edu.au).

8.5 University OHS Guidance Material -

The OHS Branch develops University OHS guidance material to assist in the implementation of University OHS policies and procedures. A sub-committee, working party or focus group may be used to provide initial content and comment. Draft guidelines may be released for wider consultation to the University community (see section 9.1). Comments and responses will be considered in revising the draft. The OHS guidelines are forwarded to the Director, Human Resources for consideration and approval.

Written staff comments on OHS guidance material are welcome anytime to the OHS Branch (ohs.officer@anu.edu.au).

8.6 Reports from the OHS Branch -

The OHS Branch generally makes recommendations following incidents and investigations. These recommendations are made based on –

- Scientific principles (observable and measurable conditions);
- Professional judgement by a team of skilled and knowledgeable staff;
- Legislative and statutory requirements;
- Industry and best practice; and
- What is reasonably practicable.

Injury management processes and recommendations are covered by statutory requirements and in the University's Rehabilitation Policy and associated procedures [17].

If a supervisor is concerned about OHS Branch hygiene, safety or audit recommendations, they should first discuss these with the report's signatory. Continuing concern can be escalated by –

- Submitting a short written argument to the Manager, OHS Branch (ohs.officer@anu.edu.au) for consideration and response; then
- Raising and discussing the issue, recommendations, and supporting written statements at the next Local OHS Committee;
(The Local OHS Committee may review all the available information and provide additional feedback to the OHS Branch). The OHS Branch report is considered confirmed and accepted unless a written argument is received from the Local OHS Committee; then
- The relevant Director and the Director, Human Resources may become the final arbiters.

Economic/financial constraints are not considered an acceptable excuse for non-compliance.

References -

- [15] http://info.anu.edu.au/hr/About_HR/_University_Staff_Consultative_Committee/index.asp
- [16] http://info.anu.edu.au/Policies/_VC/Policies/Policy_on_Policies.asp
- [17] http://info.anu.edu.au/policies/_DHR/Policies/Rehabilitation.asp

9 COMMUNICATION PROCESS

This section outlines the communication mechanisms in the promotion and dissemination of OHS related information. Communication and awareness are a vital component of improving staff health, safety and wellbeing.

9.1 General OHS issues -

Communication of general OHS issues may include (where relevant) –

- Web based materials, including policies, procedures, guidance material, hazard alerts, ANU Risk Portal [18];
- Email distribution to Deans/Directors/Heads of Areas,
- Involving OHS networks (see appendix C), including attending meetings and email distribution to -
 - OHS Committees through the committee Chair,
 - Specialist network groups,
 - Health and Safety Representatives,
- Discussion at and notes associated with OHS training courses; and
- Seminars or forums.

9.2 OHS Branch communications -

OHS Branch correspondence and reports may include (where relevant) copies to –

- The concerned staff member(s);
- Supervisor and/or Research Group Leader;
- Business or Operations Manager;
- College General Manager
- Executive Officer/Dean/Director/Head;
- Relevant OHS Committee Chair and/or Health and Safety Representative;
- Relevant Facilities and Services staff (for infrastructure variations); and
- Statutory or external authorities (when required).

The OHS Branch response and reporting shall be consistent with relevant sections of the HR Division Service Charter [19] and statutory reporting requirements. The OHS Branch may need to vary this reporting distribution considering restricted, sensitive, medically confidential or legal professional privileged material.

9.3 Communication with external Regulatory Authorities -

An (OHS related) regulatory authority's initial contact with the ANU should be the Vice-Chancellor's office, followed by the Director, Human Resources and then the OHS Branch.

Regular communication and process may be handled by the OHS Branch as part of its role to liaise with, and report to, OHS regulatory authorities. Any routine queries or requests from OHS regulatory authorities may be addressed to the OHS Branch (ohs.officer@anu.edu.au).

A HSR may make contact with Comcare after consideration of the section dealing with OHS concerns.

References -

[18] <http://risk.anu.edu.au/>

[19] http://info.anu.edu.au/hr/HR_Service_Charter/index.asp

10. DEALING WITH OHS CONCERNS

Effectively identifying and reporting any hazards and working to eliminate or reduce any associated risks can maintain a safe and healthy working environment for staff, students and visitors. The University has a range of policies, procedures and guidance material available to support good practice in managing health and safety issues around the workplace.

OHS concerns may be highlighted by –

- Hazard reporting;
- Incident notification (for deaths, injuries, diseases, dangerous occurrences and regulator/compliance concerns);
- Discussions with supervisors, at team meetings and OHS committee meetings;
- Notifying the area's Health and Safety Representative or OHS Committee member;
- Local OHS Committee audits;
- Specialised audits and inspections conducted by the OHS Branch; and
- Regulatory Authority interest.

A staff member concerned about an OHS issue should initially contact their supervisor. Hazard reporting or incident notification is generally required (see below). In the event that the response appears inadequate, formal notification (hazard report or incident notification) assists the process to correction and improvement. An incident investigation process (see below) may occur. Reports made to the OHS Branch are generally treated sensitively and restricted when necessary.

A HSR may direct work to cease where there is an immediate threat to the health and safety of any person, and the supervisor is unavailable.

10.1 Hazard Reporting -

The reporting mechanisms are designed to encourage the early detection and correction of hazards to prevent staff, students or visitors being injured or harmed. In general, the hazards are divided into –

Dangerous Occurrences – means an occurrence that could have caused a Death, Serious Personal Injury or Incapacity. It is an event that did occur. Dangerous Occurrences should be reported via the online notification system, rather than the hazard report form. This ensures appropriate action.

Other Hazards - these are situations that may currently exist or could arise out of a set of circumstances. That is there is a potential risk that the hazard may lead to a harmful situation.

The University's hazard reporting information is available [here](#) [9].

The Hazard Report form is used by the local Budget Unit to address the hazard. The Hazard Report form gives employees and students a convenient method whereby, having identified a potential hazard, they can communicate this information to their supervisor for review, transmission to the Budget Unit manager, and action to eliminate or control the hazard. The completed form is copied to the OHS Branch and local OHS committee. However, advice can be requested from the OHS Branch at any stage.

Some minor building related issues/hazards maybe more rapidly addressed using the building maintenance process [20]. A hazard report may generate a maintenance request.

10.2 Incident Notification -

EVERY death, injury, exposure or dangerous occurrence that occurs at the University or while undertaking a University activity must be reported in a timely manner for legislative and OHS preventive reasons.

An incident notification may also commence the following (where relevant) –

- the injury management support function of the OHS Branch, and including worker's compensation process and return to work support;
- investigation of the incident and events, with the aim of preventing any reoccurrence; and
- reporting to the regulatory bodies (eg Comcare, ARPANSA, ACTPLA).

The University's incident notification system is an online reporting process and information is available [here](#) [8].

10.3 Incident investigations –

Depending on the type and severity of the incident reported, the investigation may be confined to, or escalated to a –

- Very minor incident (or incident outside of ANU control) – no action, but incident recorded;
- Supervisor investigation – to complete details, assess and prevent further occurrences. Reports are returned to the OHS Branch for evaluation and filing;
- OHS Branch investigation – a formal investigation with a report and recommendations;
- Special Incidents Investigations Committee – a formal investigation including the review of University OHS policies, procedures and guidelines.

A regulatory authority may investigate any incident reported to them. The OHS Branch, local Safety Officer (if applicable) and HSR are generally involved in this type of investigation. Investigation reports are generally made available as indicated in the OHS Branch reporting (see section 9.2).

Incidents of significance are generally discussed or reviewed by the Local OHS Committee at scheduled meetings.

Health and Safety Representatives are welcome to participate in the OHS Branch and special incidents committee investigations, or participate in the review with the OHS Committee.

A Health and Safety Representative is requested to consider due process before involving a statutory regulator – eg. Comcare.

10.4 Complying with OHS Requests -

The University's Occupational Health and Safety management system requires that OHS recommendations made by Local OHS Committees and the OHS Branch are actioned by Budget Unit management in a timely and efficient manner (even as provided for in section 8.6). In general, the Local OHS Committee may endorse OHS Branch reports. The OHS Branch reports or recommendations may include a compliance checklist, an action timeframe and/or a risk rating.

Where Budget Unit management rejects any report recommendations (also see section 8.6), the reasons must be indicated in writing, and forwarded to the Local OHS Committee and OHS Branch. Discussion on the matter will then proceed.

The stages of an (accepted) OHS report include actions to progress from -

- Recommendations presented to the Budget Unit and discussed by the Local OHS Committee.
- Recommendations are implemented. These recommendations could also have been implemented at any time (after the initial on-site assessment). The compliance checklist is returned to OHS Branch indicating compliance, non-compliance or an appropriate alternative solution. Any outstanding non-compliance issues must be reported to OHS Branch, OHS Committee and Director/Head together with a time frame for compliance. Only those issues with significant future budgetary implications may remain to be addressed at this stage.
- Eight months after the report, full compliance is expected. The Director or Head of the Budget Unit that has failed to achieve full compliance must inform the Director, Human Resources and the OHS Branch of reasons for the non-compliance and actions to be taken to achieve full compliance.
- Non-compliance issues may be reported to the OHS Policy Committee.

10.5 Staff non-compliance -

The University encourages all staff to participate in achieving and maintaining a safe and healthy workplace. This also includes supporting the University's OHS policies, procedures, following safe work practices and their supervisor's directions. Where a person's deliberate actions have resulted in a breach, the Supervisor should first consider –

- the seriousness of the breach;
 - any mitigating factors;
 - the circumstances in which the breach occurred;
 - record of satisfactory service;
 - consequences for the staff member;
- and discuss these openly with the person.

Any action should be according to the principles and provisions of the University's Code of Conduct [21].

The OHS branch and/or HSR may be requested to mediate in the process.

References -

- [20] <http://www.anu.edu.au/facilities/maintenance/index.html>
- [21] http://info.anu.edu.au/Policies/ DHR/Policies/Code_of_Conduct.asp

11. OHS TRAINING

Knowledge and awareness of occupational health and safety issues, including hazards and risks, are an important step in improving the workplace environment.

Occupational health and safety awareness should commence before employment, through the assessment of the position roles and tasks. A Pre-Employment Work Environment Report ([PEWER form](#)) [22] must accompany all advertised positions.

Upon commencement at the University, staff and students (except undergraduates[#]) are required to undergo a preliminary OHS induction on the first day, and complete the OHS induction process over their first week of commencement.

11.1 Induction-

The induction should include, but is not limited to –

- 11.1.1 Awareness of personal roles and responsibilities, and the organisational structure;
- 11.1.2 The University's Occupational Health and Safety Policy [1];
- 11.1.3 The University's Health and Safety Management Arrangements [this document];
- 11.1.4 Information on the Designated Work Group, associated Local OHS Committee and its members, and Health and Safety Representative (Appendix A, B);
- 11.1.5 The process for reporting hazards and incidents [8, 9];
- 11.1.6 An onsite orientation, including emergency procedures, first aid information, and safety devices required for their work;
- 11.1.7 Introduction to key specialised staff, including Safety Officers, first aid attendants, HSR;
- 11.1.8 Consideration of any specialised training, knowledge or skill required (see below) to undertake their tasks safely and efficiently;
- 11.1.9 Evaluation for inclusion in the health surveillance program [23], usually considering the information supplied in the Pre-Employment Work Environment Report (PEWER) form;
- 11.1.10 Where vaccinations are recommended for a position/task the relevant information should be made available and discussed [24];
- 11.1.11 How to access specialised services (eg. Counselling, EAP etc).

On cessation of employment, a staff separation process should also be considered.

11.2 Training Course Availability -

Numerous OHS training programs are available through the OHS Branch. These provide information and training on the hazards, risks, and University's policies and procedures. The scope and timetable for the OHS training courses offered are available [25]. The [OHS Branch](#) can also be contacted regarding some specialised training available through accredited external providers (eg HSR, first aid).

A Local OHS Committee may deem a certain level of training or training course appropriate and/or to be undertaken by all staff and students involved with certain materials, equipment or hazards.

11.3 Costs –

The cost of required OHS training courses is the responsibility of the Budget Unit.

Staff are considered on duty when attending approved OHS courses.

References -

- [1] http://info.anu.edu.au/policies/_DHR/Policies/OHS_Policy.asp
- [8] http://info.anu.edu.au/policies/_DHR/Procedures/Incident_Reporting.asp
- [9] http://info.anu.edu.au/policies/_DHR/Procedures/Hazard_Reporting.asp

[#] undergraduates can expect to undergo a series of orientations and inductions relevant to their course of study.

- [22] http://info.anu.edu.au/Policies/_DHR/Forms/HR51.asp
- [23] http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
- [24] http://info.anu.edu.au/policies/_DHR/Procedures/Immunisation.asp
- [25] http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

12. ASSOCIATED HEALTH PROCESSES

The ANU has an integral and complete OHS management system that includes health surveillance, injury management and rehabilitation.

A combination of health related processes helps the University and you to –

- Be aware of OHS issues and potential exposures in your work;
- Provide comfort in regular assessment of your health and wellbeing;
- Have confidence in the processes and equipment required to protect your health;
- Allow the early intervention to maintain and protect your health; and
- Provide assistance in making reasonable adjustments to your work environment.

The effective combination of the Pre-Employment Work Environment Report (PEWER) [22], Health Surveillance Program [26], Employment Medical Questionnaire (EMQ) [27, 28] and professional review and assessment of the outcomes is a worthwhile investment in staff health and wellbeing in the University's overall OHS management system.

These processes commence before employment, become active on commencement and continue as appropriate. As with any medical related procedure, participation is voluntary.

References -

- [22] http://info.anu.edu.au/Policies/_DHR/Forms/HR51.asp
[26] http://info.anu.edu.au/Policies/_DHR/Policies/Health_Surveillance_Policy.asp
[27] http://info.anu.edu.au/Policies/_DHR/Forms/HR39.asp
[28] http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

APPENDIX A

A.1 OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

Occupational Health and Safety Committees (OHSC) are a formal structure for the discussion and resolution of workplace health, safety and wellness issues. The committees are beneficial in the implementation of the University's Occupational Health and Safety Management System.

At the ANU, OHS Committees exist at –

- The University level - The ANU OHS Policy Committee with several speciality subcommittees.
- The College level, and additionally in some areas at the
- School/Department level.

A list of Local OHS Committees can be found [here \[29\]](#).

In addition, it is encouraged that OHS issues are discussed at group/team meetings.

A.2 ANU OHS POLICY COMMITTEE

A.2.1 Purpose -

Recognising the nature of the work and study undertaken at the University, the role of the University Occupational Health and Safety Policy Committee (OHSPC) is to assist the University in maintaining a healthy and safe work environment, by establishing better-practice safety standards and practices, which at a minimum comply with:

- Standards prescribed by relevant Commonwealth legislation; and
- National standards and codes of practices, such as those provided by the Australian Safety and Compensation Council; Australian Radiation Protection and Nuclear Safety Agency; Safety, Rehabilitation and Compensation Council; Standards Australia; and the codes and guidelines of Comcare Australia.

The OHSPC will operate as an advisory committee and will:

- A.2.1.1 Oversee the development, implementation and review of Occupational Health and Safety (OHS) policies and procedures across the University;
- A.2.1.2 Recommend and oversight projects and programs to implement relevant University OHS policies and procedures;
- A.2.1.3 Oversight the development and implementation of hazard management programs;
- A.2.1.4 Establish and oversight sub-committees and technical specialist groups as required;
- A.2.1.5 Monitor outcomes and review actions taken to implement University OHS policies and procedures;
- A.2.1.6 Consider OHS matters referred to it by Local OHS Committees;
- A.2.1.7 Routinely review University occupational health and safety reports, including overall trends in accidents, injuries or diseases;
- A.2.1.8 Advise the Vice-Chancellor on policy matters concerning the occupational health and safety of University staff, student and visitors; and
- A.2.1.9 Report to University Executive on policy matters concerning the occupational health and safety of University staff, students and visitors.

A.2.2 Membership -

The membership of the OHSPC will be as follows:

- A.2.2.1 The Chairperson of the Committee, who will be the Director, Human Resources, or nominee;
- A.2.2.2 Four University managers as nominated by the Vice-Chancellor; and
- A.2.2.3 Staff representatives from Local OHS committees including:
 - a. two members from the College of Science; and
 - b. at least one representative from each other College and Central Administration.

Staff representatives shall be nominated by the committee that they represent.

At least two management and two staff representatives are required to form a quorum of the OHSPC.

A.2.3 Meeting Frequency -

The Committee shall meet at least quarterly.

The minutes of each meeting shall be made accessible to University staff through the University website. Additional copies are provided to the University Executive (via the HR Director) and the Risk Management Advisory Committee.

A.2.4 Subcommittees -

Subcommittees and technical specialist sub groups may be established by the OHSPC and will report to the OHSPC. These are currently -

- A.2.4.1 Radiation Safety Committee (TOR [30])
- A.2.4.2 Hazardous Waste Safety Committee (TOR [31])
- A.2.4.3 Electrical Safety (TOR [32])
- A.2.4.4 Special Incidents Investigations Committee (TOR [33])

Membership of these committees is generally by invitation (based on technical knowledge) or role within the organisation and comprises representatives drawn from the major activities and work groups in an area to achieve a balanced committee. The Special Incidents Investigation Committee includes membership from the OHS Policy Committee.

The Chairpersons of sub-committees and technical specialist groups will report the activities of the committee to the OHSPC and attend OHSPC meetings on request.

A.3 LOCAL OHS COMMITTEES

A Local OHS Committee provides a consultative forum for the discussion, resolution and implementation of strategies to address OHS issues.

The OHS Branch, in consultation with work areas, will establish or vary Local OHS Committees as appropriate for the area.

Staff must be informed of the Local OHS Committee, its purpose and membership.

A.3.1 Purpose -

The purposes of a local OHS committee include:

- A.3.1.1 Formulation and implementation of OHS improvement strategies for the area including consideration and implementation of University OHS policies and procedures;
- A.3.1.2 Promotion of a strong OHS culture in the area through regular communication and consultation, promotion of improvements and highlighting of specific hazards or incidents;
- A.3.1.3 Review and analysis of injury/incident reports and data, implementation and effectiveness of recommended preventive action of incidents and development of injury/incident prevention strategies for the area;
- A.3.1.4 Review and interpret ANU procedures to assist in their implementation in the local environment.
- A.3.1.5 Initiate, formulate and implement local OHS programs and procedures;
- A.3.1.6 Monitoring the area OHS performance with regard to:
 - conducting regular workplace inspections, such that all significant areas are audited over a maximum 4 year cycle (see section A3.3 below);
 - regular review of the local Emergency Control Organisation in buildings [34] and encouraging trial evacuations (at least 1 per year);
 - induction of new staff and students; and
 - training staff and students in the area.
- A.3.1.7 Auditing and analysing the OHS legislative compliance of the Area and, in particular:
 - ensuring that a risk management approach is taken to hazardous tasks, new activities, research and equipment;
 - ensuring that emergency procedures are developed and implemented for the area;
 - monitoring the implementation of the recommendations of audits.

- A.3.1.8 Review all the available information and provide additional feedback to the OHS Branch on issues of dispute between OHS recommendations and the Responsible Person.
- A.3.1.9 Supporting and assisting the work of:
- Safety Officers;
 - Health and Safety Representatives; and
 - OHS Branch.

The Local OHS Committee should be supported and resourced appropriately.

The Local OHS Committee may forward items relating to University OHS policies and procedures to the OHS Policy Committee (via the OHS Branch) for consideration.

The Chair of the Local OHS Committee must forward a brief annual report [35] to the OHS Branch for consideration by the OHS Policy Committee.

A.3.2 Membership –

A Local OHS committee should ideally have no more than 12 members, including:

- A.3.2.1 a chairperson, who ideally is a senior academic or general staff equivalent;
- A.3.2.2 at least one academic representative (whether or not the committee chair);
- A.3.2.3 the Safety Officer(s), including one Radiation, Chemical, Biological Safety Officer, if assigned;
- A.3.2.4 at least one laboratory/workshop manager (in laboratory/workshop-based faculties);
- A.3.2.5 the Health and Safety Representative(s) in the area;
- A.3.2.6 one member from the Emergency Control Organisation (ie wardens);
- A.3.2.7 one first aid attendant;
- A.3.2.8 one Occupational Strains Liaison Officer; and
- A.3.2.9 (if considered beneficial by the committee) a postgraduate student representative.

A Local OHS Committee should comprise representatives drawn from the major activities and work groups in an area to achieve a balanced committee. Academic representation is required.

The heads of academic/administrative units that the committee covers may nominate the members of the committee, except for the health and safety representatives who are elected by the staff. A staff member interested in being on the OHS Committee should indicate this to their College Dean/Director/Head and Chair of the OHS Committee.

Appointment to the committee should be considered a minimum term of two years. The Chair of the committee may be rotated annually. The Chair of a committee may be appointed by the relevant Head of an Area (single DWG OHS Committee), or elected by the committee members (multiple DWG representative committee).

A training course to assist OHS Committee members understand the University OHS environment is available as part of the [OHS Branch training program](#) [25].

The (Commonwealth) OHS Act does not impose any specific obligations on a committee member. However members generally join a committee with the intention of improving health and safety in their workplace. Members should actively participate in and assist the committee where they can.

Note that a member cannot be held liable in civil proceedings because of the way they carried out their OHS duties, or failed to carry out their OHS duties. For further information please consult the University's OHS liability page [36].

Other special officers such as the first aid attendants, hazardous waste, radiation and biosafety officers, emergency building wardens, etc, who are not appointed to the committee, should either report to the committee via the Safety Officer or be invited to report directly to the committee on at least an annual basis.

An OHS Branch representative may attend each meeting.

A.3.3 Specific Roles-

An OHS committee will have a Committee Chair and a Secretary, drawn from its membership.

The OHS Committee Chair will be responsible for –

- Arranging meeting dates and venues,
- Conducting the meeting in an efficient manner,
- Completing the annual OHS Committee report to the OHS Policy Committee,
- Attending the OHS Policy Committee upon request to discuss relevant issues.

The committee Secretary is responsible for –

- Calling for agenda items (see below),
- Distributing the agenda of the committee,
- Arranging for relevant staff to discuss issues in the agenda (or written communication for discussion),
- Recording of the minutes,
- Distribution of the minutes (see below).

A.3.4 Inspections-

The OHS inspection is an important mechanism by which the OHS standards of a workplace are established, maintained and improved. The inspection has the important function of identifying and recording deficiencies in the OHS system, specifically, physical hazards, errors in work procedures and poor practices in the particular Budget Unit. If problems are identified, the responsibility for their correction rests with Budget Unit management.

Inspections for compliance to general OHS standards and University policy and procedures within the local Budget Unit is an expected activity of Budget Unit management, generally with the assistance of the local OHS Committee.

An audit/inspection checklist is available [37].

A.3.5 Meeting Frequency –

The OHS Committees are required to meet at least quarterly.

At least three members are required to form a quorum of a Local OHS Committee.

A.3.6 Agendas –

Before each meeting, a notice of next meeting must be circulated to the staff in the area requesting agenda items and/or issues for discussion. Items submitted must be included on the meeting's agenda and the proposer invited to the meeting for the discussion of the item.

Relevant OHS Branch reports should be part of the agenda for noting and/or discussion.

A copy of the agenda should be forwarded to the OHS Branch (ohs.officer@anu.edu.au).

A.3.7 Minutes –

Minutes of the meeting -

- Should be produced as soon as possible after the meeting;
- Must be kept (for a period of 5 years by the Chair, and transferred with the Chairmanship);
- Made accessible to all staff within that DWG or group (eg. Copies on notice boards, tearoom, ANU only web site);
- May be circulated electronically to committee members and College Dean/Director/Head of an Area;
- Should be sent to the local Faculty Board or Department meeting for noting;
- Sent to the OHS Branch (ohs.officer@anu.edu.au)

Additional information for OHS Committee members can be found on the Comcare web site [38].

References -

- [25] http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- [29] http://info.anu.edu.au/hr/OHS/OHS_Networks/OHS_Committees.asp
- [30] http://info.anu.edu.au/hr/OHS/OHS_Networks/Radiation_Safety_Terms_of_Reference_08.pdf
- [31] http://info.anu.edu.au/hr/OHS/OHS_Networks/Hazardous_Waste_Terms_of_Reference_08.pdf
- [32] http://info.anu.edu.au/hr/OHS/OHS_Networks/Electrical_Terms_of_Reference_08.pdf
- [33] http://info.anu.edu.au/hr/OHS/OHS_Networks/Special_Incidents_Terms_of_Reference_08.pdf
- [34] http://info.anu.edu.au/Policies/_DHR/Procedures/Emergency_Procedures_in_Buildings.asp
- [35] Local OHS Committee annual report (reviewed annually and distributed to Committee Chairs)
- [36] http://info.anu.edu.au/policies/Policies/Human_Resources/ohs/Legal_Liability_in_Relation_to_OHS.asp
- [37] [OHS inspection checklist](#)
- [38] http://www.comcare.gov.au/publications/safety/ohs_committees_and_safety_representatives

APPENDIX B

B.1 HEALTH AND SAFETY REPRESENTATIVES

Health and Safety Representatives (HSRs) are staff representatives whose primary role is to represent the health and safety interests of the members of their work area consistent with the procedures outlined in the University's Health and Safety Management Arrangements. The role of the HSR is to work constructively in improving University staff's health and safety.

The Health and Safety Representative and a deputy health and safety representative are elected by the staff of the Designated Work Group. It is an expectation that the principal HSR will participate in the Local OHS Committee.

Under legislation there can only be one Health and Safety Representative (and a deputy) for each Designated Work Group. A HSR is encouraged in all DWGs, but is not essential.

A HSR has special powers under the OHS Act [3]. Further information is available from the Comcare web site [38, 39].

HSRs may wish to consult staff with day-to-day experience of particular work processes, as they are a valuable source of information and can advise on situations with the potential to cause injury or illness. These staff can also offer ideas on how the hazards can be best addressed. The [OHS Branch](#) is available to assist staff and HSRs in fulfilling their obligations and improving the health and safety of staff in their work group.

The list of DWG's and the names of the elected health and safety representatives are available [here](#) [6].

B.2 Nomination –

The Director/Head of a Designated Work Group with a vacant HSR position must alert all staff of the DWG of the vacancy within one month of becoming aware of the vacancy and encourage nominations. DWG staff emails and a notice on the OHS notice board are the minimum acceptable for this purpose.

The nomination period shall be stated in the staff communication, but shall be a minimum of 10 working days.

Staff interested in the position of HSR should nominate on the HSR nomination form [40]. A nominated HSR must be willing to undergo the required training.

B.3 Election -

If there is only one nomination at the end of the nomination period then that person is automatically elected.

If there are only two nominations at the end of the nomination period, the two staff members may come to an agreement on who is the principal and deputy HSR. If there is no agreement then an election shall be held.

Where there is more than two nominations for the position of HSR and/or deputy HSR, an election will be arranged by the DWG management with assistance of the OHS Branch. DWG management shall distribute information on how to vote. Voting shall remain open for 5 working days.

The election may involve the electronic polling option and may include a short election statement or profile of the candidates (as indicated on their nomination form). The electronic polling option can be arranged through Human Resources Business Solutions (HRBusiness_Solutions@anu.edu.au). A returning officer will be nominated at the election process commencement. Any paper based voting process should comply with the requirements of the *OHS (Safety Arrangements) Regulations 1991* [41].

Any dispute arising out of the nomination, election or voting process shall be addressed to the Returning Officer and the Director, Human Resources.

Management shall inform the DWG staff (and OHS Branch) of any nominated HSR with 10 working days of the results being determined. The OHS Branch shall maintain a list of HSRs [6].

B.4 Duration –

A Health and Safety Representative and deputy HSR is elected for a term of 2 years.

HSRs may be removed from their role in certain circumstances (see OHS Act and/or Comcare information [3, 39]).

A HSR that ceases employment in a DWG automatically ceases to represent staff in that DWG.

A deputy HSR will act as the HSR during an absence of the principal HSR.

ANU management will issue a certificate [42] to the HSR indicating the DWG that the person represents and inclusive dates of tenure as HSR.

B.5 Function -

A HSR may undertake the points below for their DWG only. Health and Safety Representatives have a range of statutory rights under the *Occupational Health and Safety Act 1991* [3] that include –

- B.5.1 The right to be consulted, so far as is reasonably practicable, on:
 - any proposed changes in the workplace or to the materials, equipment or procedures used that may affect the health and safety of staff;
 - risk assessment of new and existing materials, equipment or procedures that may affect the health and safety of staff;
 - the development of OHS policies and procedures;
 - OHS hazard and incident investigation;
 - the provision of OHS information, instruction and training;
 - OHS disputes and their resolution.
- B.5.2 Direct work to cease where there is an immediate threat to the health and safety of any person, and the supervisor is unavailable;
- B.5.3 Inspect any part of the workplace and investigate complaints at which a member of the area that they represent works, at any time giving reasonable notice to the relevant head of academic/administrative unit and immediately in the event of an incident or hazardous situation;
- B.5.4 Make a request for a formal inspection, following the University's OHS notification procedure. A HSR may make that request to a Comcare investigator, to Comcare or the SRC Commission, that an investigation be conducted at the workplace (by contacting the State/Territory Comcare OHS manager). It is requested that the University's OHS investigation process (through the OHS Branch) be first given a chance.
- B.5.5 Issue a Provisional Improvement Notice (PIN) (for more information see below). This should be considered a last resort after the University's OHS process has had an opportunity.
- B.5.6 Attend workplace inspections and audits, including those carried out by Comcare;
- B.5.7 Be given access to any information, except that which is medically confidential or under legal professional privilege, on:
 - the health and safety of the staff in the area they represent; and
 - the actual or potential hazards in the workplace;
- B.5.8 Paid leave to attend the accredited health and safety training course;
- B.5.9 Have access to the facilities and assistance to enable them to perform their role.

A deputy HSR will act as the HSR during an absence of the principal HSR to fulfill these functions.

B.6 HSR - Training -

An elected Health and Safety Representative is required to be trained through an accredited training course as soon as practical or within 3 months. The training course costs and paid leave to attend the course are to be covered by the DWG Budget Unit(s). Accredited training course information is available through the OHS Branch [25] or Comcare website [39]. A HSR should be given the option to choose from one of the accredited training providers.

Please notify the OHS branch once you have successfully completed the course.

Further information is available from the Comcare web site [39].

B.7 HSR - Issuing a Provisional Improvement Notice (PIN) -

Where you (the HSR) believe a person:

- is breaching the Act or Regulations, or
- has breached the Act or Regulations and is likely to do so again, you must consult with the relevant supervisor in an attempt to reach agreement on fixing the breach or preventing the likely breach; then

Please notify the OHS Branch (ohs.officer@anu.edu.au, 6125 2193). If agreement on the resolution of a breach of the legislation in your DWG cannot be reached within a reasonable time, you may issue a PIN to the person responsible for the work or work area. This person is referred to as the *Responsible Person*.

The PIN must specify:

- which part of the legislation is, in your opinion, being breached;
- the reason why you believe there is a breach; and
- the period (not less than seven (7) days after the day of issue of the PIN) in which the Responsible Person is to take action necessary to prevent any further or likely breach.

A PIN issued by a Health and Safety Representative must be set out in accordance with *Form 1* of the *Occupational Health and Safety (Safety Arrangements) Regulations 1991* [41]

The PIN may also specify action the Responsible Person is to take. The period may be extended by the HSR in writing before the original expiry date.

Further information is available from the Comcare web site [39], relevant documentation and accredited training courses.

References -

- [3] http://www.comcare.gov.au/ohs_legislation
- [6] http://info.anu.edu.au/hr/OHS/OHS_Networks/DWG_and_HSR_information.asp
- [25] http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- [38] http://www.comcare.gov.au/publications/safety/ohs_committees_and_safety_representatives
- [39] http://www.comcare.gov.au/safety/health_and_safety_representatives
- [40] [HSR nomination form](#)
- [41] http://www.comcare.gov.au/ohs_legislation/ohs_acts_and_regulations
- [42] [HSR certificate](#)

APPENDIX C

C.1 OHS NETWORKS

OHS Networks have been established to –

- C.1.1 Assist the University in its implementation of its OHS Management system;
- C.1.2 Be knowledgeable on specific OHS issues;
- C.1.3 Discuss specific OHS issues with staff and students;
- C.1.4 Support the implementation of the University's specific OHS Hazards Management Procedures;
- C.1.5 Carry out specific functions (eg first aid attendants).

The [OHS Branch](#) assists the OHS Networks.

OHS Networks include the OHS Committees, Health and Safety Representatives, Safety Officers and staff with specialised skills. A list of OHS Networks is available [here](#) [43].

References -

- [43] http://info.anu.edu.au/hr/OHS/OHS_Networks/index.asp

APPENDIX D

REFERENCES

- [1] http://info.anu.edu.au/policies/_DHR/Policies/OHS_Policy.asp
- [2] http://info.anu.edu.au/hr/OHS/Hazard_Management_Procedures.asp
- [3] http://www.comcare.gov.au/ohs_legislation
- [4] http://info.anu.edu.au/ovc/Delegations/By_Budget_Unit/By_Academic_Unit/index.asp
- [5] http://info.anu.edu.au/ovc/Delegations/By_Budget_Unit/By_Administrative_Unit/index.asp
- [6] http://info.anu.edu.au/hr/OHS/OHS_Networks/DWG_and_HSR_information.asp
- [7] <http://info.anu.edu.au/ovc/delegations/>
- [8] http://info.anu.edu.au/policies/_DHR/Procedures/Incident_Reporting.asp
- [9] http://info.anu.edu.au/policies/_DHR/Procedures/Hazard_Reporting.asp
- [10] http://info.anu.edu.au/hr/OHS/Performance_Appraisal/index.asp
- [11] http://info.anu.edu.au/Policies/_DFS/Policies/Environmental_Policy.asp
- [12] http://info.anu.edu.au/Policies/_DRMA/Policies/Risk_Management.asp
- [13] ANU Legal Office comment
- [14] http://info.anu.edu.au/Policies/_DFS/Procedures/Alteration_to_University_Buildings.asp
- [15] http://info.anu.edu.au/hr/About_HR/_University_Staff_Consultative_Committee/index.asp
- [16] http://info.anu.edu.au/Policies/_VC/Policies/Policy_on_Policies.asp
- [17] http://info.anu.edu.au/policies/_DHR/Policies/Rehabilitation.asp
- [18] <http://risk.anu.edu.au/>
- [19] http://info.anu.edu.au/hr/HR_Service_Charter/index.asp
- [20] <http://www.anu.edu.au/facilities/maintenance/index.html>
- [21] http://info.anu.edu.au/Policies/_DHR/Policies/Code_of_Conduct.asp
- [22] http://info.anu.edu.au/Policies/_DHR/Forms/HR51.asp
- [23] http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
- [24] http://info.anu.edu.au/policies/_DHR/Procedures/Immunisation.asp
- [25] http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- [26] http://info.anu.edu.au/Policies/_DHR/Policies/Health_Surveillance_Policy.asp
- [27] http://info.anu.edu.au/Policies/_DHR/Forms/HR39.asp
- [28] http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp
- [29] http://info.anu.edu.au/hr/OHS/OHS_Networks/OHS_Committees.asp
- [30] http://info.anu.edu.au/hr/OHS/OHS_Networks/Radiation_Safety_Terms_of_Reference_08.pdf
- [31] http://info.anu.edu.au/hr/OHS/OHS_Networks/Hazardous_Waste_Terms_of_Reference_08.pdf
- [32] http://info.anu.edu.au/hr/OHS/OHS_Networks/Electrical_Terms_of_Reference_08.pdf
- [33] http://info.anu.edu.au/hr/OHS/OHS_Networks/Special_Incidents_Terms_of_Reference_08.pdf
- [34] http://info.anu.edu.au/Policies/_DHR/Procedures/Emergency_Procedures_in_Buildings.asp
- [35] Local OHS Committee annual report (reviewed annually and distributed to Committee Chairs)
- [36] http://info.anu.edu.au/policies/Policies/Human_Resources/ohs/Legal_Liability_in_Relation_to_OHS.asp
- [37] [OHS inspection checklist](#)
- [38] http://www.comcare.gov.au/publications/safety/ohs_committees_and_safety_representatives
- [39] http://www.comcare.gov.au/safety/health_and_safety_representatives
- [40] [HSR nomination form](#)
- [41] http://www.comcare.gov.au/ohs_legislation/ohs_acts_and_regulations
- [42] [HSR certificate](#)
- [43] http://info.anu.edu.au/hr/OHS/OHS_Networks/index.asp