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**Policy Approver:** Vice-President Administration & Finance And Chief Operating Officer

**Policy Steward:** Director, Health And Safety

**Supporting Process:**

[Health and Safety Processes](#)

# Health and Safety Policy (MPF1205)

## 1. Objective

1.1. The objective of this policy is to define the University's commitment to providing a safe and healthy working and learning environment.

## 2. Scope

2.1. This policy applies to all staff, students, contractors and other personnel at locations under the management or control of the University.

## 3. Authority

3.1. This policy is made under the [University of Melbourne Act 2009 \(Vic\)](#) and [Vice-Chancellor Regulation](#) and supports compliance with the *Occupational Health and Safety Act 2004 (Vic)*.

## 4. Policy

4.1. The University is committed to:

- a) creating an accessible health and safety management system that eliminates or minimises risk of injury or illness to people associated with the University's operations;
- b) engaging with all staff, students, visitors and partner organisations in creating safe working and learning environments and safe systems of work;
- c) developing and maintaining a culture that encourages all personnel to actively manage health and safety risks;
- d) providing a continually improving health and safety management system by establishing, and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury; and
- e) establishing a health and safety management framework to meet legislative obligations to the highest possible standard.

4.2. The University is committed to complying with all relevant health and safety legislation and other requirements to which the University subscribes.

4.3. The University operates a health and safety management system that is consistent with the nature and scale of its operations.

4.4. The University provides appropriate health and safety training for all staff, and disseminates health and safety information and instruction to all personnel in the workplace.

4.5. The University engages and includes staff in a consultation process for decision making where there is an impact on workplace health and safety.

4.6. The University defines, documents and communicates health and safety responsibilities, authority to act, and reporting requirements for personnel at all levels in the workplace.

4.7. The University actively identifies and manages health and safety risks, through the systematic identification of hazards, evaluation of risks and implementation of effective risk controls.

4.8. The University promptly reports hazards, incidents and injuries, investigates where appropriate, and implements control measures to eliminate or minimise the risk of recurrence.

## 5. Procedural principles

5.1. The Policy Approver is responsible for establishing and maintaining a documented health and safety management system.

5.2. The health and safety management system includes processes aimed at health and safety:

- a) planning;
- b) implementation;
- c) measurement and evaluation; and
- d) management and review.

5.3. Heads of divisions are responsible for ensuring that appropriate health and safety training opportunities are provided, and that all mandatory health and safety training is completed and up to date.

5.4. Health and safety responsibilities, authorities to act and reporting requirements are documented in this policy, the [Health & Safety Management System](#) , and [supporting processes](#) .

## 6. Roles and responsibilities

<i>Role/Decision/Action</i>	<i>Responsibility</i>	<i>Conditions and limitations</i>
Establish and maintain the Health & Safety Management System	Vice-President Administration & Finance and Chief Operating Officer	In accordance with relevant legislation, standards and this policy
Ensure health and safety training is provided and completed	Heads of divisions	

### **POLICY APPROVER**

Vice-President Administration & Finance and Chief Operating Officer

### **POLICY STEWARD**

Director, Health and Safety

### **REVIEW**

This policy is to be reviewed by 10 May 2024.

### **VERSION HISTORY**

<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>	<b>Sections modified</b>
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	Vice-Chancellor	7 June 2010	7 June 2010	Fully rewritten. OHS policy was previously part of a University Regulation and the OHS Manual.
	OHSC	9 May 2012	18 June 2012	Revised format Minor punctuation changes
1	Senior Vice Principal	28 June 2012	28 June 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
2 and 3	-	-	-	Version 2 and 3 created in error.

4	Vice Principal, Administration & Finance and CFO	23 June 2016	21 July 2016	New version arising from the Policy Consolidation Project. This policy and its supporting processes replace the former Occupational Health and Safety Policy MPF1205, OHS Communication Procedure MPF1183, OHS Consultative Arrangements Procedure MPF1184, OHS Documents Procedure MPF1885, OHS Incident, Injury, Hazard Reporting and Investigation Procedure MPF1206, OHS Issue Resolution Procedure MPF1186, OHS Management System Review and Audit Procedure MPF1187, OHS Plans Procedure MPF1188, OHS Representation and Committees Procedure MPF1189, OHS Responsibilities and Legal Requirements Procedure MPF1190, OHS Risk Management Procedure MPF1191, OHS Training Procedure
5	Vice-Chancellor	7 March 2019	19 August 2019	Original Policy Approver to Vice-President (Strategy & Culture) (previously Vice-Principal, Administration and Finance & CFO).
6				Version created in error.

7	Director, Health and Safety	14 Apr 2021	10 May 2021	Policy Steward title updated, and major review date updated as major review requirements have been satisfied. Substantial review deferred until 2024.
8	Vice-President Administration & Finance and Chief Operating Officer	10 August 2023	28 November 2023	Policy Approver updated to reflect retirement of Vice-President (Strategy & Culture) role.