



## **CONTENTS**

### **1 THE OVERALL OBJECTIVE**

### **2 SUPPORTING THE HARMONISATION PROCESS**

#### **2.1 DUTIES OF CARE AND DEFINITION OF DUTY HOLDERS**

#### **2.2 THE CONSULTATIVE ROLE OF UWA SAFETY AND HEALTH**

### **3 THE UWA SAFE SYSTEM OF WORK FRAMEWORK**

#### **3.1 AS/NZS4801 - POLICY**

#### **3.2 AS/NZS4801 – PLANNING**

#### **3.3 AS/NZS4801 - IMPLEMENTATION**

#### **3.4 AS/NZS4801 - MEASUREMENT AND EVALUATION**

#### **3.5 AS/NZS4801 - MANAGEMENT REVIEW**

### **4 ADOPTION AND IMPLEMENTATION**

#### **4.1 RESPONSIBILITIES AND ACCOUNTABILITY**

#### **4.2 TRAINING**

#### **4.3 FURTHER READING**

#### **4.4 URL REFERENCES**

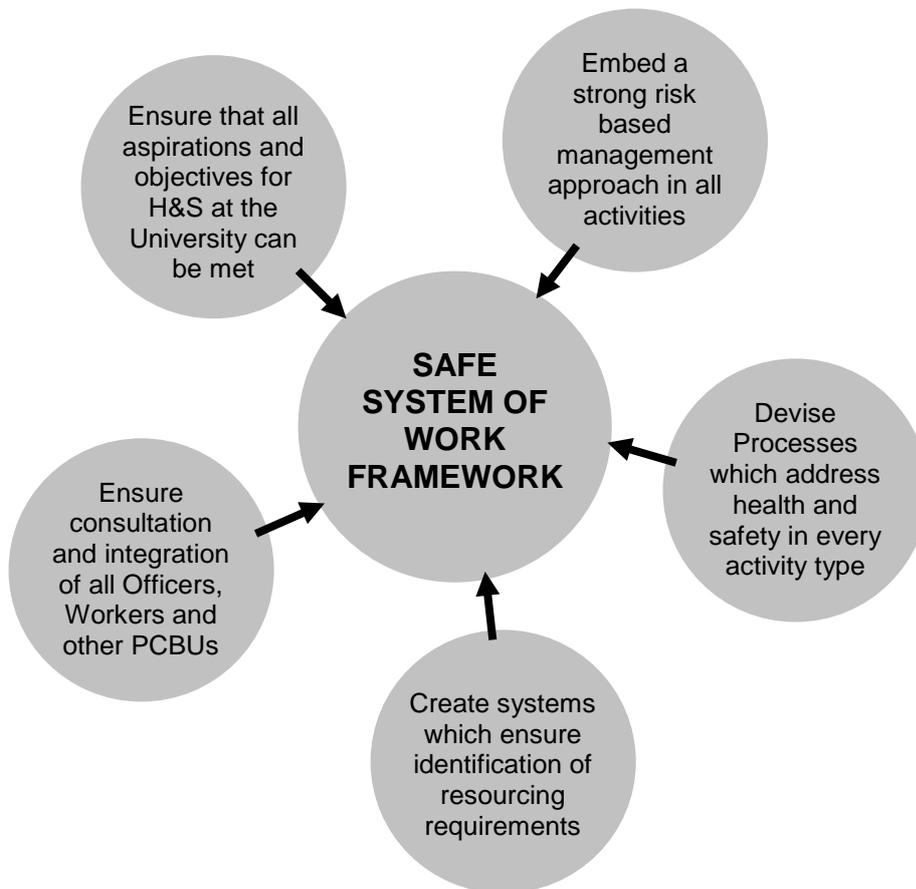
# 1 THE OVERALL OBJECTIVE

[Safety Management \(UWA Safety and Health website\)](#) <sup>1</sup>

The University uses, as the basis for its Work Health and Safety Management System (WHSMS), the Australian Standard / New Zealand Standard (AS/NZS) 4801; "Occupational health and safety management system - specifications and guidance for use". This standard requires that the WHSMS incorporates the core elements of policy, planning, implementation, measurement and evaluation and management review.

Changing legislation which incorporates new and more stringent requirements in the management of health and safety have driven a process of revision and improvement which culminated in the establishment of a revised UWA Safe System of Work Framework.

This is the principal mechanism through which the University's aspirations as stated in our Work Health and Safety Policy (2012) may be achieved by producing and bringing together components of a consistent, University wide framework to ensure legislative compliance and conformance with our stated basis for operation of our WHSMS. The essential contributing parts of the overall strategy are shown below.



With the Safe System of Work Framework fully operational, the University would achieve full legislative compliance and a consistent approach to management of health and safety thus minimising potential injuries to personnel and damage to property.

## 2 SUPPORTING THE HARMONISATION PROCESS

### 2.1 DUTIES OF CARE AND DEFINITION OF DUTY HOLDERS

New work health and safety legislation to be introduced into Western Australia requires a greater focus on some aspects of management of our WHSMS and it also places higher level responsibilities upon certain individuals, particularly Officers. The legislation refers to non-transferable work health and safety duties related to specific roles and standards of care associated with all activities conducted within a workplace.

A person can have more than one duty and more than one person can have the same duty. Under these circumstances, each person must discharge the duty to the extent that they have the capacity to influence and control the matter. It could be that an agreement or arrangement exists which purports to limit or remove that capacity but, in fact, it cannot be relied on as a form of defence against non-compliance with defined duties under the Act.

Duties imposed on a person to ensure health or safety requires the person to eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate, then to minimise those risks so far as is reasonably practicable.

The new Act will define four categories of duty holder and describes the required standard of care for each.

#### [Person Conducting a Business or Undertaking \(PCBU\) - \(Comcare website\)](#) <sup>2</sup>

A PCBU has the primary duty of care and must be able to demonstrate that everything 'reasonably practicable' has been done to ensure the health and safety of workers. This is the principal duty holder and replaces the term "employer". This is the one of the most significant conceptual changes from previous legislation.

This change ensures that the legislative coverage extends beyond the traditional employer/employee relationship to include a variety of work arrangements. A PCBU retains overall responsibility under their duty of care obligations even when they contract out activities to others. Principal contractors can also be PCBUs and in some cases an analysis may be necessary to establish who is a PCBU in a particular work arrangement under the new legislation.

A PCBU, through its Officers, has a duty under the WHS Act to consult with workers at all levels of the business. Senior leaders and managers should promote and foster open lines of communication and consultation with workers. This can be achieved by ensuring effective consultation processes are built into the business through its systems, policies and procedures. This is greatly assisted by maintaining good contact and involvement with other PCBUs (when relevant), workplace health and safety committees, Health and Safety Representatives and by engagement with workers by being visible and open to feedback and ideas.

#### [Officer \(Comcare website\)](#) <sup>3</sup>

Officers are persons who make decisions, or participate in decision-making, that affects the whole, or a substantial part, of the University. Officers have a duty to be proactive and continuously ensure that the University (the PCBU) complies with relevant duties and obligations. The scope of an Officer's duty is directly related to the influential nature of their position. A high standard requires persistent examination and care to ensure that the resources and systems of the University are adequate to comply with the duty of care required under the Act. This requires Officers to ensure that delegations are recorded and operate effectively. Where the Officer relies on the expertise of a manager, another person or a consultative committee, that expertise must be verified and the reliance must be reasonable.

The intention of the Officer's duty is to ensure engagement and leadership in work health and safety management to better provide for related sustainability and improvement. Officers of the University have a duty or obligation under the new legislation to exercise 'due diligence' to ensure that the person conducting a business or undertaking complies with that duty or obligation.

In the context of UWA, Officers are expected to be members of the Senate, the Vice-Chancellor, Deputy Vice-Chancellors, Deans, Directors and other equivalent senior posts. Other senior managers should also adopt a position of compliance with requirements for an Officer on the basis that they too may be included in this category following future legal findings. Other senior managers must do what they can to eliminate or minimise risks to health and safety so far as is "reasonably practicable" and need to be able to demonstrate an active involvement in health and safety management within the University. Officers have a duty to ensure that appropriate resources financial or otherwise are provided to support good health and safety. Membership of health and safety committees where minuted attendance and activities are recorded is an excellent way to help achieve this.

### [Worker \(Comcare website\)](#) <sup>4</sup>

The Comcare website provides a good definition of “workers” and the specific duty of “reasonable care”. The term “worker” replaces the term “employee”. There is no change in the duties of workers. Workers are defined more broadly than employee and include labour hire staff, apprentices, work experience students, contractors, sub-contractors, outworkers (e.g. home based), trainees and volunteers who work in an employment-like setting.

Volunteer means a person who is acting on a voluntary basis (irrespective of whether they receive out-of-pocket expenses). The WHS Act specifically protects volunteers in their capacity as workers and ensures that volunteers are not discouraged from participating in community-based activities. A ‘volunteer association’ is not treated as a business or undertaking.

Workers are required to demonstrate ‘reasonable care’ that their acts or omissions do not adversely affect the health and safety of themselves or others, comply with any reasonable instructions given to ensure health and safety, and cooperate with work health and safety policies and procedures.

### **Other persons at the workplace**

This includes students and visitors who have a common law duty of care and are required to take reasonable care that their acts or omissions do not adversely affect the health and safety of themselves or others, and to comply with any reasonable instructions given to ensure health and safety.

Both PCBUs and individuals can be prosecuted. Penalties for non-compliance have increased. A tiered regime of penalties has been introduced.

## **2.2 THE CONSULTATIVE ROLE OF UWA SAFETY AND HEALTH**

As Work Health and Safety advisors, UWA Safety and Health are aware of the many benefits that effective consultation can yield. By supporting managers to promote and foster open lines of communication and consultation with workers we can ensure that the overall process is effective and undertaken in compliance with legislative obligations. UWA Safety and Health will initiate, guide and consult on health and safety particularly with respect to the proposed legislative revisions.

We can further assist in this process by providing guidance and assistance with:

- Development of health and safety committees, local health and safety manuals with related local health and safety policies (links to relevant pages are included in section 3).
- Development of documentary systems for job safety analysis, risk assessment, recording of worker competency and other related resources (links to relevant pages are included in section 3).
- Ensuring that worker views are taken into account and given adequate consideration.
- Facilitating and fostering good lines of communication between senior managers and workers to allow worker suggestions and feedback to be taken into account before a final decision is made.

UWA Safety and Health strive to achieve effective, safe systems of working through standardisation, training, repetition, practice and review. This process must become a fundamental aspect and embedded into the everyday business of the University at every level of task and activity planning.

The UWA Safety and Health website has a page dedicated to [Staff Support \(UWA Safety and Health website\)](#) <sup>5</sup> services including a resolution of issues process.

## 3 THE UWA SAFE SYSTEM OF WORK FRAMEWORK

### 3.1 AS/NZS4801 - POLICY

#### UWA Work Health and Safety Policy

The University central policy is a statement of our commitment, scope, responsibilities and objectives with respect to management of work health and a safety. It emphasises that the University will provide and maintain safe workplaces through adoption of a risk management approach which is consistent with the nature of tasks and activities, provision of appropriate information and training, appropriate consultation, performance review and implementation of continual improvements in safety performance.

#### [UWA Safety and Health Risk Register \(UWA Safety and Health website\)](#) <sup>6</sup>

This resource categorises the main activities conducted at or on behalf of UWA. It lists applicable legislation and the response in UWA Safety and Health procedures and guidance which comprise our control measures for the minimisation of risk. Perceived hazards are assessed as 'raw' risk and then re-evaluated as 'residual' risk after accounting for the impact of properly implemented control measures.

A local workplace health and safety policy statement is prepared and adopted as part of the implementation and distribution of prepared health and safety manuals (see IMPLEMENTATION below).

#### [Purchasing Procedures \(UWA Safety and Health website\)](#) <sup>7</sup>

Giving consideration to health, safety and environmental issues reduces the incidence of injury and illness resulting from poor ergonomic design, selection and use of inappropriate equipment and materials, equipment failure, defective products or hazardous materials. The suitability of plant and equipment, training of staff, site-specific hazards, and legislative requirements also need to be considered. Regardless of the purchasing method and financial approval requirements, safe purchasing must address the level of associated risk. Services directly related to the supply of goods are similarly considered.

### 3.2 AS/NZS4801 – PLANNING

#### [Task and Activity Planning Toolkit \(UWA Safety and Health website\)](#) <sup>8</sup>

This is a standardised, sequential process to be used for task and activity planning. Its use promotes a consistency of approach across the University. This helps ensure that all the necessary health and safety considerations have been addressed by adopting a risk management approach. A flowchart is provided for use as a step-by-step guide which should be employed from the earliest stages of planning work. This approach is based on the principle that many aspects of University tasks and activities can be pro-actively risk assessed in terms of the working environment, the type of work carried out, worker competencies and other available resources including equipment and chemical substances.

#### [Safety Topics \(UWA Safety and Health website\)](#) <sup>9</sup>

Specific guidance is provided for subjects such as biological, chemical, contractor safety, electrical, working in laboratories, off-campus activities, general physical safety, safe use of plant and equipment, psychological health, use of radiation and waste management.

### 3.3 AS/NZS4801 - IMPLEMENTATION

#### [Pro-forma Health and Safety Manual \(UWA Safety and Health website\)](#) <sup>10</sup>

This is a generic document which incorporates all essential information relevant to University activities, specifies local workplace policy which relates to the central University policy, and also incorporates guidance to assist in adapting it for use in specific workplaces. Where existing manuals are in use they should address, as a minimum, all the included generic safety guidance. Adoption of newly prepared manuals, endorsement of a local health and safety policy statement and implementation of the UWA Safe System of Work are all facilitated by the workplace health and safety committee.

Application of the UWA Safe System of Work		Version 1.6
Authorised by UWA Safety and Health	Published: January 2014	Page 5 of 9
This document is uncontrolled when printed - the current version is on the UWA Safety and Health website		

### [Committees and Representatives \(UWA Safety and Health website\)](#) <sup>11</sup>

It is a legislative requirement and good management practice that staff members are fully consulted about health and safety issues. This is achieved by election or appointment of staff Health and Safety Representatives, having active health and safety committees and, in many instances, the appointment of School Safety Officers.

Application of the Task and Activity Planning Toolkit in workplace activities helps to ensure consistency of approach to safety management (see PLANNING above).

## **3.4 AS/NZS4801 - MEASUREMENT AND EVALUATION**

### [Workplace Monitoring \(UWA Safety and Health website\)](#) <sup>12</sup>

The University utilises three distinct tiers of monitoring in the workplace. The highest level is the Safety Compliance - Traffic Light system which provides concise periodic reporting to the University Executive to assist with identifying priority activities and the means and resources which may be required to reduce hazards and associated risks. Individual parts of the University are assessed via the internal audit program which measures performance against the AS/NZS 4801 Standard with reporting to areas managers and provision of assistance from UWA Safety and Health to provide solutions to any identified problem areas. Self-assessment may also be carried using the same evaluation process. Individual workplace types (e.g. workshops or laboratories) are inspected by local safety personnel. Outcomes are reported to UWA Safety and Health where findings are examined and followed up as necessary to maintain safety standards.

## **3.5 AS/NZS4801 - MANAGEMENT REVIEW**

Management conduct performance reviews in consultation with health and safety committees and other workers to enable the organisation to effectively focus resources to enhance safety and to promote a process of continual improvement.

## 4 ADOPTION AND IMPLEMENTATION

### 4.1 RESPONSIBILITIES AND ACCOUNTABILITY

The following activities and functions will support the adoption and implementation of the Safe System of Work Framework.

#### Senate and other Senior Officers of the University

- Demonstrate active and visible leadership in Work Health and Safety (WHS) risk management. See [Executive/Senior Manager toolkit \(Comcare website\)](#)<sup>13</sup>
- Ensure that the University's Work Health and Safety Policy is implemented in devolved units under your direction. This includes monitoring WHS performance and providing strategic direction.
- Acquire knowledge and keep up-to-date with WHS matters. See [The UWA Safety and Health website](#)<sup>14</sup>
- Ensure that hazards or WHS risks associated with different jobs, tasks and projects are being formally identified and assessed for risks to the health and safety of those involved. Risk identification and assessment should be done in consultation with those involved or affected. See [Task and Activity Planning Toolkit \(UWA Safety and Health website\)](#)<sup>8</sup>
- Verify the provision of resources and processes so that suitable risk controls are chosen and established within agreed timeframes. These may include competency based training, adequate supervision and adoption of procedural and guidance documentation. Risk controls should be chosen in consultation with those involved or affected.
- Inform staff, affiliates, students, contractors and other PCBUs (when relevant) of WHS requirements and expectations, directing them to available information and risk control resources. This may include local WHS inductions. See [Induction and Training \(UWA Safety and Health website\)](#)<sup>15</sup>.
- Ensure there are processes for receiving and considering information about incidents, hazards and risks in a timely way and promptly address WHS issues that are brought to your attention in consultation with those involved or affected. See [Incidents, Injuries, Hazards and Emergencies \(UWA Safety and Health website\)](#)<sup>16</sup>

#### Workers

- Familiarise yourself with the University's Work Health & Safety Policy.
- Familiarise yourself with your personal responsibility for Work Health and Safety (WHS). Refer to [Worker / Health and Safety Representative toolkit \(Comcare website\)](#)<sup>17</sup>
- Engage in safe work practices, taking reasonable care for your own health and safety and that of others who may be affected by your acts or omissions. Cooperate with the University to ensure compliance with WHS legislation.
- Report to your supervisor all incidents, injuries, near misses, hazards or WHS issues of concern and familiarise yourself with local and University wide emergency procedures. See [Incidents, Injuries, Hazards and Emergencies \(UWA Safety and Health website\)](#)<sup>16</sup>
- Seek WHS information or advice from your supervisor where necessary, particularly before carrying out new or unfamiliar work.
- Participate in discussions and consultation on the management of WHS risks that may affect you.
- Follow University policies and procedures with respect to WHS. See [Task and Activity Planning Toolkit \(UWA Safety and Health website\)](#)<sup>8</sup> + safety topics.
- Wear appropriate clothing, footwear and protective equipment for the work being done and properly use relevant safety devices.
- Do not wilfully place at risk the health, safety or wellbeing of others or misuse safety equipment.

## University Safety Committee

- Report relevant health and safety matters to the University Senate.
- Set strategic direction with reference to the University's plans for management of WHS.
- Receive periodic reports from compliance monitoring processes. See [Workplace Monitoring \(UWA Safety and Health website\)](#) <sup>12</sup>
- Receive periodic reports from Divisional, Faculty and Schools Health and Safety Committees.
- Assist Deans and other Officers towards achievement of legislative responsibilities.

## Division / Faculty / School Health and Safety Committees

- Report relevant health and safety matters to the University Safety Committee.
- Establish work health and safety objectives relevant to their workplaces and monitor progress.
- Receive periodic reports from heads of schools or units towards achievement of goals.
- Review and respond to work health and safety reports e.g. audits, workplace inspections and incidents. See [Workplace Monitoring \(UWA Safety and Health website\)](#) <sup>12</sup>
- Consider WHS aspects of new projects, purchases and refurbishment. See [Purchasing Procedures \(UWA Safety and Health website\)](#) <sup>7</sup>
- Receive and respond to reports from local safety personnel.

Individual managers and supervisors are required to demonstrate active involvement in the management of health and safety in their workplace. This includes ensuring preparation of documents such as Standard Operating Procedures (SOPs) for hazardous equipment and risk assessment of processes where they may be necessary but as yet not completed. There will also be an initial period of promotion and encouragement of staff to carry out day-to-day activities using the UWA Safe System of Work Framework.

## 4.2 TRAINING

It is a primary responsibility of the University to provide workers with safe systems of work and the necessary information, instruction, training and supervision in order for workers to undertake the tasks and activities that they are required to do.

Work places are required to ensure that their workers receive the necessary training which may be external, competency based and relevant to the tasks, activities and job requirements.

UWA Safety and Health are able to assist all staff members who have responsibility for carrying out Job Safety Analysis by providing appropriate training which will focus on how to manage workplace risk by use of the tools in the [Task and Activity Planning Toolkit \(UWA Safety and Health website\)](#) <sup>8</sup>.

## 4.3 FURTHER READING

[INVOLVING YOUR WORKFORCE IN HEALTH AND SAFETY: GOOD PRACTICE FOR ALL WORKPLACES \(UK H&S Executive document\)](#)

[CONSULTATION ON HEALTH AND SAFETY \(Comcare website\)](#)

Application of the UWA Safe System of Work		Version 1.6
Authorised by UWA Safety and Health	Published: January 2014	Page 8 of 9
This document is uncontrolled when printed - the current version is on the UWA Safety and Health website		

## 4.4 URL REFERENCES

- 1 **Safety Management (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/management>
- 2 **Person Conducting a Business or Undertaking (PCBU) - (Comcare website)**  
[http://comcare.gov.au/WHS/duty\\_holders/pcbuis](http://comcare.gov.au/WHS/duty_holders/pcbuis)
- 3 **Officer (Comcare website)**  
[http://comcare.gov.au/WHS/duty\\_holders/officer](http://comcare.gov.au/WHS/duty_holders/officer)
- 4 **Worker (Comcare website)**  
[http://comcare.gov.au/WHS/duty\\_holders/worker](http://comcare.gov.au/WHS/duty_holders/worker)
- 5 **Staff Support (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/staff-support>
- 6 **UWA Safety and Health Risk Register (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/management/risk-register>
- 7 **Purchasing Procedures (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/management/purchasing>
- 8 **Task and Activity Planning Toolkit (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/management/toolkit>
- 9 **Safety Topics (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/topics>
- 10 **Pro-forma Health and Safety Manual (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/management/proforma>
- 11 **Committees and Representatives (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/management/committees>
- 12 **Workplace Monitoring (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/management/monitoring>
- 13 **Executive/Senior Manager toolkit (Comcare website)**  
[http://comcare.gov.au/WHS/roles\\_and\\_responsibilities/ExecutiveSenior\\_Manager](http://comcare.gov.au/WHS/roles_and_responsibilities/ExecutiveSenior_Manager)
- 14 **The UWA Safety and Health website**  
<http://matrix-prod.its.uwa.edu.au/safety>
- 15 **Induction and Training (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/induction-and-training>
- 16 **Incidents, Injuries, Hazards and Emergencies (UWA Safety and Health website)**  
<http://matrix-prod.its.uwa.edu.au/safety/incidents-injuries-emergency>
- 17 **Worker / Health and Safety Representative toolkit (Comcare website)**  
[http://comcare.gov.au/WHS/roles\\_and\\_responsibilities/workerhsr](http://comcare.gov.au/WHS/roles_and_responsibilities/workerhsr)