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1 PURPOSE

- 1.1 This policy outlines how CQUniversity will provide a healthy, safe and environmentally sustainable workplace.

2 SCOPE

- 2.1 This policy applies to CQUniversity business operations and activities.

3 POLICY STATEMENT

- 3.1 The University is committed to the development of an integrated Safety and Wellbeing Management System, that aligns with the [Australian Work Health and Safety Strategy 2012–2022](#) and incorporates procedures and guidelines to clearly define responsibilities in addressing safety and health for the continual improvement of the University.

- 3.2 In accordance with this policy the University will:

- act in accordance with its duties under the Work Health and Safety legislation, codes of practice, recognised industry standards and aspire to best practice
- maintain and support consultative arrangements to provide opportunities for relevant stakeholders to participate in health and safety decision-making processes and activities
- implement arrangements for the consultation of health and safety matters with workers and students
- effectively communicate with and supervise employees, students, contractors, and members of the public to provide a safe and healthy environment in which to work and study
- implement a health and safety risk management process to ensure a systematic process is adopted to identify workplace hazards, assess, control and reviewed hazards where they cannot be eliminated
- establish programs for health and safety aimed at eliminating work-related illness and injury, conduct workplace audits to ensure Campus Occupational Health and Safety Registers are current, and ensure management is kept informed to demonstrate commitment to their health and safety duties
- provide direction to all levels of management and operations to foster a positive and pro-active organisation-wide health and safety culture, as clarified in the [Work Health and Safety Roles and Responsibilities Procedure](#)

- adopt “Zero Tolerance” with respect to bullying, sexual harassment and unlawful discrimination within the University, and
- develop and resource training and education programs to foster a culture of increasing occupational health and safety capabilities of employees, with a focus on mental health via the MindWaves Strategy.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Vice-Chancellor and President is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy.
- 4.2 Supervisory employees are responsible for ensuring employees have the information and knowledge appropriate to their roles and responsibilities.
- 4.3 All employees are responsible for ensuring they are behaving in accordance with the intent of this policy.

Reporting

- 4.4 The Safety and Wellbeing Unit will report quarterly on occupational health and safety matters to the University Management Committee, Audit, Risk and Finance Committee and Council.

Records management

- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

Australian Standard AS/NZS ISO 45001:2018 – Occupational health and safety management systems – Requirements with guidance for use

[Australian Work Health and Safety Strategy 2012–2022](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	N/A
Advisory Committee	Audit, Risk and Finance Committee
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	20/12/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Council 08/1994
Amendment Authority and Date	Vice-Chancellor and President 09/1996; Vice-Chancellor and President 08/1999; Vice-Chancellor and President 11/1999; Vice-Chancellor and President 06/2002; Vice-Chancellor and President 14/04/2009; Vice-Chancellor and President 12/10/2009; Vice-Chancellor and President 14/03/2011; Council 12/05/2014; Council 25/10/2017; Director People and Culture 07/10/2020; Editorial amendment 09/10/2020; Director People and Culture 20/12/2021; Editorial amendment 05/07/2022.
Notes	This was formerly known as the SHEWS Health Safety and Environmental Policy (Council 12/05/2014) and Work Health and Safety Policy (Council 25/10/2017).