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1 PURPOSE

- 1.1 Through the active demonstration of this policy all staff, students, contractors and visitors of CQUniversity will contribute to achieving a healthy, safe and environmentally sustainable workplace.

2 SCOPE

- 2.1 This policy relates to all staff, students, contractors and visitors who participate in CQUniversity business operations and activities.

3 POLICY STATEMENT

- 3.1 CQUniversity is committed to providing a safe and healthy environment for its staff, students, visitors and contractors. This policy sets out the overarching principles of the commitment to develop and implement best practice controls that will lead us towards a reduction in risk and injuries to staff, students, contractors and members of the public.
- 3.2 CQUniversity is committed to the development of an integrated Safety, Health, Environment, WorkCover and Sustainability 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.
- 3.3 In accordance with this policy the University will:
- act in accordance with its obligations 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 staff, 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 work place audits to ensure Campus Occupational Health and Safety Registers are current and ensure University management is kept informed demonstrate commitment to their health and safety obligations
- 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
- develop and resource training and education programs to foster a culture of increasing occupational health and safety capabilities of staff.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Senior Deputy Vice-Chancellor (International and Services) will monitor compliance with this policy through regular checks and audits.
- 4.2 The Senior Deputy Vice-Chancellor (International and Services) is responsible for the maintenance and review of this policy.
- 4.3 Supervisory staff are responsible for ensuring staff have the information and knowledge appropriate to their roles and responsibilities.
- 4.4 All staff are responsible for ensuring they are behaving in accordance with the intent of this policy.

Reporting

- 4.5 The University’s Occupational Health and Safety Unit will regularly report on occupational health and safety matters to the Vice-Chancellor’s Advisory Committee, the Audit, Risk and Finance Committee and Council.

Records management

- 4.6 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

[AS/NZS 4801:2000 – Occupational Health and Safety Management Systems](#)

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

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

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

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Senior Deputy Vice-Chancellor (International and Services)
Next Review Date	25/10/2020

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.
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).