

Work Health and Safety Management System (WHSMS) Handbook

Overview

What is the purpose of creating the Handbook?

The Handbook is created to provide a practical guide for implementing the University WHSMS and for both management and workers with health and safety responsibilities to meet the University WHSMS requirements.

The Handbook supports and supplements the [University WHSMS](#) and [relevant procedures](#) and supports the [Work Health and Safety Policy](#).

Who is the Handbook for?

The Handbook is for all Australian National University workers who conduct university work activities as a staff, volunteers (including titleholders), contractors and students gaining work experience. Any other persons utilising the University facility or services, such as students or any third-party occupants, are also subject to be covered by some chapters of the handbook.

A Scope and Inclusion section is included in individual Handbook Chapters.

What is in the Handbook?

The handbook includes:

- The aims and objectives of the process;
- The scope and inclusion of the process;
- Specific responsibilities and the steps to achieve them;
- Links to the forms and templates required meet WHSMS requirements;
- Performance measures to be used by the Work Environment Group (WEG) (eg. for Internal Audits or report validations); and
- Links to other relevant information eg other processes, Legislation.

How should the Handbook be used?

The Handbook does not need to be read from one chapter to another. Users can simply click on the chapter names in the index document to access a specific chapter.

The Chapters are divided into sections to enable end-users to search relevant topics of specific interests.

Do I need to comply with the Handbook?

Yes, the Handbook must be complied with as a minimum to meet WHSMS implementation requirements.

However, the University values innovative initiatives to improve local systems. If your local area have processes which can objectively demonstrate improved implementation of the University WHSMS after meeting the Handbook requirements, please feel free to introduce, ensuring you go through the appropriate consultation requirements. However, these processes must NOT be in conflict with the University WHSMS.

How is the Handbook maintained?

The Handbook is maintained by the Work Environment Group (WEG) and is reviewed every three years in consultation with workers or due to legal and other requirement changes. This is in line with the review of WHSMS procedures. The Associate Director, WEG is responsible for ensuring the Handbook is current. If you have any suggestions to the Handbook during the three year period, please email whs@anu.edu.au or the Associate Director WEG.