Australian National University

WHS Management System Manual

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1. SCOPE

This Work Health and Safety (WHS) Management System Manual provides a detailed overview of the framework implemented by the Australian National University (ANU/the University) to ensure compliance with the *Work Health and Safety Act and Regulations 2011* (Cth), National Self-Insurer OHS Audit Tool (herein referred to as NAT) and all other requirements for Work, Health and Safety (herein referred to as WHS) management system. The manual also serves as a practical resource guide to equip and assist ANU WHS Consultants to manage all WHS related activities across the University. The scope of the University's activities covered by the WHS management system includes all teaching, learning, research, community service, administrative and commercial activities performed by University workers.

The structure of this document is based on the NAT categories:
Element 1: Health and Safety Policy
Element 2: Planning
Element 3: Implementation
Element 4: Measurement and Evaluation
Element 5: Management Review

The Chief Operating Officer (COO) is the VC's representative responsible for the WHS Management system implementation and effectiveness. The Associate Director, Work Environment Group (AD, WEG) is responsible for developing and maintaining a compliant WHS Management system.

It is suggested the WHS Management System Manual is read in conjunction with the WHS Management System Document Register, which provides a listing of all WHS Management System documents including WHS Management System procedures, Safe Work procedures.

Whilst this WHSMS has been created as a stand-alone management system, it must be used in conjunction with the management systems of other functional areas such as Human Resources, Facilities and Services, etc as these functions will have policies and procedures that cross over into WHS. Local areas may have developed local area WHS advisory documentation (protocols, instructions, forms etc.) where:

- additional information is required by the local area to comply with the WHS Management System and add context relevant to their local area;
- a local area hazard is best managed at the local level; or
- a local area specific process is required, or there are local area specific requirements in line with the University WHS Management System.

1.1 Confidentiality

This WHS Management System Manual cannot be copied or reproduced without the express permission of the University.

1.2 Document authorisation details

This document is authorised by the Director Human Resources.

2. DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Term	Definition
As Low As Reasonably Practicable (ALARP)	ALARP stands for "as low as reasonably practicable" and is a term often used in safety management. The ALARP principle is that the residual risk shall be as low as reasonably practicable. Also see Reasonably Practicable.
ARPANSA radiation accident	An accident is any occurrence, associated with controlled apparatus, controlled materials or a controlled facility, which results in, or has the potential to result in, exposure to radiation, such as to cause injury, damage or harm to any person or the environment. This includes occurrences involving, or resulting from, acts or omissions that were deliberate, reckless or negligent. [ARPANSA Regulatory Guide – Reporting an Accident] An unintended event which causes, or has the potential to cause, employees or members of the public to be exposed to radiation from which the individual doses or collective doses received do not lie within the range of variation which is acceptable for normal operation. An accident may result from human error, equipment failure or other mishap; it may require emergency action to save life or to safeguard health, property or the environment; it requires investigation of its causes and consequences and, possibly, corrective action within the program for control of radiation; and it may require remedial action to mitigate its consequences. [ARPANSA 2012-13 Annual Report Reader Guide Glossary]

ARPANSA radiation incident	An event which causes, or has the potential to cause, abnormal exposure of employees or of members of the public and which requires investigation of its causes and consequences and may require corrective action within the program for control of radiation, but which is not of such scale as to be classified as an accident. [ARPANSA 2012-13 Annual Report Reader Guide Glossary]
ASNO 'security-related' incident	The tampering with, or breaching of (either partially, or fully) the practical and/or institutional measures designed to prohibit unauthorised access to nuclear materials, associated items or uranium core concentrates (UOC). [ASNO form ASO 201 Notification of an Incident]
ASNO 'loss of control' incident	The situation in which a permit holder has lost the ability to apply permit conditions – on a continuous basis – to the nuclear material, associated items or UOC. [ASNO form ASO 201 Notification of an Incident]
ASNO 'other' incident	The situation in which external factors (e.g. weather) have directly impacted on the approved arrangements for the transportation of nuclear material, associated items or UOC, causing a change to shipment schedules, integrity of the consignment, approved containerisation arrangements, approved transportation arrangements, approved vessels and/or the approved transportation route. [ASNO form ASO 201 Notification of an Incident]

Audit	A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organization's policy and objectives. [AS/NZS 4801:2001]
Australian Radiation Protection and Nuclear Safety Agency	ARPANSA regulates Commonwealth entities using radiation to protect people and the environment from the harmful effect of radiation. ARPANSA is part of the Commonwealth Department of Health and administers the *ARPANS Act 1998.*
Australian Safeguards and Non-Proliferation Office	ASNO ensures Australia's international obligations are met re biological, nuclear and chemical weapons laws, treaties and conventions. ASNO is part of the Department of Foreign Affairs and Trade and administers the *Biological Weapons Convention, Chemical Weapons Convention, Comprehensive Nuclear-Test-Ban Treaty, Convention on the Physical Protection of Nuclear Material, Non-Proliferation Legislation Amendment Act 2003 and Nuclear Non-Proliferation Treaty.*
Comcare	Comcare is the WHS regulator and workers' compensation insurer for the Commonwealth and others including ANU. Comcare administers *Safety, Rehabilitation and Compensation Act 1988, Work Health and Safety Act 2011 (Commonwealth) and Work Health and Safety Regulations 2011 (Commonwealth).*
Communication	Continual and iterative processes that an organization conducts to provide, share or obtain information and to engage in dialogue with **stakeholders** regarding the management of **risk.** NOTE 1 The information can relate to the existence, nature, form, **likelihood** (2.19), significance, evaluation, acceptability and treatment of the management of risk.

Consultation	NOTE 2 Consultation is a two-way process of informed communication between an organization and its stakeholders on an issue prior to making a decision or determining a direction on that issue. Consultation is: – a process which impacts on a decision through influence rather than power; and – an input to decision making, not joint decision making. [ISO Guide 73:2009, definition 3.2.1]
Competent person	A person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills, including OHS knowledge and skills, qualifying that person to perform the task required by this Standard. [AS/NZS 4801:2001] An electrically *competent person* is a person with the necessary practical and theoretical skills (acquired through training, qualification, experience or a combination of these) to correctly perform tasks within the scope of electrical work approved by management. Management must nominate the person against the categories in the Competent Persons section.
Confined Space -	is an enclosed, or partly enclosed, space which: • is not designed or intended primarily to be occupied by a person, and • is, or is designed or intended to be, at normal atmospheric pressure while the person is in the space, and • is, or is likely to be a risk to health and safety from – o an atmosphere that does not have a safe oxygen level, or o contaminants, including airborne gases, vapours and dusts that may cause injury from fire or explosion, or o harmful concentrations of any airborne contaminants (or the

	potential for such to be released by the nature of the work being undertaken within the space), or o Engulfment.
Consequence	Outcome of an **event** affecting objectives. NOTE 1 An event can lead to a range of consequences. NOTE 2 A consequence can be certain or uncertain and can have positive or negative effects on objectives. NOTE 3 Consequences can be expressed qualitatively or quantitatively. NOTE 4 Initial consequences can escalate through knock-on effects. [ISO Guide 73:2009, definition 3.6.1.3]
Context - external	External environment in which the organization seeks to achieve its objectives. NOTE External context can include: – the cultural, social, political, legal, regulatory, financial, technological, economic, natural and competitive environment, whether international, national, regional or local; – key drivers and trends having impact on the objectives of the organisation; and – relationships with, and perceptions and values of external **stakeholders**. [ISO Guide 73:2009, definition 3.3.1.1]
Context - internal	Internal environment in which the organization seeks to achieve its objectives. NOTE Internal context can include: – governance, organisational structure, roles and accountabilities; – policies, objectives, and the strategies that are in place to achieve them; – the capabilities, understood in terms of resources and knowledge (e.g. capital, time, people,

	processes, systems and technologies); – information systems, information flows and decision-making processes (both formal and informal); – relationships with, and perceptions and values of, internal stakeholders; – the organisation's culture; – standards, guidelines and models adopted by the organisation; and – form and extent of contractual relationships. [ISO Guide 73:2009, definition 3.3.1.2]
Continual improvement	Process of enhancing the OHSMS to achieve improvements in overall OHS performances, in line with the organisation's OHS policy. NOTE The process need not take place in all areas of activity simultaneously. [AS/NZS 4801:2001]
Control	Measure that is modifying **risk.** NOTE 1 Controls include any process, policy, device, practice, or other actions which modify risk. NOTE 2 Controls may not always exert the intended or assumed modifying effect. [ISO Guide 73:2009, definition 3.8.1.1]
Control of hazards/risks	In Australia, the term 'control of risks' is used, to mean the process of elimination or minimization of risks. In New Zealand, the term 'control of hazards' is used to mean the process of elimination, isolation or minimisation of significant hazards. [AS/NZS 4801:2001]

Environmental Protection Authority (EPA)	EPA administers legislation covering air and water quality, waste, contaminated land, noise, pesticides and hazardous waste. In ACT the EPA administers *Environmental Protection Act 1997, Environmental Protection Regulation 2005, Environment Protection Policies* (general, air, contaminated sites, hazardous materials, noise, outdoor concert noise and water quality), *Environment Protection (Fees) Determination, Magistrates Court (Environment Protection Infringement Notices) Regulation 2005* and *National Environment Protection Measures* (ambient air quality, movement of controlled waste, assessment of site contamination, national pollution inventory).
Establishing the context	Defining the external and internal parameters to be taken into account when managing risk, and setting the scope and **risk criteria** for the **risk management policy.** [ISO Guide 73:2009, definition 3.3.1]
Event	Occurrence or change of a particular set of circumstances. NOTE 1 An event can be one or more occurrences, and can have several causes. NOTE 2 An event can consist of something not happening. NOTE 3 An event can sometimes be referred to as an “incident” or “accident”. NOTE 4 An event without **consequences** can also be referred to as a “near miss”, “incident”, “near hit” or “close call”. [ISO Guide 73:2009, definition 3.5.1.3]
Frequency rate	The number of accepted claims for each one million hours worked. The formula used for calculating frequency rates is: Frequency rate for accepted claims = (number of accepted claims / number of hours worked) * 1,000,000. The number of hours worked is defined as the total number of hours worked by workers covered by the compensation system during this period. The hours worked are usually represented in millions.
Hazard	A source or a situation with a potential for harm in terms of human injury or ill-health, damage to

	property, damage to environment, or a combination of these. [AS/NZS 4801:2001]
Hazard identification	The process of recognising that a hazard exists and defining its characteristics. [AS/NZS 4801:2001]
Hazard/risk assessment	In Australia, the term 'risk assessment' is used to mean the overall process of estimating the magnitude of risk and deciding what actions will be taken. In New Zealand, the term 'hazard assessment' is used to mean the overall process of determining whether a hazard is significant. [AS/NZS 4801:2001]
Health and Safety Management Arrangements (HSMA)	A combination of the management organisational arrangements, including planning and review, the consultative arrangements, and the specific program elements that combines to improve health and safety performance. Specific program elements include hazard identification, risk assessment and control, contractor health and safety, information and recordkeeping, and training. [Safe Work Australia]
Health and Safety Representative (HSR)	In relation to a worker, means the health and safety representative elected under Part 5 for the work group of which the worker is a member. [WHS Act 2011)
Health surveillance	Monitoring of individuals for the purpose of identifying changes in health status that may be due to occupational exposure to a hazard. [AS/NZS 4801:2001]
Incident	Any unplanned event resulting in, or having a potential for injury, ill health damage or other loss. [AS/NZS 4801:2001] See ActewAGL, ASNO and ARPANSA.
Incident rate	Number of accepted claims for each one hundred workers employed. The formula used is: Incidence rate = (number of accepted claims / number of FTE workers) * 100.
Internal context	Internal environment in which the organization seeks to achieve its objectives. NOTE Internal context can include: – governance, organisational structure, roles and

	accountabilities; – policies, objectives, and the strategies that are in place to achieve them; – the capabilities, understood in terms of resources and knowledge (e.g. capital, time, people, processes, systems and – technologies); – information systems, information flows and decision-making processes (both formal and informal); – relationships with, and perceptions and values of, internal stakeholders; – the organisation's culture; – standards, guidelines and models adopted by the organisation; and – form and extent of contractual relationships. [ISO Guide 73:2009, definition 3.3.1.2]
Isolated	A condition where a physical barrier prevents an energy source from being made live (releasing its energy) unless it was an intentional/deliberate act to do so.
Isolation Measures	Isolation measures isolate plant, equipment, services, electrical installation etc. They include (but not limited to) safety lockout padlocks, safety lockout jaws, lockout hasp (for up to 6 padlocks), non-conductive circuit breaker lockouts, metal spades for closing and blanking off pipelines, gate and ball valve lockout devices, lockable chocks, wedges, and chains, and electrical plug lockout case. Refer to the examples or commercial catalogues.
Job safety analysis	Procedure which helps integrates accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are job hazard analysis (JHA) and job hazard breakdown.
Level of risk	Magnitude of a **risk** or combination of risks, expressed in terms of the combination of **consequences** and their **likelihood.** [ISO Guide 73:2009, definition 3.6.1.8]

Likelihood	Chance of something happening. NOTE 1 In risk management terminology, the word "likelihood" is used to refer to the chance of something happening, whether defined, measured or determined objectively or subjectively, qualitatively or quantitatively, and described using general terms or mathematically (such as a probability or a frequency over a given time period). NOTE 2 The English term "likelihood" does not have a direct equivalent in some languages; instead, the equivalent of the term "probability" is often used. However, in English, "probability" is often narrowly interpreted as a mathematical term. Therefore, in risk management terminology, "likelihood" is used with the intent that it should have the same broad interpretation as the term "probability" has in many languages other than English. [ISO Guide 73:2009, definition 3.6.1.1]
Lost Time Injury	Lost time injury occurs when a person has one or more days off work.
Lost Time Injury Frequency Rate	The frequency rate is the number of LIT for each one million hours worked. The formula used for calculating frequency rates is: Frequency rate for LTI = (number of LTI / number of hours worked) 1,000,000. The number of hours worked is defined as the total number of hours worked by workers covered by the compensation system during this period. The hours worked are usually represented in millions.

Monitoring	Continual checking, supervising, critically observing or determining the status in order to identify change from the performance level required or expected NOTE Monitoring can be applied to a **risk management framework**, **risk management process**, **risk** or **control**. [ISO Guide 73:2009, definition 3.8.2.1]
National Industrial Chemicals Notification and Assessment Scheme (NICNAS)	NICNAS monitors risks to OHS, public health and environment of importation, manufacture or use of industrial chemicals. NICNAS is part of the Commonwealth Department of Health and administers the *Industrial Chemicals (Notification and Assessment) Act 1989.*
Occupational health and safety	See work health and safety.
Occupational overuse	Also known as repetitive strain injury. Injury caused by overuse of a particular musculoskeletal group to perform a task repeatedly.
Office of the Gene Technology Regulator	OGTR is the gene technology (including genetically modified organisms GMOs) regulator. OGTR is part of the Commonwealth Department of Health and administers the *Gene Technology Act 2000.*
Person Conducting a Business or Undertaking	An entity defined under section 5 of the WHS Act 2011. The University is a PCBU and contractors employed to undertake work for the ANU can be PCBUs.
Plant	Plant is defined as any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices. *(Work Health and Safety Regulations 2011)* Plant that relies exclusively on manual operation and is designed to be primarily supported by hand, for example, a screw driver or stapler, is not covered by the WHS Regulations. The general duty of care under the WHS Act applies to this type of plant.
Reasonably practicable	In this context, reasonably practicable means that which is, or was at a particular time, reasonably

	able to be done to ensure health and safety, taking into account and weighing up all relevant matters including: (a) the likelihood of the hazard or the risk concerned occurring (b) the degree of harm that might result from the hazard or the risk (c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk (d) the availability and suitability of ways to eliminate or minimise the risk, and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. [Safe Work Australia – Interpretive Guideline – Model WHS Act, The Meaning of 'Reasonably Practicable']
Residual risk	**Risk** remaining after **risk treatment.** NOTE 1 Residual risk can contain unidentified risk. NOTE 2 Residual risks can also be known as "retained risk". [ISO Guide 73:2009, definition 3.8.1.6]
Review	Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives. NOTE Review can be applied to a **risk management framework**, **risk management process**, **risk** or **control**. [ISO Guide 73:2009, definition 3.8.2.2]

Risk	Effect of uncertainty on objectives. NOTE 1 An effect is a deviation from the expected — positive and/or negative. NOTE 2 Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product and process). NOTE 3 Risk is often characterised by reference to potential **events** and **consequences**, or a combination of these. NOTE 4 Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated **likelihood** of occurrence. NOTE 5 Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of an event, its consequence, or likelihood. [ISO Guide 73:2009, definition 1.1]
Risk (safety risk)	In relation to any potential injury or harm, the likelihood and consequence of injury or harm occurring. Note: where the term 'risk' occurs in this document this should be taken to mean WHS risk (with the exception of the ISO 31000 definition of risk) [AS/NZS 4801:2001]
Risk analysis	Process to comprehend the nature of **risk** (2.1) and to determine the **level of risk.** NOTE 1 Risk analysis provides the basis for **risk evaluation** and decisions about **risk treatment**. NOTE 2 Risk analysis includes risk estimation. [ISO Guide 73:2009, definition 3.6.1]
Risk assessment	Overall process of **risk identification**, **risk analysis** and **risk evaluation.** [ISO Guide 73:2009, definition 3.4.1]

Risk criteria	Terms of reference against which the significance of a **risk** is evaluated. NOTE 1 Risk criteria are based on organisational objectives, and **external** and **internal context**. NOTE 2 Risk criteria can be derived from standards, laws, policies and other requirements. [ISO Guide 73:2009, definition 3.3.1.3]
Risk evaluation	Process of comparing the results of **risk analysis** with **risk criteria** to determine whether the **risk** and/or its magnitude are acceptable or tolerable. NOTE Risk evaluation assists in the decision about **risk treatment**. [ISO Guide 73:2009, definition 3.7.1]
Risk management	Coordinated activities to direct and control an organisation with regard to **risk.** [ISO Guide 73:2009, definition 2.1]
Risk management process	Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, **monitoring** and reviewing **risk.** [ISO Guide 73:2009, definition 3.1]
Risk owner	Person or entity with the accountability and authority to manage a **risk.** [ISO Guide 73:2009, definition 3.5.1.5]
Risk source	Element which alone or in combination has the intrinsic potential to give rise to **risk.** NOTE A risk source can be tangible or intangible. [ISO Guide 73:2009, definition 3.5.1.2]

Risk treatment	Process to modify **risk.** NOTE 1 Risk treatment can involve: – avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk; – taking or increasing risk in order to pursue an opportunity; – removing the **risk source**; – changing the **likelihood**; – changing the **consequences**; – sharing the risk with another party or parties (including contracts and risk financing); and – retaining the risk by informed decision. NOTE 2 Risk treatments that deal with negative consequences are sometimes referred to as "risk mitigation", "risk elimination", "risk prevention" and "risk reduction". NOTE 3 Risk treatment can create new risks or modify existing risks. [ISO Guide 73:2009, definition 3.8.1]
Safety	A state in which the risk of harm (to persons) is limited to an acceptable level. [AS/NZS 4801:2001]
Serious electrical accident	Serious electrical accident means an accident in which electricity causes, or contributes to the death or injury of a person, damage to property or a fire. Electrical Safety Act 1971

What is a dangerous incident?	A dangerous incident is any incident in the workplace that exposes a worker or any other person to a serious risk to their health or safety from an immediate or imminent exposure to: • an uncontrolled escape, spillage or leakage of a substance • an uncontrolled implosion, explosion or fire • an uncontrolled escape of gas or steam • an uncontrolled escape of a pressurised substance or • electric shock • the fall or release from a height of any plant, substance or thing • the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations • the collapse or partial collapse of a structure • the collapse or failure of an excavation or of any shoring supporting an excavation • the inrush of water, mud or gas in workings, in an underground excavation or tunnel • the interruption of the main system of ventilation in an underground excavation or tunnel or • any other event prescribed by the regulations.
What is a notifiable incident?	A notifiable incident is: - the death of a person or - a serious injury or illness of a person or - a dangerous incident or - a radiation accident.
What is a radiation accident?	A radiation accident is any occurrence, associated with controlled apparatus, controlled materials or at a controlled facility, which results in, or has the potential to result in, exposure to ionising or non-ionising radiation, such as to injure, damage or harm any person or the environment. This includes

	occurrences involving, or resulting from, acts or omissions that were deliberate, reckless or negligent.
What is a serious injury or illness?	A serious injury or illness of a person means an injury or illness requiring the person to have: • immediate treatment as an in-patient in a hospital or • immediate treatment for: • the amputation of any part of his or her body or • a serious head injury or • a serious eye injury or • a serious burn or • the separation of his or her skin from an underlying tissue (such as de-gloving or scalping) or • a spinal injury or • the loss of a bodily function or • serious lacerations or • medical treatment within 48 hours of exposure to a substance.
WHS management system	The overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the policy, objectives, and so managing the risks associated with the business of the organization. [AS/NZS 4801:2001]
WHS objectives	Overall OHS goal in terms of OHS performance, arising from the occupational health and safety policy that an organisation sets itself to achieve, and which are quantified where practicable. [AS/NZS 4801:2001]

WHS performance	The measurable results of the OHSMS, related to the organisation's control of health and safety risks, based on its OHS policy, objectives and targets. Performance measurement includes measurement of OHS management activities and results. [AS/NZS 4801:2001]
WHS policy	Statement by the organisation of its commitment, intentions and principles in relation to its overall occupational health and safety performance which provides a framework for action and for the setting of its occupational health and safety objectives and targets. [AS/NZS 4801:2001]
WHS professional	A person with expertise and qualifications in the identification, assessment, evaluation or control of occupational hazards and risks, and hazards associated with occupational ill-health. [AS/NZS 4801:2001]
Worksafe ACT	Worksafe ACT enforces ACT WHS laws applicable to contractors and sub-contractors at ANU's ACT workplaces. Worksafe ACT has no jurisdiction over ANU as a PCBU. Worksafe ACT administers WHS Act 2011 (ACT) and WHS Regulations 2011 (ACT).

2.2 ACRONYMS

Acronym	Definition
AED	Automatic External Defibrillator
ALARP	As Low As Reasonably Practicable
ARPANSA	Australian Radiation Protection and Nuclear Safety Agency
ASNO	Australian Safeguards and Non-Proliferation Office
CMS	Chemical Management System
COE	Certificate of Electrical Safety
ECO	Emergency Control Organisation
EPA	Environmental Protection Authority
F&S	Facilities & Services
FR	Frequency rate
GCC	Global Corporate Challenge
HSC	Health & Safety Committee

Acronym	Definition
HSMA	Health & Safety Management arrangements (former reference now replaced by WHS)
HSR	Health and Safety Representative
IR	Incidence rate
JSA	Job Safety Analysis
LTI	Lost time injury
LTIFR	LTI Frequency Rate
NICNAS	National Industrial Chemicals Notification and Assessment Scheme
OHS	Occupational Health and Safety
OGTR	Office of the Gene Technology Regulator
OOS	Occupational Overuse Syndrome
OSLO	Occupational Strains Liaison Officer
PCBU	Person Conducting a Business or Undertaking
PD	Position Description
PDR	Performance Development Review
PEWER	Pre-Employment Work & Environment Report
PRAMS	Plant Risk Assessment Management Summary
RCM	Rehabilitation Case Manager
RPE	Respiratory Protective Equipment
SDS	Safety Data Sheet
SIG	Service Improvement Group
SMG	Senior Management Group
SOE/PDR	Statement of Expectation (Professional staff)
SOP	Safe Operating Procedure
SRC Act	Safety Rehabilitation and Compensation Act 1988
STEL	Short Term Exposure Limit
SWMS	Safe Work Method Statement
TWA	Time Weighted Average
WEG	Work Environment Group
WHS	Work, Health and Safety
WHSMA	Workplace Health and Safety Management Arrangements (former reference for WHS management system)
WHSMS	Work Health and Safety Management System (former reference for WHS management system)

3. DESCRIPTION OF THE UNIVERSITY

The University was established in 1946 (by Act of Parliament) to be of enduring significance post-war life of the nation.

The University has approximately 3,700 full-time equivalent employees, compromising 1,600 academic staff and 2,100 professional staff. The University has a student community numbering approximately 21,000 of whom approximately 11,000 are postgraduates. Around one (1) in four (4) students comes from overseas, being from more than 105 countries, but mostly Asia. The University also has titleholders and volunteers conducting activities for the University on campus.

The principal campus of the University is in the suburb of Acton. However, the Research School of Astronomy and Astrophysics has their Canberra operation located at Mount Stromlo on the south-western outskirts of the Canberra metropolitan area and their major telescopes at Siding Spring Observatory located outside Coonabarabran, NSW.

4. HEALTH AND SAFETY POLICY

The commitment of the senior management group at the University to the health and safety of its workers and other stakeholders is documented in the policy documents. These documents are authorised by the most senior officer of the University, the Vice Chancellor. The main WHS policy is the Work health and safety policy.

This policy is available to all at the University and other interested parties, including regulatory authorities, suppliers, contractors, and those visiting the workplace on the policy library and via the HR intranet.

As per the Policy Governance Framework for the University, the policies and procedures are reviewed at least every three years, or on an as required basis (ANU Policy Governance Procedure and the WHS Documentation management procedure. The exception being the manuals (such as this document) and other materials produced by WEG that is controlled outside the Policy library and is reviewed on an ongoing basis.

5. PLANNING

5.1 Legal requirements and practical guidance

The WHS Legal and other requirements procedure describes the process and responsibilities for ensuring the University's ongoing compliance with WHS legal and other requirements. All WHS legal and other requirements changes are monitored and recorded within the WHS Legal changes register.

The procedure also ensures all supporting WHS documentation such as safe operating procedures and training programs are also updated to reflect any changes to legal and other requirements as per the WHS Documentation management procedure and these changes are communicated to the Universities leadership and relevant stakeholders as required.

5.2 Objectives, Targets and programs/plans

The WHS Planning, objectives, targets and programs procedure describes the annual process and responsibilities for developing WHS plans and programs and setting WHS Objectives, targets and supporting programs/plans at the University.

This procedure also describes how and when the WHS objectives and targets are communicated, monitored, reviewed and reported as per the WHS Communication and consultation procedure.

6. IMPLEMENTATION

6.1 Resources

The University provides both financial and physical resources to enable the effective implementation of the WHS management system at the University. Resources are regularly reviewed as per the WHS Management review procedure to ensure the ongoing effective implementation of the WHS Management System.

6.2 Human Resources

Every worker at the University has responsibilities for WHS and these are summarised in the WHS Responsibilities procedure.

The Vice-Chancellor (VC) has the overall responsibility for the health and safety at the University and has appointed the COO (member of the Senior Management) for the overall responsibility for the WHS management system. The COO is responsible for reporting on the WHS performance to the Council, the VC and the SMG.

The University outlines the specific WHS responsibilities of staff in position descriptions and WHS procedures. Individuals WHS performance is monitored and certain positions are also held accountable for WHS responsibilities via WHS audits, and contractor monitoring processes additionally.

The key WHS roles at the university include leadership, WHS professionals and WHS representatives as follows:

6.2.1 Senior Management Group

University leadership is critical to the effectiveness of the WHS management system. The leadership WHS obligations are stated in the WHS Responsibilities procedure and their individual position descriptions.

6.2.2 WHS professionals

The Work Environment Group (WEG) consists of appropriately qualified and competent safety, health and rehabilitation management professionals to support the health and safety management system across the University.

The primary responsibilities held by WEG are:

- Development and maintenance of the WHS management system
- Injury management, rehabilitation and workers compensation
- Support Colleges, Research Schools and Service Divisions in WHS management system implementation

6.2.3 WHS Officers

Many of the Universities Research Schools or Service Divisions that have high risk work environments, have their own WHS practitioners. These WHS primary responsibilities are:

- Support their local areas implementation of the WHS management system

- Support WEG in the development, monitoring and evaluation of the WHS management system.

A current list of WHS Officers can be found on the WHS networks webpage. This list is to be updated when a staff member informs WEG that they are a newly appointed WHS Officer.

6.2.4 WHS Representatives

Many areas of the University has employee WHS Representatives (commonly known as Health and Safety Representatives, or HSRs) that form a governing structure to support the communication, consultation and management of changes with an impact on health and safety by areas across the University as per the WHS Committees and Representatives procedure.

A current list of HSRs can be found on the WHS networks webpage. This list is to be updated when a staff member informs WEG that they are a newly trained HSR.

6.2.5 External Consultants

The University utilises specialist external experts / consultants to support WHS compliance requirements. Typically these external experts / consultants will be used where these resources are not readily available internally or where specialist licencing, training or equipment, such as Asbestos Monitoring, is required.

6.3 Responsibilities and Accountabilities

The WHS Responsibilities procedure describes the overall, specific and general WHS responsibilities for all workers at the University.

The COO (member of the Senior Management) has overall responsibility for the health and safety management system at the University.

The University outlines the WHS responsibilities of staff in position descriptions and WHS procedures. Individuals WHS performance is monitored.

6.4 Training and competency

The University WHS Training procedure describes how WHS Training needs of workers are determined and provided. The procedure covers:

- Training needs analysis / identification
- Inductions
- Refresher training
- Training records
- External training / qualifications

6.5 Communication and Consultation

All WHS information is made available to all workers at the University through the Policy Library and the WEG websites as per the WHS Communication and consultation procedure. This procedure also includes information on how to handle communication with external parties on WHS matters.

6.5.1 Consultation

Each local area of the University has employee WHS Representatives that form a governing structure to support the communication, consultation and management of changes with an impact on health and safety by areas across the University. The WHS Committees and Representatives procedure covers details related to selection, training and responsibilities of WHS Representatives. This procedure also describes the process for ceasing unsafe work, PINS and workplace entry.

The University has a number of WHS related committees and advisory groups. These include:

- University WHS Committee
- Local area WHS Committees
- Chemical and Hazardous Waste Advisory Group
- Radiation Safety Advisory Group
- Electrical Safety Advisory Group
- Fieldwork Advisory Group

WHS Committees and Representatives procedure covers details relating to committee training, structure, meeting frequency and agendas.

This procedure also describes how workers are involved in consultation on WHS policies, procedures and programs and WHS matters at the University.

A current list of WHS Representatives can be found at WHS networks webpage.

6.5.2 Communication

Methods for communicating WHS to the University workforce is details in the WHS Communication and consultation procedure. This procedure provides details on communications methods such as:

- ANU Website – WHS Webpage
- Noticeboards
- Safety Alerts

The University also communicate with its workers on WHS matters via email and WHS Committees.

6.6 Reporting

6.6.1 Incident and hazard reporting

The WHS incident management procedure describes the process for responding, reporting and investigating incidents, hazards and events at the University. All workers who are involved in an incident, event or identify a hazard will report this as soon as possible to their supervisor/manager who will report it in the Workplace safety incident and Hazard reporting tool (Figtree).
The procedure also describes the process for escalating the reporting of the incident if notification to regulatory authorities is required.

Incidents and investigations are also reported at the quarterly local WHS Committee meetings and University WHS Committee Meeting.

Additional information regarding the reporting of WHS hazards is described within the WHS Hazard management procedure.

6.6.2 Performance Reporting

Regular reporting on the performance of the WHS management systems at the University and the management systems effectiveness is described in WHS Reporting procedure. The Associate Director Work Environment Group is responsible for the preparation of the University reports.

The key University WHS reports include:

- Annual Report – external report published on the intranet site.
- University Council Report – internal report (6 weekly or as per University Council meeting). This report is circulated within the WHS University Committee, Local WHS Committees and the WHS Officer network.
- Local Area WHS Reports – developed by local areas for their respective WHS Committees. Minutes of the local WHS Committees are included in the WHS University Committee agenda.

6.7 Documentation and Data Control

The WHS Documentation management procedure describes how WHS information is documented and maintained at the University.

The WHS Management System comprises the following document types:

- WHS policies
- WHS procedures (WHS Management System and Safe Work Procedures)
- WHS forms / Supporting Documents
- WHS Guidelines/Handbooks

The WHS records comprises the following data types:

- WHS registers
- WHS records (and records databases)
- WHS data

The procedure describes how to WHS Management System documents are created, reviewed, modified and approved, removed and made obsolete or archived.

The key WHS systems documents are stored in the University Policy Library available for all workers and the general public. The Policy Manager controls the release, currency, archiving, version control and metadata for the documents.

For a full listing of WHS Management System criteria refer to the current version of the WHS Management System Document Register.

6.8 Hazard Management

The WHS hazard management process is described in the WHS Hazard management procedure which supports the University Risk Management Framework.

Each local area at the University is responsible for identifying the hazards, assessing and designing the appropriate controls for each hazard as per the hierarchy of controls. These are captured in the local area WHS Hazard register, which is aligned to the University hazard register, which is maintained by WEG.

6.9 Emergency Preparedness

Potential emergency situations are identified in the Emergency response procedure.

The local areas shall develop an emergency response plan for each of these areas as per this procedure.

The responsibility for emergency situations and attendance by emergency authorities is stated in the local area Emergency Response plans. The University wide Emergency Planning Committee (EPC) is responsible for the University emergency response and local areas are required to maintain their own EPC. The Duties of the local area EPC and ECO (Emergency Control Organisation) are outlined in the respective guidelines documents:

- Duties of EPC Members
- Duties of ECO Members

Facilities and Services periodically reviews the suitability, location and accessibility of emergency equipment as per the Emergency response procedure.

The Facilities Services Division reviews the emergency and fire protection, evacuation and alarm systems.

Critical incident response in the University is managed by the Crisis Management Team under the Facilities Services Division. The University also has support available for workers should a critical incident occur in the workplace.

The University's First aid program is outlined in the Provision of first aid services procedure.

The University has employee assist program available to workers who are exposed to critical incidents at work. Posters are available in various work areas and via the internet which provide workers with details on how to access this support.

7. MEASUREMENT AND EVALUATION

7.1 Monitoring and measurement

The monitoring and testing of the WHS management system processes is described in the WHS Monitoring and testing procedure.

The key monitoring and testing programs at the University include:

- Workplace inspection
- Procedure reviews for legal compliance
- Plant and equipment inspections
- Workplace and personal monitoring for environmental conditions such as noise, dust, light, fume etc.
- Inspection of engineering controls for devices such as alarms, e-stops, guarding
- Calibration of WHS monitoring devices and
- Health surveillance.

7.1.1 Workplace inspections

The local areas are responsible for workplace inspections as per the WHS Monitoring and testing procedure. Workplace inspections are conducted at least annually or as new risks are recognised in the workplace.

7.1.2 Plant and equipment inspections

Local areas schedule plant and equipment inspections and maintenance as per Plant (equipment) hazard management procedure. The Facilities Service Division is generally responsible for plant and equipment relating to University buildings and building services and administers the inspection and maintenance program via the MAXIMO system. These inspections programs also include engineering controls as described in the Fixed plant and equipment – machine guarding procedure.

7.1.3 Workplace and personal monitoring

The Work Environment Group provides monitoring and testing of workplaces by both static and personal monitoring devices as per the WHS Monitoring and testing procedure.

7.1.4 Calibration of monitoring and testing equipment

All equipment (whether the property of the University or a Third Party), used for WHS monitoring and testing shall be calibrated and fit for use prior to using. The worker shall check the calibration date range and cite the records of calibration before using. All records for calibration shall be available to the user, either with the equipment or in the local area.

7.1.5 Health surveillance

Situations where workers are exposed to specific hazards, potentially affecting their health are managed in accordance with the Health Monitoring procedure.

7.2 Incident Management and Investigation

All reported incidents, hazards and events are responded, investigated and managed in accordance with the WHS Incident management procedure.

The WHS Incident management procedure also describes the process for escalating the reporting of the incident if notification to authorities is required. The procedure also describes the methodology for completing incident investigations based on the category (severity) of the reported incident or hazard.

All actions from incidents shall be recorded and monitored for completion as per the WHS Actions procedure.

7.3 Actions

The WHS Actions procedure describes managing corrective and preventative actions arising from the WHS management system activities such as:

- WHS Management System reviews
- WHS Legal and other requirements reviews
- WHS Objectives, targets and plans
- WHS Consultation
- Hazard and Incident Reports
- WHS Hazard (and Risk) Management
- Emergency Events (including training, false alarms and actual events)
- WHS Monitoring and Testing activities (e.g. Inspection, audits)

All local areas will ensure all actions arising from WHS management system activities are recorded and actioned.

7.4 Audits

The WHS Audit procedure describes how the University describes the WHS auditing process and scheduling requirements for the University, covering:

- Establishing the WHS audit programs for three year cycles for the WHS management system
- Identifying auditor requirements (e.g. competence and experience)
- Preparing and conducting audits
- Reporting findings and the setting and monitoring of actions for completeness as per WHS Actions, and
- Reviewing the effectiveness of the audit program.

The audit program includes the following audits:

- Tier 1 (system) audits
- Tier 2 (procedure implementation audits), and
- Tier 3 compliance or hazard specific audits – Developed by local areas.

8. MANAGEMENT REVIEW

The WHS Management review procedure describes how the University reviews the performance of WHS management systems with senior leadership.

The key senior leadership forums where health and safety performance is discussed include:

- Council meetings (eight weekly)
- Senior Executive Leadership meeting (quarterly)
- WHS Committee meetings (quarterly)
- Safety Management System Reviews are conducted yearly at the University WHS Committee Meeting

The agendas for these meetings contain the following minimum discussion points:

- Audit results
- Objectives, targets and performance indicators
- Changes
- Opportunities for improvement.

Actions arising from the Management Review meetings are managed and implemented in accordance with the WHS Actions procedure.