

**POLICY STATEMENT**

La Trobe University is committed to promoting a healthy and safe environment and recognises its obligations under the Occupational Health and Safety Act 2004.

**This will be achieved through:**

- (1) Providing adequate resources to develop and maintain an effective risk management and health and safety management system.
- (2) Recognising and accepting as a minimum, all responsibilities imposed by relevant statutory requirements.
- (3) Consulting with employees on health and safety issues through their Health and Safety Representatives and Occupational Health and Safety committees.
- (4) Providing the necessary resources to monitor and advise the University community on risk minimisation.
- (5) Development of policies and procedures for specific areas which will support this policy.
- (6) Ensuring senior officers are aware of their responsibilities within OHS legislation.
- (7) On-going monitoring and evaluation of OHS performance through the University Executive OHS Committee.

**RESPONSIBILITIES**

Safety depends on the cooperative effort of everyone concerned but the following special responsibilities apply.

**Senior Officers are required to**

- (1) Use the level of sound judgement, prudent decision making in decisions that apply to the University in relation to health and safety.
- (2) Have an obligation to remain informed of the University's OHS performance and monitoring arrangements.

**Deans, Heads of Schools / Colleges & Divisional Managers are responsible and accountable for:**

- (1) Ensuring that activities are resourced to the extent necessary to ensure the health and safety of persons either performing or who are affected by those activities.
- (2) Implementing safety measures within their control in accordance with legislative requirements, relevant compliance codes, and applicable standards, or as additionally determined by the Executive OHS Committee or the Occupational Health and Safety Section.
- (3) Providing information, instruction, training and supervision to all persons under their control, including contractors and visitors to ensure that any risk is minimised.
- (4) The formulation, promulgation and review of risk assessments, safety procedures for activities conducted within the area under their control.
- (5) Consulting on all occupational health and safety issues that occur with health and safety representatives and the Zone Occupational Health and Safety Committees.
- (6) Prompt notification of incidents or occurrences in accordance with University procedures.

**All employees of La Trobe University are:**

- (1) Responsible for following safe work practices consistent with the extent of their control or influence over working conditions and methods.
- (2) Required to co-operate with management in achieving a safe and healthy workplace.
- (3) Required to take reasonable care for their own health and safety and of anyone else who may be affected by their actions or omissions.
- (4) Encouraged to actively contribute to the continuous improvement of the University's health and safety policies and procedures.

**The Occupational Health and Safety Section** is responsible for the provision of professional advice and assistance to support the implementation of relevant safety practices and compliance with legislation.

**Students, Contractors and Visitors:**

- (1) Are required to comply with all reasonable instructions given, consistent with their protection as well as the protection of others while on campus.

**IMPLEMENTATION**

This policy shall be implemented through all senior officers in consultation with the University community.

This policy will be reviewed **five yearly** or as legislative changes occur.

The La Trobe University Executive Council adopted this OHS Policy at the meeting on 9 November 2005.

This policy replaces LTU OHS Policy dated 16 February 2000.