



PARSA
ANU postgraduate &
research students'
association

WORONI

Work Health and Safety

Overview

This policy outlines the Associations commitment to health and safety in the workplace and provides details of the Associations health and safety arrangements.

Scope

This Policy applies across all student Associations.

"Associations" refers to ANUSA, PARSA & ANUSM (Woroni).

Policy Statement

The Associations are firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, volunteers, students, authorised visitors, and anyone else who may be affected by our operations.

The Associations are committed to ensuring they comply with relevant work health and safety legislation, applicable codes of practice and Australian Standards as far as possible.

Obligations

Management:

Will provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Plant and substances in safe condition;
- Facilities for the welfare of workers;
- Information, instruction, training and supervision that is reasonably necessary to ensure that each employee is safe from injury and risks to health;
- A commitment to continually monitor and improve our performance through effective safety management; and
- A commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace, in particular:
 - Identification or assessment of risks,
 - Measures which need to be taken to manage these risks,
 - Adequacy of facilities,
 - Proposition of changes that may directly affect work safety.

Note: Management is defined as the Presidents of ANUSA & PARSA and Editor in Chief of Woroni.

Employees:

Employees, including elected officials and volunteers have an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- Take reasonable care of their own health and safety and the health and safety of others;
- Wear personal protective equipment and clothing where necessary;
- Comply with any direction given by management or the Health and Safety Representative in relation to health and safety;
- Not misuse or interfere with anything provided in the interests of health and safety;
- Report all accidents and incidents on the job immediately, no matter how trivial; and
- Report all known or observed hazards to their supervisor, Health and Safety Representative or President/Editor in Chief.
- Be familiar with and comply with all Association policies regarding Work, Health and Safety.

Association Health and Safety Arrangements

It has been agreed between the Presidents/Editor in Chief and employees that the following arrangements will apply:

1. Work Safety Committee

The ANU Student Associations Work Safety Committee which comprises all Association employees will have the following roles:

- To facilitate cooperation between management and employees in relation to work safety;
- To provide a forum for consultation, proposing and developing changes to work or other policies, practices or procedures that may directly affect work safety;
- To assist in resolving work safety matters; and
- To establish, review and publish procedures in relation to work safety.

The Work Safety Committee will be reviewed every two years or if otherwise required by employees. Consultation on work health and safety matters will be through the Work Safety Committee and the Health and Safety Representative.

The Work Safety Committee will meet every three months and will consist of at least:

- The Health and Safety Representative or Deputy;
- The Presidents/Editor in Chief of each association or a delegated officer;
- An employee of each association.

The Work Safety Committee will be comprised of at least 50% workers at any one time.

The Work Safety Committee meetings are open for all employees and officers to attend should they choose to do so.

2. Health and Safety Representative

The Health and Safety Representative has the following roles:

- Represent the workers of the Associations in regards to workplace health and safety;
- Monitor the measures taken by the Presidents and Editor in Chief regarding workplace health and safety;

- Notify the Presidents and Editor in Chief about potential risks observed and dangerous occurrences.

The Health and Safety Representative is not responsible for ensuring safety. The responsibility for ensuring safety lies primarily with Management but in practice all employees are responsible for ensuring their work place is safe.

Application of this policy

The Associations seek the co-operation of all employees, students and visitors. We encourage suggestions in realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all Association business operations and functions, including those situations where employees are required to work off-site.

References: Work health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

Workers Compensation Act 1951 (ACT)

Enterprise Agreement Clause 29 ***Other***

In the case of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement shall prevail.