

 BOND UNIVERSITY	WORK HEALTH & SAFETY POLICY
Contact Officer	Manager, Work Health and Safety
Date First Approved	16 November 2006
Approval Authority	Vice President Operations
Date of Next Review	22 September 2023

1. PURPOSE AND OBJECTIVES

The purpose of this Policy is to recognise, work within, and adhere to the legislative framework which supports Work Health and Safety under the [Work Health and Safety Act 2011](#) and [Work Health and Safety Regulations 2011](#) to ensure the health and safety of each of its employees, students, visitors and contractors.

Bond University will, where reasonably practicable, work towards establishing and maintaining a safe place of work, safe work practices and to providing safe plant and equipment. We will work to ensure staff, students, visitors, and contractors are not exposed to health and safety risks arising out of activities at the University.

2. AUDIENCE AND APPLICATION

Bond University Staff, Students, Visitors and Contractors

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Audit, Risk and Safety Committee	Clause 4.1 Oversees the management of WHS at the University on behalf of Council.
Work Health and Safety Management Committee	Clause 4.1 Has the prime responsibility of overseeing the University's management of safety.
Safety Support Officers	Clause 4.1 Representation of the employees in their work areas.
Vice Chancellor	Clause 4.1 Delegation of health and safety management responsibilities and resources.

4. POLICY STATEMENT

Bond University is committed to creating and maintaining a safe and healthy work, study and research-based environment throughout the campus. The University regards safety as a core value, believes that work related injuries and illnesses can be prevented, and has a goal to keep people safe whilst at work.

4.1. Responsibilities

All Bond staff share a duty to ensure, so far as is reasonably practicable, that no persons are exposed to health and safety risks arising from the University's activities.

The University Council has zero tolerance for workplace injuries.

The Audit, Risk and Safety Committee oversees the management of health and safety at the University on behalf of the University Council. The Committee is responsible for reviewing WHS processes and practices at the University to ensure they comply with all relevant legislation whilst meeting the needs of the University.

The Work Health and Safety Management Committee has the prime responsibility of overseeing the University's management of safety, with a focus on best practice and a strategic and systemic approach to managing work health and safety risk.

Safety Support Officers represent the employees in their work areas. Each staff member may be required to undertake specific training for their role to assist with the implementation and communication of Work Health and Safety.

The Vice-Chancellor has responsibility for the health and safety of all people affected by the University's activities. This includes the delegation of health and safety management responsibilities and the allocation of appropriate resources.

Members of the University Executive and Management are responsible for ensuring that health and safety management strategies are implemented. This responsibility includes managing risks, maintaining communication/consultative processes and monitoring the effectiveness of health and safety practices within their area of responsibility.

Staff, students, visitors and contractors have a responsibility to comply with this Policy and associated procedures; conduct their work-based activities in a manner which prevents personal injury and/or damage to property; and report unsafe conditions or acts which come to their attention

4.2. Consultation Representation and Participation

Consultation within all levels of the University is fundamental to the successful management of health and safety risks. The University will consult and communicate with its employees in a meaningful and effective manner to allow contribution to decisions that may affect their health and safety at work.

4.3. Issue Resolution

Bond University will endeavour to assist staff members if a work health and safety issue arises at a workplace or from the conduct of a business or undertaking and the matter is not resolved after discussion between the parties to the issue. Reasonable efforts will be made by Bond University to achieve a timely, final & effective resolution of the issue in accordance with the relevant agreed procedure, or if there is no agreed procedure, the default procedure prescribed under a regulation. A staff member may bring a representative to the workplace for the purpose of attending discussions with a view to resolving the issue

5. DEFINITIONS, TERMS AND ACRONYMS

Campus	For the purposes of this Policy, includes the BU Main Campus, the Institute of Health & Sport, Bond teaching space in hospitals within Australia.
Contractor	A person or business and their sub-contractors who has been engaged in a contractual agreement by Bond University to undertake a service on campus property.
Students	All individuals who are currently enrolled in an approved course of study at the University.
Visitor	Any individual who visits the campus who is a member of the public and not a student, staff member or contractor.

6. RELATED DOCUMENTS

[Workplace Rehabilitation Policy](#)

All related Work Health and Safety procedures are accessible to staff via the Bond University [intranet](#) and students via the Bond University policies and procedures [website](#).

7. MODIFICATION HISTORY

This Policy will be reviewed every three (3) years or earlier in the event of any legislative changes.

Date	Sections	Source	Details
22/9/2020			