Health and Safety
Management Standards

Health and Safety

Curtin University

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Health and Safety Management System

1. Introduction

The Curtin University Health and Safety Management System (HSMS) comprises the:

- Health and Safety (H&S) Policies;
- H&S Management Standards; and

The HSMS is an integral part of the overall management system at Curtin University which aligns with our organisation’s mission, vision and values. It is designed to complement other systems used within the organisation and provides a systemic management approach to assist in both meeting legal requirements and leading to sustained improvements in H&S performance.

These H&S Management Standards (hereafter referred to as ‘the Standards’) provide a framework for the management of health and safety related risks, consistent with legislative requirements and recognised standards (such as AS 4801\(^1\) and AS 4804\(^2\)).

Electronic copies of H&S Management System documentation such as H&S Management Standards, H&S Policies and Procedure and H&S Forms are available to all personnel via the Curtin University Intranet.

1.1 Hierarchy of Health and Safety Documents

The Curtin University H&S Management System hierarchy of documents is illustrated in Figure 1.

![Figure 1: Health and Safety Document Hierarchy](image-url)

\(^{1}\) AS 4801: Occupational Health and Safety Management Systems – Specification with guidance for use

\(^{2}\) AS 4804: Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques
2. **Health and Safety Management System Model**

The H&S Management System model comprises five principles leading to the continuous improvement cycle. Continuous improvement in health and safety is core to the duty of care provisions of the *Occupational Safety and Health Act 1984* to which this model is based. Curtin will periodically evaluate its H&S Management System to identify and implement opportunities for improvement.

![Image of Health and Safety Management System Model]

**Figure 2: Health and Safety Management System Model**

**Principle 1  Commitment and Policy**

The University’s Health and Safety Policy details the senior management’s commitment to supporting and promoting its H&S Management System. The Policy is endorsed by the Curtin University Vice Chancellor and approved by the Planning and Management Committee.

**Principle 2  Planning**

Health and safety is an integral part of the business planning process ensuring that measurable objectives and targets are developed, documented, implemented and monitored across the organisation.

**Principle 3  Implementation**

Implementation is achieved by defining minimum standards for hazard and risk management, ensuring capabilities, processes, procedures and support systems are in place to meet health and safety objectives and targets.

**Principle 4  Performance Evaluation and Monitoring**

Systems are in place to monitor, assess and evaluate health and safety performance at Curtin University. Corrective actions are recorded, implemented and followed up to ensure non-compliances are rectified.

**Principle 5  Audits and Review**

H&S performance, audit and inspection results and compliance to these Standards and supporting H&S systems are regularly reviewed to identify trends, measure progress and drive continuous improvement in H&S management.
3. Health and Safety Management Standards

Under the five Principles, there are fifteen Health and Safety Management Standards.

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3.1 Health and Safety Management Standards Design

The H&S Management Standards are a set of clear statements which detail minimum performance requirements in relation to a range of issues which may affect the health and safety of people at Curtin University facilities.

The Standards define the intent and requirements necessary to achieve effective health and safety performance, reduce risk and deliver continuous improvement in line with the H&S Management Systems Model. Each Standard structure comprises two elements:

Objective/s: The intent of the standard i.e. what will the standard achieve.

Requirements: The specific arrangements, system or process required to achieve compliance with the Standard.

The objectives of these H&S Management Standards are to:
• Provide a risk-based H&S management system framework, consistent with legislative requirements and recognised standards that supports the implementation of the H&S policy across Curtin University;
• Establish and formalise expectations for the development and implementation of more specific and detailed H&S management strategies;
• Define auditable criteria against which the H&S performance can be measured; and
• Provide a system to drive continuous improvement.

3.2 Application
The Standards apply to all employees, contractors, visitors, students and volunteers at Curtin University facilities.

All personnel at Curtin University should be familiar with these standards. It is expected that all employees will commit to, and participate in, the implementation of the Curtin University H&S Management System.

3.3 Health and Safety Management Review
The Curtin University H&S Management Standards will be reviewed at least every three years by the Director, Health and Safety in consultation with senior management and key personnel, and where required, will be revised and re-issued.

H&S Management Standard reviews may also be prompted as a result of operational, personnel, legislative and/or management changes to ensure suitability and effectiveness.

3.4 Legal Compliance
Curtin University will comply with, and endeavour to exceed, the requirements of relevant health and safety legislation and applicable external accreditation standards.

Best practices shall be monitored and applied to the organisation as appropriate.

3.5 Acts, Regulations and Standards
[1] Occupational Safety and Health Act 1984

Regulations

Australian Standards

Other Documentation
Other relevant Acts and Regulations, Australian Standards and Codes of Practices
PRINCIPLE 1  COMMITMENT AND POLICY

STANDARD 1  LEADERSHIP AND COMMITMENT

Objective
Managers and supervisors will provide visible H&S leadership to support our commitment to health and safety as a core value, with the understanding that all accidents are preventable.

Requirements
1.1 H&S policies are developed, communicated and made accessible to all personnel.
1.2 Managers and supervisors shall demonstrate visible leadership and proactive commitment to promoting the H&S policies and achieving H&S objectives and targets.
1.3 Managers shall ensure that sufficient human, material and financial resources are provided for the effective development, operation, review and maintenance of H&S systems in their area or department.
1.4 Management shall promote and demonstrate their commitment to the H&S policies by way of active participation and leadership in the development and implementation of H&S objectives and targets.
1.5 The H&S policies shall be reviewed at least every three years.

STANDARD 2  ACCOUNTABILITY AND RESPONSIBILITIES

Objective
Managers and supervisors shall demonstrate accountability and responsibility for the effective management of health and safety. All employees and other personnel shall be involved in and comply with the H&S Management System and requirements.

Requirements
2.1 Position descriptions shall include defined H&S responsibilities, authorities and reporting lines.
2.2 Management position descriptions shall include accountability for H&S performance as a key responsibility.
2.3 Annual Work Planning and Performance Reviews (WPPR) shall include agreed and specific H&S activity and measurement as part of the performance appraisal process.
2.4 Managers are responsible for ensuring effective H&S management, monitoring performance and providing appropriate H&S assurances in their area of responsibility.
2.5 All employees are responsible for their own health and safety, and shall follow safe work procedures and have a duty to cease work should exposure health and safety risks be unacceptable.
2.6 H&S personnel are responsible for providing specialist advice to management and assess compliance with the H&S management system across Curtin University facilities.
PRINCIPLE 2  PLANNING

STANDARD 3   PLANNING, OBJECTIVES AND PERFORMANCE

Objective
Management shall ensure that a planned, systematic, measurable and achievable approach to managing health and safety is adopted across Curtin University facilities.

Requirements
3.1 Annual business planning activities shall include a health and safety plan.
3.2 Measurable H&S performance indicators shall be developed, documented, implemented and monitored across Curtin University facilities.
3.3 Management shall inform employees of performance requirements to achieve the university’s health and safety objectives.
3.4 Health and safety objectives and targets shall be reviewed annually to ensure they are clear, realistic and relevant.

PRINCIPLE 3  IMPLEMENTATION

STANDARD 4  HAZARD AND RISK MANAGEMENT

Objective
The University will have a system to effectively identify hazards, assess risks and ensure appropriate control measures, in accordance with the hierarchy of controls, are implemented and reviewed.

Requirements
4.1 Assessments and reviews shall be undertaken to identify and document hazards associated with facilities.
4.2 Procedures shall be established and maintained to ensure hazards, incidents, or any other situation impacting on workplace health and safety, are identified and reported.
4.3 Risks associated with all identified hazards processes shall be assessed to determine the level of risk. The risks shall be evaluated for criticality and acceptability against likelihood and consequence criteria.
4.4 Risk control measures shall be prioritised and actions shall be selected and applied in accordance with the risk management hierarchy of controls.
4.5 Management shall ensure risk control measures are implemented and remain effective. Decisions shall be documented and communicated.
4.6 Systems shall be in place to ensure that hazard identification and risk assessment records generated and used by University personnel are maintained by those involved.
STANDARD 5 INCIDENT REPORTING AND INVESTIGATION

Objective
Incidents, hazards and near misses shall be reported and investigated. Follow-up and corrective actions shall be developed and implemented to prevent recurrence.

Requirements
5.1 Procedures shall be developed and implemented for the reporting and investigation of all hazards, incidents and near misses.

5.2 Information gathered from incident data shall be analysed to monitor trends and reported to management to improve standards, systems and practices. Lessons learnt shall be shared across the organisation as appropriate.

5.3 Investigations shall be undertaken for all incidents to identify contributing factors and establish root causes to identify and implement appropriate corrective actions to prevent recurrence.

5.4 Procedures shall be in place to monitor the status and effectiveness of corrective actions.

5.5 Significant safety incidents including details of incident cause, investigation outcomes and completion of corrective actions shall be reported to management in accordance with the University’s H&S incident escalation process.

5.6 A system shall be in place to ensure notification to the relevant public authority of any significant event in accordance with legislative requirements.

STANDARD 6 COMMUNICATION, CONSULTATION AND ENGAGEMENT

Objective
Effective communication and consultation shall be established and maintained with employees and other relevant personnel. All personnel shall be encouraged to participate in and commit to H&S performance improvement initiatives.

Requirements
6.1 Managers shall encourage and facilitate employee involvement in health and safety management.

6.2 Health and safety shall be included as an agenda item at all area/department meetings and relevant decisions and actions recorded.

6.3 A system shall be in place to ensure relevant health and safety information is made available to all employees.

6.4 Safety and Health Representatives (SHR) shall be consulted on H&S issues relevant to their area of responsibility and involved in incident reporting, investigations, inspections, audits and the development of solutions to H&S issues.

6.5 H&S management and supervisor responsibilities shall not be delegated to the SHR.
6.6 A process shall be in place to assist employees to reach satisfactory resolutions to health and safety issues at the workplace in consultation with management.

STANDARD 7 TRAINING, COMPETENCY AND SAFE WORK BEHAVIOUR

Objective

Employees, contractors and volunteers shall be trained, be competent and demonstrate safe work behaviours when conducting work activities.

Requirements

7.1 Recruitment and selection criteria for employees and contractors shall include an assessment of H&S awareness, competencies, behaviours and performance.

7.2 Relevant employees shall be required to complete a medical assessment to ensure their fitness for work is appropriate for the position.

7.3 At the commencement of their employment and/or visit, all employees, including volunteers and contractors, shall undergo appropriate H&S induction training that addresses: relevant H&S objectives; incident, hazard and risk management; and safe work behaviour. Induction records shall be maintained.

7.4 A system shall be in place to identify employee H&S training needs.

7.5 Employees shall receive the competency-based, job specific training required to fulfil the requirements of their position. Training shall be ongoing and refresher training provided as required.

7.6 A system shall be in place to assess employee competence on completion of training. Training records shall be kept and feedback provided on employee performance.

STANDARD 8 CONTRACTORS, SUPPLIERS AND PARTNERS

Objective

Contractors, suppliers and partners shall comply with all H&S Policies and Standards.

Requirements

8.1 The selection process for contractors, suppliers and partners shall incorporate a risk-based H&S evaluation that includes a review of past H&S performance, prior to contractual arrangements being established.

8.2 Contracts and agreements shall include specific health and safety obligations to ensure Curtin University standards are met. Consequences of non-compliance shall be stipulated in the contract conditions.

8.3 A system shall be in place to ensure that H&S performance of contractors, suppliers and partners, and their compliance with Curtin University H&S requirements, are monitored and reported.

8.4 Managers shall be responsible for assuring the H&S performance of contractors within their areas/ departments.
STANDARD 9  SAFE WORK PROCEDURES

Objective
Curtin University shall demonstrate effective management of health and safety risks through the development and implementation of safe work procedures.

Requirements
9.1 Safe work procedures shall be developed to ensure that, as far as practicable, all potential hazardous activities are carried out in a safe manner and all associated risks are managed.
9.2 Arrangements shall be in place to ensure all personnel are familiar with, understand and comply with, safe work procedures and equipment they need to use.
9.3 Safe work procedures shall be regularly reviewed to ensure currency, applicability and effectiveness.
9.4 Inspections and audits shall be conducted to assess compliance with all applicable safe work procedures.

STANDARD 10  PLANT AND EQUIPMENT

Objective
Curtin University shall ensure that new and existing plant and equipment shall be maintained, inspected and tested to assess and manage health and safety risks throughout their lifetime.

Requirements
10.1 Plant and equipment shall be used in accordance with the manufacturer’s and supplier’s instructions.
10.2 A system shall be in place to ensure that new plant or equipment does not compromise safety standards or procedures, or introduce unacceptable risk.
10.3 Systems shall be in place to ensure the ongoing integrity of plant and equipment that have the potential to affect safety.
10.4 Frequency of scheduled maintenance, inspection, tests and calibration of equipment shall be determined in accordance with manufacturer’s and supplier’s instructions.
10.5 A system shall be in place to ensure that any modifications to plant, equipment or systems are reviewed and approved by the relevant department.
10.6 The health and safety implications resulting from any modification to plant, equipment or process shall be reviewed by a competent person to ensure that the levels of risk are maintained as low as reasonably practicable.
10.7 Implemented changes shall be communicated to the relevant area or department manager, where applicable.
10.8 An annual maintenance plan shall be developed to ensure that routine maintenance activities are performed on plant and equipment in accordance with manufacturer’s and supplier’s instructions.

10.9 A method of indicating the inspection and test status of plant and equipment shall be in place to identify conformance or non-conformance to specifications – e.g.: Testing and tagging of electrical equipment.

10.10 A system shall be in place to ensure that work requests are produced for items requiring regular preventive maintenance and scheduled inspections.

10.11 The system will also provide a mechanism for generating corrective maintenance work requests for equipment faults, including equipment failures and faults that occur prior to scheduled maintenance.

10.12 Records of maintenance information shall be kept for each work request.

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<th>STANDARD 11</th>
<th>MANAGEMENT OF CHANGE AND DOCUMENT CONTROL</th>
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<tr>
<td><strong>Objective</strong></td>
<td>Planned and unplanned changes shall be evaluated and managed to ensure that exposure to health and safety risks remain as low as reasonably practicable.</td>
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<td><strong>Requirements</strong></td>
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<tr>
<td>11.1 Planned and unplanned changes to operational processes, facilities, capital projects, plant, equipment, relevant legislation, standards or codes shall be managed by the H&amp;S risk management process to identify hazards, assess risks and implement control measures to ensure risk remains at an acceptable level.</td>
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<tr>
<td>11.2 Changes and modifications shall be authorised and recorded prior to their implementation. Changes and modifications include any temporary changes and modifications.</td>
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<td>11.3 Review and authorisation of proposed changes or modifications shall be by the relevant manager.</td>
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<td>11.4 Relevant legislative changes shall be identified, reflected in operating practices, and communicated to relevant employees in order to ensure compliance.</td>
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<td>11.5 A system shall be in place to ensure that any changes or revisions made to documents are tracked in order to prevent unauthorised changes.</td>
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<td>11.6 Any superseded versions shall be removed from all points of use and latest versions of the documents shall be made available to users.</td>
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<td>11.7 All documents shall be adequately labelled and a system shall be developed to control issue.</td>
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<th>STANDARD 12</th>
<th>HEALTH AND OCCUPATIONAL HYGIENE</th>
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<td><strong>Objective</strong></td>
<td>Curtin University shall promote a health system which ensures that employees are fit for work and not exposed to workplace hazards which may adversely affect their health.</td>
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</table>
**Requirements**

12.1 Occupational health and hygiene assessments, and ongoing monitoring and medical surveillance programs shall be conducted for all occupations, tasks and work environments consistent with exposure risks.

12.2 A system shall be in place to identify, assess and control health risk exposure from workplace hazards. These shall be recorded, maintained and communicated to the workforce.

12.3 Systems are in place for the injury management and rehabilitation of employees following work related injury or illness.

12.4 Where appropriate, employees shall undergo assessment to ensure their fitness for work. Medical records shall be kept confidential.

12.5 The health and well-being of the workforce shall be promoted through programs and access to health information.

12.6 First aid kits and first aid personnel shall be available to provide reasonable access to first aid for all employees.

12.7 Designated personnel shall be responsible for ensuring that first aid kits are maintained at all times.

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**STANDARD 13  EMERGENCY RESPONSE**

**Objective**

*Procedure and resources shall be available to effectively respond to emergency and critical incidents.*

**Requirements**

13.1 Capability and resources required shall be identified and provided to effectively respond to emergency events and to manage critical incidents.

13.2 Systems for emergency preparedness and response plans shall be developed and communicated.

13.3 Emergency response plans shall include assigned roles and responsibilities and training shall be carried out to ensure personnel are able to perform these roles and responsibilities.

13.4 Appropriate emergency response equipment shall be identified, maintained, tested and available.

13.5 Emergency response drills and exercises shall be scheduled and conducted on a regular basis to assess efficiency and identify areas for improvement.

13.6 Lessons from emergency response drills, exercises and incidents are documented and incorporated into revisions of plans and resources.

13.7 Processes shall exist to escalate a site emergency to a critical incident, as required.
PRINCIPLE 4 PERFORMANCE EVALUATION AND MONITORING

STANDARD 14 PERFORMANCE EVALUATION AND MONITORING

Objective
H&S performance and systems shall be evaluated and monitored to identify trends and measure progress.

Requirements
14.1 H&S performance shall be regularly measured, monitored, recorded and analysed with results reported to senior management through a consistent and documented reporting process.

14.2 Reporting systems shall be developed and implemented to ensure that relevant, reliable and timely information is available to personnel who have the responsibility to act on such information and as required by legislation.

14.3 Key Performance Indicators shall be defined and utilised to assess performance and set H&S objectives for the area/department.

PRINCIPLE 5 REVIEW AND AUDIT

STANDARD 15 REVIEWS, AUDITS AND CONTINUOUS IMPROVEMENT

Objective
H&S audit results and compliance to these Standards and supporting H&S systems shall be regularly reviewed to assess compliance and drive continuous improvement in H&S management.

Requirements
15.1 A system shall be in place to ensure that H&S management system reviews and audits are conducted in order to assess compliance with Curtin University health and safety objectives and targets.

15.2 Outcomes and actions emerging from audits shall be documented and made available to relevant management and personnel.

15.3 A system shall be in place to ensure actions resulting from reviews and audits are implemented and assessed for effectiveness.

15.4 The assessment process shall periodically be reviewed for effectiveness and findings used to promote continuous improvement.