Occupational Safety and Health
Management Standards

Corporate Risk,
Occupational Safety & Health

Curtin University
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DRAFT FOR COMMENT
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Occupational Safety and Health Commitment

(Statement of Commitment from the Vice Chancellor to be inserted here in final draft)

Jeanette Hacket
Vice Chancellor
Occupational Safety and Health Management System

1.0 Introduction

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

- Occupational Safety and Health (OSH) Policies,
- OSH Management Standards and
- OSH Procedures, Safe Work Procedures, Forms and Checklists

The OSHMS 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 OSH performance.

These OSH Management Standards (hereafter referred to as ‘the Standards’) provide a framework for the management of safety and health related risks, consistent with legislative requirements and recognised standards (i.e.: AS4801\(^1\) and AS4804\(^2\)).

OSH Management System documentation i.e. OSH Management Standards, OSH Policies and Procedure, OSH Forms, etc, are available to all personnel via electronic format on the Curtin University Intranet.

1.1 Hierarchy of Occupational Safety and Health Documents

The Curtin University OSH Management System hierarchy of documents is illustrated in Figure 1.

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\(^1\) 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
2.0 Occupational Safety and Health Management System Model

The OSH Management System model comprises five principles leading to the continuous improvement cycle. Continuous improvement in safety and health 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 OSH Management System to identify and implement opportunities for improvement.

*Figure 1 – Occupational Safety and Health Management System Model*

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**Principle 1  Commitment and Policy**

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

**Principle 2  Planning**

Safety and health 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 safety and health objectives and targets.

**Principle 4  Performance Evaluation and Monitoring**

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

**Principle 5  Audits and Review**

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

Under the five Principles there are 15 OSH Management Standards.

<table>
<thead>
<tr>
<th>Principle</th>
<th>Management Standard</th>
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| Principle 1 Commitment and Policy | 1. Leadership and Commitment  
                                  2. Accountability and Responsibilities                                             |
| Principle 2 Planning       | 3. Planning, Objectives and Performance                                               |
| Principle 3 Implementation | 4. Hazard and Risk Management  
                                  5. Incident Reporting and Investigation  
                                  6. Communication, Consultation and Engagement  
                                  7. Training, Competency and Safe Work Behaviour  
                                  8. Contractor, Suppliers and Partners  
                                  9. Safe Work Procedures  
                                 10. Plant and Equipment  
                                 11. Management of Change and Document Control  
                                 12. Health and Occupational Hygiene  
                                 13. Emergency Response                                                              |
| Principle 5 Review and Audit | 15. Reviews, Audits and Continuous Improvement                                         |

3.1  OSH Management Standards Design

The OSH Management Standards define the intent and requirements necessary to achieve effective safety and health performance, reduce risk and deliver continuous improvement in line with the OSH 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 Standards are a set of clear statements which detail minimum performance requirements in relation to a range of issues which may affect the safety and health of people at Curtin University facilities.
The objectives of these OSH Management Standards are to:

- Provide a risk-based OSH management system framework, consistent with legislative requirements and recognised standards that supports the implementation of the OSH policy across Curtin University;
- Establish and formalise expectations for the development and implementation of more specific and detailed OSH management strategies;
- Define auditable criteria against which the OSH 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 OSH Management System.

3.3 OSH Management Review

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

OSH 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 safety and health legislation and applicable external accreditation standards.

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

3.5 Acts, Regulations and Standards

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996

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

STANDARD 1  LEADERSHIP AND COMMITMENT

Objective:  All accidents are preventable. Managers and supervisors will provide visible OSH leadership to support our commitment to safety and health being a core value.

Requirements

1.1. OSH policies are being developed, communicated and accessible to all employees.

1.2. Managers and supervisors shall demonstrate visible leadership and proactive commitment to promoting the OSH policies and achieving OSH 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 OSH systems in their area/department.

1.4. Management shall promote and demonstrate their commitment to the OSH policies by way of active participation and leadership in the development and implementation of OSH objectives and targets.

1.5. The OSH policies shall be reviewed at least every two years.

STANDARD 2  ACCOUNTABILITY AND RESPONSIBILITIES

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

Requirements

2.1. Position descriptions shall define OSH responsibilities, authorities and reporting lines.

2.2. Accountability for OSH performance shall be included in management position descriptions as a key responsibility.

2.3. Agreed and specific OSH activities shall be included in annual Work Planning and Performance Reviews (WPPR) and measured as part of the performance appraisal process.

2.4. Managers are responsible for ensuring effective OSH management, monitoring performance and providing appropriate OSH assurances in their area of responsibility.

2.5. All employees are responsible for their own safety and health, shall follow safe work procedures and have a duty to cease work should exposure safety and health risks be unacceptable.

2.6. OSH personnel are responsible for providing specialist advice to management and assess compliance with the OSH management system within the organisation.
PRINCIPLE 2: PLANNING

STANDARD 3 - PLANNING, OBJECTIVES AND PERFORMANCE

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

Requirements

3.1. Annual business planning activities shall include a safety and health plan.

3.2. Measurable OSH performance indicators shall be developed, documented, implemented and monitored across the organisation.

3.3. Management shall inform employees of performance requirements to achieve the organisation's safety and health objectives.

3.4. Safety and health 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 safety and health 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\(^3\) including details of incident cause, investigation outcomes and completion of corrective actions shall be reported to management in accordance with the University’s OSH 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.

\(^3\) Significant Incident: Any incident assessed as a “Major” consequence or higher using the Safety and Health Risk Matrix
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 OSH performance improvement initiatives.

Requirements

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

6.2. Safety and health 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 safety and health information is made available to all employees.

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

6.5. OSH management and supervisor responsibilities shall not be delegated to the SHRep.

6.6. A process shall be in place to assist employees in consultation with management to reach satisfactory resolutions to safety and health issues at the workplace.

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 OSH 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. All employees, including volunteers and contractors, shall undergo appropriate OSH induction training that address relevant OSH objectives, incident, hazard and risk management, and safe work behaviour, at the commencement of their employment and/or visit. Induction records shall be maintained.

7.4. A system shall be in place to identify employee OSH 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 OSH Policies and Standards.

Requirements

8.1. Contractors, suppliers and partners selection process shall include a risk-based OSH evaluation, which includes a review of past OSH performance, prior to contractual arrangements being established.

8.2. Contracts and agreements shall include specific safety and health 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 OSH performance of contractors, suppliers and partners, and their compliance with Curtin University OSH requirements are monitored and reported.

8.4. Managers shall be responsible for assuring the OSH performance of contractors within their areas/ departments.

STANDARD 9  SAFE WORK PROCEDURES

Objective Curtin University shall demonstrate effective management of safety and health 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 safety and health risks throughout their lifetime.
Requirements

8.1. Plant and equipment shall be used in accordance with the manufacturer’s/supplier’s instructions.

8.2. A system shall be in place to ensure that new plant or equipment does not compromise safety standards or procedures, or introduce unacceptable risk.

8.3. Systems shall be in place to ensure the ongoing integrity of plant and equipment that have the potential to affect safety.

8.4. Frequency of scheduled maintenance, inspection, tests and calibration of equipment shall be determined in accordance with manufacturer’s/supplier’s instructions.

8.5. A system shall be in place to ensure that any modifications to plant, equipment or systems are reviewed and approved by the relevant department.

8.6. The safety and health 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.

8.7. Implemented changes shall be communicated to the relevant area/department manager, where applicable.

8.8. An annual maintenance plan shall be developed to ensure that routine maintenance activities are performed on plant and equipment in accordance with manufacturer’s instructions.

8.9. 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.

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

8.11. 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.

8.12. Records of maintenance information shall be kept for each work request.
STANDARD 11  MANAGEMENT OF CHANGE AND DOCUMENT CONTROL

Objective
Planned and unplanned changes shall be evaluated and managed to ensure that exposure to safety and health risks remain as low as reasonably practicable.

Requirements

11.1. Planned and unplanned changes to operational processes, facilities, capital projects, plant, equipment, relevant legislation, standards or codes shall be managed by the OSH risk management process to identify hazards, assess risks and implement control measures to ensure risk remains at an acceptable level.

11.2. Changes and modifications shall be authorised and recorded prior to their implementation. Changes and modifications include any temporary changes and modifications.

11.3. Review and authorisation of proposed changes or modifications shall be by the relevant manager.

11.4. Relevant legislative changes shall be identified, reflected in operating practices, and communicated to relevant employees in order to ensure compliance.

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.

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.

11.7. All documents shall be adequately labelled and a system shall be developed to control issue.

STANDARD 12  HEALTH AND OCCUPATIONAL HYGIENE

Objective
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.

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 all employees.

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

**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 to effectively respond to emergency events and to manage critical incidents shall be identified and provided.

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 their function.

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 needs for improvement.

13.6. Lessons from emergency response drills, exercises and incidents are documented, 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**  
OSH performance and systems shall be evaluated and monitored to identify trends and measure progress.

**Requirements**

14.1 OSH 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 OSH objectives for the area/department.

## PRINCIPLE 5 - REVIEW AND AUDIT

### STANDARD 15  REVIEWS, AUDITS AND CONTINUOUS IMPROVEMENT

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

**Requirements**

15.1 A system shall be in place to ensure that OSH management system reviews and audits are conducted in order to assess compliance with Curtin University safety and health 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.
OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT STANDARDS

DRAFT FOR COMMENT

This document has been prepared by Corporate Risk, Safety and Health and is intended to replace the Curtin “Making the Workplace Safe” publication.

Comment is encouraged and should be submitted to:

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Comments should be submitted by 28 February 2011