

Health and Safety – Specific Element Responsibilities

| Area | Health and Safety Team | Campus Life | Element Management |
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| Policy and Planning | <ul style="list-style-type: none"> • Coordination, integration and monitoring of University health and safety management systems. • Development of University-wide strategy, policy and protocols, including Health and Safety Action Plan. • Assist elements with Health and Safety planning and policy implementation. • Have consistent and unified approach to Health and Safety across Griffith University. Communicate this across all areas. • Maintain consistent approach in line with Griffith University approach; communicate with Health and Safety Team. | <ul style="list-style-type: none"> • Development and implementation of policies and strategies for: <ul style="list-style-type: none"> ○ Maintenance and cleaning of University buildings and grounds; ○ Ensuring security of University buildings and assets; ○ Emergency planning and management. | <ul style="list-style-type: none"> • Implement University Health and Safety policies and procedures. • Implement element specific health and safety and emergency management plans for areas where required by Campus Life. • Proactive in addressing health and safety risks. |
| Management Commitment | <ul style="list-style-type: none"> • Articulate accountabilities of University Executives and Committees and provide advice on strategies to ensure legislative obligations are met. • Work with managers to assist them to meet their obligations regarding health and safety risk management and implement appropriate strategies. | <ul style="list-style-type: none"> • Report on emergency management issues and strategies to address them to the wider university community. • Inform element managers of their responsibilities with regard to security and emergency management. | <ul style="list-style-type: none"> • Ensure all staff and non-staff understand their health and safety obligations, including students. |
| Risk/Hazard/Incident Management | <ul style="list-style-type: none"> • Management of Workers' Compensation, Rehabilitation, First Aid, and Staff Counselling Service administration. • Provision of strategic advice on workplace health and safety risk management, workers' compensation and rehabilitation. • Monitor and advise on specialised legislative compliance. • Monitor and assist with the establishment and regular review of element Risk Registers and Risk Treatment Plans. • Manage and record all incidents. • Provide advice on safe working procedures. • Provide advice on clinical related waste management. | <ul style="list-style-type: none"> • Development and update of strategic emergency documentation, including roles of wardens. • Coordinate recruitment of building wardens. • Advise Health and Safety Team (OHRM) of incidents recorded in the security log which are, health and safety related. • Manage all aspects of campus emergencies. • Develop and manage Asbestos Management Plan for all campuses. • Develop contractor management system for FM related activities • Ensure all registrable plant is registered and maintained. | <ul style="list-style-type: none"> • Assess and control risks for all teaching/learning/research/administrative activities. • Develop and implement safe working procedures. • Report all incidents and implement recommended preventative actions. • Participate in rehabilitation and Return to Work (RTW) programs. • Nominate First Aid and Emergency personnel. • Implement local emergency procedures. • Induct all staff and students into emergency management and incident management processes. • Advise Campus Life of all registrable plant within in the Element and all intended purchases of registrable plant. • Advise the Health and Safety team (OHRM) of all intended purchases of equipment with a radiation source. |

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| Education/Training | <ul style="list-style-type: none"> • Provide and develop general health and safety training, e.g. on-line training and Health and Safety information sessions. • Provide specialist training as required, e.g. Biological safety, Chemical safety, Radiation safety and Laser safety. • Assist with provision of information for staff/student induction and safe work procedures. • Develop training resources, including health and safety website. • Report and assist with follow-up on training in elements in conjunction with relevant element staff, e.g. Technical Managers; • Report training (health and safety) completed to elements. | <ul style="list-style-type: none"> • Organise and document training for new emergency wardens and on-going refresher training. • Periodic (e.g. annual) case study/scenario training of the emergency management team. • Induct FM contractors onto sites/campuses; maintain documentation. • Organise induction training to CLF service providers and maintain training register. | <ul style="list-style-type: none"> • Ensure all staff complete on-line training. • Ensure staff and students are appropriately inducted and trained in safe work procedures for high risk activities, equipment and hazardous substances, etc. • Staff are inducted into work area including local policies/procedures/SOPs. • Locally organised contractors and consultants are inducted into the work area including local policies/procedures /SOPs. • Griffith International will provide health and safety information and communication plan to students that undertake study through the Global Mobility Office. |
| Participation/ Consultation | <ul style="list-style-type: none"> • Coordinate Health and Safety Networks and Groups. • Organise health, safety and well-being promotion activities. • Participate in and report health and safety information to Health and Safety committees, as required. • Support for University Biosafety Committee activities. • Share health and safety information across Griffith University and promote a holistic and coordinated approach. | <ul style="list-style-type: none"> • Participate in University and other Health and Safety committees. • Consult and share information with Health and Safety Team and committees. • Seek advice or guidance, if required from Health and Safety Team. | <ul style="list-style-type: none"> • Review and discuss health and safety at Group/School/Office meetings. • Appoint element Local Health and Safety Contacts (LHSCs). • Share information across element and within health and safety networks to promote best practice. |

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| Measurement | <ul style="list-style-type: none"> • Establish health and standards and performance objectives in collaboration with Executive Group (EG). • Collate and provide information to assist in management of health and safety performance. • Conduct specialist inspections, as required, e.g. biological/radiation, to meet regulatory requirements. • Assist in general inspections/audits to monitor health and safety performance in conjunction with relevant staff, e.g. Technical Managers. | <ul style="list-style-type: none"> • Maintain a campus emergency personnel register • Report to EG, University and Element Health and Safety committees on the above, e.g. gaps in warden coverage, training conducted, evacuations and issues identified. • Inspect and audit building safety infrastructure. • Establish performance reporting (in-house and contractor) on maintenance activities that require: <ul style="list-style-type: none"> ○ Risk Assessments; ○ Safe Work Method Statements (SWMS); ○ QLD Building and Construction Commission (QBCC) Registration; and ○ Contractor Registration. | <ul style="list-style-type: none"> • Regularly review information about health and safety performance (incidents, training, risk assessments, audits, etc.) at Health and Safety meetings. • Inspections of all areas completed annually. • Health and Safety performance objectives are established and reported on at Performance Review meetings. • Review information provided to Group Board from the Group / Element Health and Safety Committee meetings and act on items where necessary. |
| Well Being | <ul style="list-style-type: none"> • Manage the requirements as per current Workers Compensation and Rehabilitation legislation • Work with Elements to sustain an effective and proactive return to work scheme for injured employees • Manage the Well Being program including engaging with senior management for support. • Actively seek ways in which to engage Elements in healthier work practices, including nutrition, increased activity and reducing psycho-social illnesses. • Proactively work with senior management to actively reduce the instances of and reoccurrence of psycho-social WorkCover claims. | | <ul style="list-style-type: none"> • Support the University's return to work program for injured employees • Work with the Wellness and Rehabilitation Co-ordinator in supporting initiatives for a healthier work environment. • Engage with staff to ensure that objectives and performance measures are discussed and communicated frequently to reduce the incidents of workplace stressors. |