

Work Health and Safety Policy



1 Purpose

To foster a proactive, inclusive, and continuously improving safety culture that aims to ensure the physical and psychological health, safety, and wellbeing of Employees, Students, and others at University of Southern Queensland (UniSQ) Workplaces.

This policy outlines the University's commitment to meeting its legal obligations under the *Work Health and Safety Act and Regulations 2011 (Qld)*.

2 Scope

This Policy applies to all Employees, Students, Contractors, and Visitors engaged in university-related activities. It covers all University Sites and Workplaces, including campuses, remote workspaces, fieldwork, and virtual environments, both within Australia and overseas. It applies to all activities managed or influenced by the University.

3 Policy Statement

The University is committed to maintaining a safe, healthy, and inclusive environment for all. It aims to prevent Risks to physical and psychological wellbeing across all University activities. Recognising wellbeing as essential to a positive academic and Workplace culture, the University fosters shared responsibility, open communication, and continuous improvement in safety practices.

The University acknowledges its duty of care to Students, Employees, and stakeholders, and aims to ensure all learning and working environments—on campus, online, or in placements—are safe and supportive. This commitment reflects the University's core values of Respect, Integrity, and Excellence, and by detailed procedures, which outline responsibilities, Risk management practices, and consultation.

4 Principles

This commitment is underpinned by the following principles:

- **Leadership and Accountability:** Safety and wellbeing are championed at all levels, with visible leadership and clear accountability.
- **Integrated Practices:** Health, safety, and wellbeing are embedded into everyday

decision-making, planning, and operations.

- **Risk-Based Management:** A proactive approach is taken to identify, assess, and control hazards across all University activities.
- **Inclusive Participation:** The University will actively involve Employees, Students, Contractors, and partners in health, safety, and wellbeing matters through timely consultation, coordination, and representation.
- **Holistic Wellbeing:** The University promotes environments that support both physical and psychological health, recognising wellbeing as central to a thriving academic and Workplace culture.
- **Support and Recovery:** Effective programs are in place to support recovery and rehabilitation for those affected by injuries or illnesses.
- **Systematic Compliance:** A Safety Management System (SMS) is maintained in alignment with WHS legislation.
- **Continuous Improvement:** Safety performance is regularly monitored, evaluated, and refined to uphold the highest standards.

5 Responsibilities

The University recognises the importance of clearly defined roles in maintaining a safe, healthy, and inclusive environment. All individuals involved in University activities must:

- Act responsibly to protect their own and others' health and safety.
- Follow all relevant safety policies and procedures.
- Report hazards and incidents promptly.
- Participate in safety training and ensure competence in their roles.
- Contribute to a respectful and psychologically supportive environment.

Responsibilities are further detailed in the University's Work Health and Safety Governance Procedure.

6 Procedures

The Procedures for the purpose of compliance with this Policy are set out in the University Safety Management System Framework.

7 References

Nil.

8 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

9 Policy Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Governance Policy
Policy Suite	Biosafety Procedure Biosafety Standard Work Practices Schedule Confined Spaces Procedure Contractor Management Procedure Emergency Management Procedure Equipment, Inspection, Testing and Tagging Procedure Fieldwork Procedure First Aid Procedure Forklift Operation Procedure Furniture and Fittings Procedure High Risk Biological Materials and Activities Schedule Incident Management Procedure Manual Handling Procedure Motor Vehicles and Travel Fatigue Procedure

	Rehabilitation and Workers' Compensation Procedure Safety Investigation Reporting Schedule Smoke-Free Procedure Visitors on University Sites Procedure Work Health and Safety Assurance and Compliance Procedure Work Health and Safety Communication and Consultation Procedure Work Health and Safety Governance Procedure Work Health and Safety Management System Framework Work Health and Safety Risk Management Procedure Work Health and Safety Training Procedure Workplace Adjustments Procedure Workshop Safety Procedure
Subordinate Schedules	
Approved Date	30/3/2026
Effective Date	30/3/2026
Review Date	16/2/2031
Relevant Legislation	Biosecurity Act 2014 (Qld) Biosecurity Act 2015 (Cwlth) Biosecurity Regulation 2016 (Qld) Defence Trade Controls Act 2012 Electrical Safety Act 2002 Electrical Safety Regulation 2013 Environmental Protection Act 1994 Environmental Protection Regulation 2019 Gene Technology Act 2000 (Cwlth)

	<p>Gene Technology Act 2016 (Qld)</p> <p>Gene Technology Regulations 2001 (Cwlth)</p> <p>Medicines and Poisons Act 2019</p> <p>National Health Security Act 2007</p> <p>National Health Security Regulations 2018</p> <p>Radiation Safety Act 1999</p> <p>Radiation Safety Regulation 2021</p> <p>Work Health and Safety Act 2011 (Qld)</p> <p>Work Health and Safety Regulation 2011 (Qld)</p>
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	<p>Laboratory Safety Manual</p> <p>Work Health and Safety Management System Framework</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Information</p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p> <p>Policy</p>

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Definitions that relate to this policy only

Contractor

An entity or individual who contracts to perform work for another person or organisation, but is not employed by that person or organisation.

Officer

Is defined in section 9 of the *Corporations Act 2001*.

By virtue of their membership of the University Council under the *University of Southern Queensland Act 1998*, all members of the Council are regarded as Officers.

Reasonably Practicable

Is defined in Subdivision 2, Section 18 of the *Work Health and Safety Act 2011* (Qld).

Risk

The likelihood and consequence of a hazard causing harm.

Safety Management System

	<p>Is the system to plan, implement, evaluate, review and audit the effectiveness of existing and future policies, Procedures and work practices, and achieve compliance with relevant legislation.</p> <p>University Site</p> <p>Includes a campus or other area owned, managed or controlled by the University.</p> <p>Visitor</p> <p>Includes those volunteers, trainees, researchers and other persons who are engaged in unpaid activities on a University Site or Workplace.</p> <p>Workplace</p> <p>Is defined in Subdivision 2, Section 8 of the <i>Work Health and Safety Act 2011</i> (Qld).</p>
Keywords	<p>WH&S, duty of care, OH&S, health, safety, accident, injury, obligations, hazard identification, Risk assessment, hazard, incident, sick, sickness, crisis</p>
Record No	<p>13/482PL</p>