

Work Health and Safety Policy



University of
Southern
Queensland

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, Volunteers, Visitors, and University Members 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 are expected to:

- 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 *Health, Safety, and Wellbeing 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 Officer and Chief Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Governance Policy
Policy Suite	Biosafety Procedure Biosafety Standard Work Practices Schedule Children on Campus Procedure Children on Campus Schedule Communication and Consultation Procedure Confined Spaces Procedure Contractor Management Procedure Emergency Procedure Equipment, Inspection, Testing and Tagging Procedure First Aid Procedure Forklift Operation Procedure Furniture and Fittings Procedure High Risk Biological Materials and Activities Schedule Health, Safety, and Wellbeing Governance Procedure Health, Safety, and Wellbeing Assurance and Compliance Procedure 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 University Safety Management System Framework Work Health and Safety Risk Management Procedure Work Health and Safety Training Procedure Working with Children Procedure Workplace Adjustments Procedure Workshop Safety Procedure
Subordinate Schedules	
Approved Date	15/4/2024
Effective Date	15/4/2024
Review Date	3/4/2024
Relevant Legislation	<u>Biosecurity Act 2014 (Qld)</u> <u>Biosecurity Act 2015 (Cwlth)</u> <u>Biosecurity Regulation 2016 (Qld)</u> <u>Defence Trade Controls Act 2012</u> <u>Electrical Safety Act 2002</u> <u>Electrical Safety Regulation 2013</u> <u>Environmental Protection Act 1994</u> <u>Environmental Protection Regulation 2019</u> <u>Gene Technology Act 2000 (Cwlth)</u> <u>Gene Technology Act 2016 (Qld)</u> <u>Gene Technology Regulations 2001 (Cwlth)</u>

	<i>Medicines and Poisons Act 2019</i> <i>National Health Security Act 2007</i> <i>National Health Security Regulations 2018</i> <i>Radiation Safety Act 1999</i> <i>Radiation Safety Regulation 2021</i> <i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	Laboratory Safety Manual Work Health and Safety Management System Procedure
Definitions	Terms defined in the Definitions Dictionary Employee Information Policy Procedure Student University 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 <i>Corporations Act 2001</i>.

	By virtue of their membership of the University Council under the <i>University of Southern Queensland Act 1998</i>, all members of the Council are regarded as Officers. Reasonably Practicable Is defined in Subdivision 2, Section 18 of the <i>Work Health and Safety Act 2011</i> (Qld). Safety Management System 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. University Site Includes a campus or other area owned, managed or controlled by the University. Visitor Includes those volunteers, trainees, researchers and other persons who are engaged in unpaid activities on a University Site or Workplace. Workplace Is defined in Subdivision 2, Section 8 of the <i>Work Health and Safety Act 2011</i> (Qld).
Keywords	WH&S, duty of care, OH&S, health, safety, accident, injury, obligations, hazard identification, risk assessment, hazard, incident, sick, sickness, crisis
Record No	13/482PL