OHS Communication Procedure (MPF1183)

GOVERNING POLICY

This procedure is made under the Occupational Health and Safety Policy.

SCOPE

This procedure applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

This procedure describes processes to ensure effective and appropriate OHS information is communicated to the University of Melbourne’s employees, students and other interested parties, and to receive OHS feedback from external parties.

PROCEDURE

1. University OHS communication

1.1 The Director, OHS and Injury Management will develop, maintain and publish the University-wide OHS communication guidelines, which provide processes for internal and external communication relevant to NAT and AS 4801, including:

- minutes from the Occupational Health and Safety Committee (OHSC)
- budget division statistical information
- compliance information, including requirements and amendments, from regulatory bodies
- other information that may increase OHS awareness and compliance, and decrease adverse incidents.

2. Budget division OHS communication

2.1 Heads of budget divisions must ensure that OHS information is made available and disseminated to all staff and students including:

- identified health and safety risks and controls
- outcomes of incidents that may impact on health and safety
- minutes of Budget Division OHS Committees
- processes that enable safe work practices in local areas
- information disseminated by the Director, OHS and Injury Management
- risk registers
- OHS management plans.

2.2 Heads of budget divisions must ensure communication methods are suitable for the type and intent of the information to be conveyed.

3. Sharing OHS information

3.1 Budget division OHS committees may share OHS information with other interested parties at the University, directly with the other area or via the committee.

4. External complaints
4.1 An external stakeholder may raise an OHS matter under the control of the University using the
informal or formal processes described in the OHS external feedback process.

4.2 University representatives who receive informal feedback are responsible for reviewing and
managing the matter in accordance with the OHS external feedback process.

4.3 The Director, OHS and Injury Management is responsible for managing formal feedback in
accordance with the OHS external feedback process.

RELATED DOCUMENTS

- Occupational Health and Safety Committee (OHSC) minutes
- OHS external feedback process [.pdf]
- University-wide OHS communication guidelines

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>External stakeholder</td>
<td>A party affected by the University’s operations (e.g. regulatory bodies, suppliers, customers and clients, neighbours or members of the public).</td>
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<td>Regulatory bodies</td>
<td>State and Commonwealth regulatory authorities such as WorkSafe Victoria, the Victorian Department of Health or the Australian Government Department of Foreign Affairs and Trade (DFAT).</td>
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RESPONSIBLE OFFICER

The Associate Director, Health & Safety is responsible for the development, compliance monitoring and
review of this procedure and any associated guidelines.

IMPLEMENTATION OFFICER

The Associate Director, Health & Safety is responsible for the promulgation and implementation of this
procedure in accordance with the scope outlined above. Enquiries about interpretation of this policy
should be directed to the Implementation Officer.

REVIEW

This procedure is to be reviewed by 31 October 2016.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
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<tbody>
<tr>
<td>-</td>
<td>OHSC Senior Vice-Principal</td>
<td>4 May 2010</td>
<td>11 May 2010</td>
<td>Reason for revision – Scheduled 3-yearly review and additional requirements from National OHSSelf Insurer Audit Tool. Extent of change – moderate</td>
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<tr>
<td>-</td>
<td>General Manager OHS</td>
<td>2 August 2010</td>
<td>2 August 2010</td>
<td>Minor change – added link to guidance material.</td>
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<tr>
<td></td>
<td>OHSC</td>
<td>9 May 2012</td>
<td>18 June 2012</td>
<td>Revised format. Removal of reference to communication about environmental management. Minor rewording not altering intent or</td>
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<tr>
<td>1</td>
<td>Senior Vice Principal</td>
<td>28 June 2012</td>
<td>28 June 2012</td>
<td>New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.</td>
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<tr>
<td>1.1</td>
<td>Associate Director, Health &amp; Safety</td>
<td>22 July 2016</td>
<td>22 July 2016</td>
<td>Withdrawn from Melbourne Policy Library 21 July 2016 following changes to the Melbourne Policy Framework (MPF) Version History table</td>
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