

1 PURPOSE

This requirement describes methodologies to ensure effective and appropriate health and safety information is communicated to all staff, students, contractors and other interested parties, and to exchange health and safety information with external parties.

2 SCOPE

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

3 DEFINITIONS

External party

A party, not under the management or control of the University of Melbourne, affected by the University's operations (e.g. regulatory bodies, suppliers, customers and clients, neighbours or members of the public).

Regulatory bodies

State and Commonwealth regulatory authorities such as WorkSafe Victoria, and the Department of Health (Vic).

4 REQUIREMENTS

4.1 University health and safety communication

The Director, Health & Safety will develop, maintain, and publish the University-wide [Health & Safety: Communication guidelines](#), which provides information for internal and external communication including:

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

4.2 Faculty/Division health and safety communication

The Dean/Head of division must ensure that health and safety information is made available and disseminated to all staff, students, contractors and other interested parties including:

- identified health and safety risks and controls

- outcomes of incidents that may impact on health and safety
- minutes of divisional health and safety committees
- processes that enable safe work practices in local areas
- information disseminated by the Director, Health & Safety
- risk registers
- health and safety management plans.

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

4.3 Sharing health and safety information

Divisional health and safety committees may share health and safety information with other interested parties at the University, directly with the other area or via the committee.

4.4 External feedback

An external stakeholder may raise a health and matter under the control of the University using the informal or formal processes described in the [Health & Safety: External feedback requirements](#).

University representatives who receive informal feedback are responsible for reviewing and managing the matter in accordance with the [Health & Safety: External feedback requirements](#).

The Director, Health & Safety is responsible for managing formal feedback in accordance with the [Health & Safety: External feedback requirements](#).

5 REFERENCES

- [Occupational Health and Safety Committee \(OHSC\)](#)
- [Health & Safety: External feedback requirements](#)

6 RESPONSIBILITIES

Director, Health & Safety

Dean

Head of division

7 ASSOCIATED DOCUMENTATION

7.1 Guidance

[Health & Safety: Communication guidelines](#)

[Health and Safety: Digital OHS noticeboard](#)