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# 1 Purpose

This requirement describes the health and safety obligations for:

* identification and compliance of relevant legal requirements.
* inclusion of relevant legal requirements into the Health and Safety Management System.
* evaluation and review of relevant legal requirements; and
* access to relevant legal requirements and information.

This requirement also describes the health and safety responsibilities and accountabilities of all staff, students, contractors, and other personnel.

# 2 Scope

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

# 3 Definitions

**Contractors**

An organisation (or individual) engaged by the University of Melbourne by way of a contract to provide a service in accordance with the contract terms and defined scope of contract schedule(s). For the purpose of this requirement, it includes labour-hire employees.

**Divisional senior (executive) officer**

A person who makes, or participates in making, decisions that affect a substantial part of the organisation (e.g., Head of division, Head of a non-faculty department, Executive director, Head of department/school).

**Emergency response personnel**

Personnel who have been assigned responsibility for emergency response, including: first aid officer, chief warden, deputy chief warden, floor warden or emergency response team member.

**Employee representatives**

Representatives of employees, including employee health and safety committee member, elected employee health and safety representative (HSR) or deputy health and safety representative (DHSR).

**Health and safety advisory/support personnel**

Personnel who have been assigned responsibility for providing health and safety advice and support, including This may include Finance and Employee Services, Health & Safety specialists, local Health and Safety Business Partners, health and safety coordinators and administrators, biosafety officers.

**Health and safety legal requirements**

Acts and regulations (local government, state, and Australian Government), standards, codes, industry standards, agreements and other guidance material related to occupational health and safety. Includes licensing, registration and other OHS requirements.

**Manager and/or supervisor**

A person who is responsible for planning and/or directing the work of others, including staff, contractors or students (e.g., academic staff members responsible for the supervision of staff and/or students; professional staff members responsible for the supervision of staff and/or students; appointed OHS management representatives).

**Others in the workplace**

Other persons who may be present in the workplace, including undergraduate student, postgraduate student, client/customer, occupant of University of Melbourne-controlled workplace or visitor/member of the public.

**Senior (governance) officer**

A person who makes, or participates in making, decisions that affect the whole or a substantial part of the organisation in a governance capacity (This may include Council members and non-executive board members of subsidiaries).

**Staff**

Academic or professional staff who are not required to supervise staff or students.

**University of Melbourne senior (executive) officer**

A person who makes, or participates in making, decisions that affect the whole or a substantial part of the organisation in an executive or management capacity (This may include members of University Executive Committees).

# 4 Requirements

## 4.1 Responsibilities

### 4.1.1 Overall responsibilities

The Vice-Chancellor is responsible for reporting University health and safety performance to University Council.

The Vice President (Administration and Finance) and Chief Operating Officer has overall responsibility for the health and safety management system, and to provide performance reports to University Executive.

### 4.1.2 General responsibilities

The Director, Health & Safety must review and assess health and safety and other relevant legislative requirements and University delegations and structures, to establish and document all general health and safety responsibilities, authority to act and reporting relationships.

The Director, Health & Safety must publish general health and safety responsibilities, authority to act and health and safety reporting relationships for:

* senior (governance) officers
* senior (executive) officers
* divisional senior (executive) officers
* supervisors
* staff
* emergency response personnel
* health and safety advisory/support personnel
* contractors
* employee representatives
* others in the workplace.

The Director, HR Services must ensure that position description templates include reference to general health and safety responsibilities.

### 4.1.3 Specific responsibilities

The Director, Health & Safety must develop and maintain health and safety specific responsibilities and publish these responsibilities in policies, requirements, processes, and other documentation.

## 4.2 Legal requirements, including licensing, registration, and other requirements

The University of Melbourne will provide staff and students with access to up-to-date health and safety legal requirements through the provision of resources including health and safety personnel and documentation of relevant requirements.

The Director, Health & Safety must:

* identify and maintain a current record of all legal requirements relevant to the University health and safety management system.
* monitor legislation to identify changes.
* ensure that health and safety documentation (including policies, procedures, guidance material and forms) is amended as necessary to reflect current health and safety legal requirements.

To ensure that relevant legal requirements remain current, the Director, Health & Safety must maintain resources and tools including:

* personnel with designated responsibilities to monitor legal requirements (included in position descriptions)
* participation in professional associations and relevant industry groups
* subscriptions to legal requirements monitoring services.

The Director, Health & Safety must develop and maintain a matrix ([University of Melbourne risk register](https://safety.unimelb.edu.au/__data/assets/pdf_file/0005/4708157/university-of-melbourne-health-and-safety-risk-register.pdf)) that identifies all relevant health and safety legal requirements including references to applicable procedures and guidance material.

The Director, Health & Safety must review the health and safety legal requirements matrix upon changes to relevant legislation or at intervals not exceeding three years.

The Director, Health & Safety must communicate health and safety licensing and registration requirements relevant to the University’s operations.

Heads of budget division must ensure these health and safety licensing and registration requirements are maintained where relevant.

# 5 References

* [Health & Safety: Responsibilities of personnel](https://safety.unimelb.edu.au/health-and-safety-contacts/responsibilities-of-personnel)
* *Occupational Health and Safety Act 2004* (Vic)
* National Self-Insurer OHS Audit Tool v3.
* AS/NZS ISO 45001: Requirements with guidance for use Occupational health and safety management systems - Requirements with guidance for use.
* [Information for Senior Officers of Organisations: Occupational Health and Safety Act 2004](https://www.worksafe.vic.gov.au/resources/information-senior-officers-organisations-occupational-health-and-safety-act-2004), WorkSafe Victoria, 2005
* [Occupational Health and Safety in Boards](https://www.worksafe.vic.gov.au/resources/occupational-health-and-safety-boards), WorkSafe Victoria, 2006
* [University of Melbourne risk register](https://safety.unimelb.edu.au/__data/assets/pdf_file/0005/4708157/university-of-melbourne-health-and-safety-risk-register.pdf)

# 6 Responsibilities

Vice-Chancellor

Vice Principal (Administration and Finance) and Chief Operating Officer

Director, Health & Safety

Director, HR Services

# 7 Associated documentation

## 7.1 Forms

Nil

## 7.2 Guidance

[Health & Safety: Responsibilities of personnel](https://safety.unimelb.edu.au/health-and-safety-contacts/responsibilities-of-personnel)