

OHS Compliance Statement



Heads of organisational areas must complete an Occupational Health and Safety (OHS) compliance statement at the start of each year. The Compliance Statement and Risk Register are used to inform activities undertaken in the area to benefit the Health, Wellbeing and Safety (HWS) of the University community and meet compliance requirements throughout the calendar year.

The Compliance Statement affirms that the risks or issues identified in the Risk Register are accurate and that the identified controls are in place and effective. This document will be periodically audited and used to substantiate your local OHS Management System and compliance obligations.

For

1. Managers routinely consult with staff about matters that may directly affect their health, safety and welfare, and a record of this consultation is kept. My area will consult with staff and Health and Safety Representatives (HSRs) during the planning stage of any proposed changes.
2. In my area, each meeting of our OHS/ HWS Committee is attended by the Faculty, Portfolio or Division manager or a senior management team member and the HSR(s). Where there is no Committee, OHS Representative(s) attend their local Campus HWS Committee Meetings as appropriate.
3. In my area, specific OHS responsibilities have been delegated to senior managers regarding workplace consultation and responsibility for operations. The managers understand their responsibilities and are competent to perform the required duties.
4. An annual call for nominations for vacant designated work group (DWG) health and safety representatives (HSRs) will be made.
5. In my area, I require managers, supervisors and academics in charge of students and work areas to have completed Manager and Supervisor OHS Training within the last three years or within 3 months of commencing for new staff at to ensure they are aware of their responsibilities and accountabilities for OHS. (Minimum requirement at the conclusion of 2019 is 80% of all managers trained)

6. My area has a schedule of workplace inspections (that meets the minimum requirements outlined in the OHS Manual) in place and these will be carried out over the next 12 months.
7. The HWS Risk Register has been reviewed with appropriate consultation and engagement of the management team and HSRs; as such, the Register represents a full and accurate description of the risks in my area of accountability. As new risks are identified within my area, appropriate controls are put in place, and the risks are added to the Risk Register. Outstanding actions have been assigned to a responsible person with an achievable deadline
8. Risk appropriate emergency management systems and plans are in place and are maintained. My area makes available suitable numbers of wardens and first aiders for my buildings and facilities and makes available time for training. We also carry out specific emergency planning for high risk areas such as laboratories and workshops.
9. All staff and students are directed to report accidents, hazards and near misses, and when they are reported, they are promptly followed up by the relevant manager and appropriate preventative measures are put into place.
10. My area has in place a documented induction training program for new staff and other workers (including researchers and contractors) which does occur within one month of commencement. Where required due to the potentially hazardous nature of the work, my area has a system in place to ensure specialised training is carried out and competency is demonstrated before work is undertaken.
11. Where hazardous operations and activities are under the control of my area, a system is in place to ensure appropriate risk assessments have been carried out and effective control measures are in place
12. My area has a 12 month program in place to carry out targeted health, wellbeing and safety initiatives to raise OHS awareness and promote health and wellbeing.
13. My area has taken all reasonable measures to ensure that it is in compliance with current statutory requirements, in particular the following Acts: Occupational Health and Safety Act (2004), Dangerous Goods Act (1985), Workplace Injury Rehabilitation and Compensation Act (2013), Environmental Protection Act (1970)/ Environmental Protection Amendment Act (2018 to come into effect in 2020) and Public Health and Wellbeing Act (2008), and their supporting regulations, in addition to other specific legislation as it applies to my areas activities.

Signed by Area Manager

Date

Name

Position/ Title