

Purpose and Scope

Murdoch University is committed to the health, safety and wellbeing of all staff, students, contractors, volunteers, visitors and/or workers.

The Health, Safety and Wellbeing (HSW) framework outlined below aims to provide a structured and systematic approach to assist Murdoch University in meeting its compliance and legislative requirements while improving the safety culture at Murdoch University. The document also details health, safety and wellbeing responsibilities.

The HSW framework apply to all Murdoch University (MU) campuses and all HSW documents related to staff, students, contractors, volunteers, visitors and/or workers.

Overarching Policy

[Health and Safety Policy](#)

Safety Leadership and Governance

1. In this framework, the following words have the following meanings:

- 1.1. “Consultation” refers to relevant HSW information being shared with workers to ensure workers have input into decisions affecting their health, safety, and welfare at work. Effective consultation draws on the knowledge, experience and ideas of workers and encourages their participation and input to improve the systems established for managing workplace health, safety, and wellbeing matters.
- 1.2. “Contractor” means a company or person who is not a staff member of Murdoch University and who performs work on behalf of Murdoch University in connection with a contract (formal or informal) between Murdoch University and the company or person.
- 1.3. “Health and Safety Representative (HSR)” means representatives nominated at each site to be the key consultation point for health and safety matters who also participate in the Health Safety and Wellbeing Committees. Senior Managers cannot be nominated for these positions. To be a HSR you must attend the WorkSafe WA HSR accredited course.

- 1.4. “Manager” means a worker’s immediate manager or another member of the management team such as line manager or academic supervisor.
- 1.5. “Health Safety and Wellbeing Committees” means site-based committees comprising of HSRs, Deputy HSRs and Health Safety and Wellbeing committee members from their respective work group. Greater than half of the members must be from non-management positions. Health Safety and Wellbeing Committee members have the responsibility for discussing health, safety and welfare matters affecting workers in their site or business unit and/or work group.
- 1.6. “Workers” means all Murdoch University employees, contractors, subcontractors, trainees, labour hire and volunteers.

2. Five Stages of Safety Leadership and Governance Maturity

- 2.1. Under the *Murdoch University Act*, Senate is the governing body of the University, similar to the Board in the corporate world.
- 2.2. Health and Safety is at the core of the University’s activities. Generally, the following five stages below demonstrate degrees with Health and Safety governance maturity in an organisation as its safety evolves and matures



Basic	At the basic level there is an absence or little evidence of the system and structures sub-dimensions as HSW policies are out of date, unsuitable or inaccessible.
Developing	At developing level there is reasonable yet inconsistent evidence that some of the systems and structures sub-dimensions are present as there is a system for HSW in place however there is inconsistent workforce awareness and compliance to this system.
Established	At an established level there is consistent evidence that a positive portion of the systems and structures sub dimension are present within the organisation as there is a robust and effective HSW system in place and largely complied.
Advanced	At an advanced level there is consistent evidence that the majority of systems and structure sub-dimensions are present within the organisation there is a robust and effective HSW system in place and it largely complied with across the organisation.
Leading	At leading level there is significant evident that all of the systems and structures sub dimensions are present as HSW is effectively integrated into operational systems and structure with a conscious focus on continuous improvement in work design, process and procedures.

3. Health Safety and Wellbeing Framework

3.1. The figure below depicts the governance framework at Murdoch university and its relationship to HSW. This is how HSW risks and opportunities will be managed at Murdoch University.



Source	Description	Examples
Act	Outlines broad responsibilities and rules	Work Health and Safety Act 2020
Regulations	Describes how to follow the rules and outlines requirements	Work Health and Safety (General) Regulations 2022
Code of Practice	Practical guidance on how to comply with WHS regulations	Code of practice - First aid in the workplace
Standards	Benchmark level of quality	AS/NZS ISO 45001:2018 Standard - Occupational health and safety management systems
Murdoch University Policy and Procedure	Organisational rules	Health and Safety Policy Work, Health and Safety Risk Management Procedure

Guidelines and Standards	Practical guidance on complying with organisational policy and procedures	Standard Operating Procedures Health Safety and Wellbeing Document Control Guideline
Local business processes and instructions	Provide information and guidance on business unit specific safety processes or activities	Local Standard Operating Procedures

3.2. Murdoch University's HSW management framework consists of documents such as policy, procedures and business processes, and an online system. The HSW procedures are broken into several different topics which are:

- 3.2.1. Policy and Planning
- 3.2.2. Consultation and Communication
- 3.2.3. Risk Management
- 3.2.4. Emergency Preparedness and Response
- 3.2.5. Purchasing Goods and Services
- 3.2.6. Training
- 3.2.7. Document Control
- 3.2.8. Performance evaluation
- 3.2.9. Injury Management
- 3.2.10. Wellbeing

Responsibilities

Role	Responsibilities
Chancellor and Senate Members	<ul style="list-style-type: none"> • Have overall decision-making powers in respect of the University's affairs including being accountable for Health, Safety, Wellbeing and Injury Management at Murdoch University. • Set the tone. • Have Officer Due Diligence responsibilities under the Work Health and Safety Act 2020. • Ensure that regular Health Safety and Wellbeing reporting is included on the agenda for Senate and relevant Senate Committee meetings.

Vice Chancellor	<ul style="list-style-type: none"> • Have Officer Due Diligence responsibilities under the Work Health and Safety Act 2020. • Approves the strategy for HSW and Injury Management at Murdoch University.
Senior Leadership Team at Murdoch University	<ul style="list-style-type: none"> • Officer Due Diligence obligations under the Work Health and Safety Act 2020. • Have the responsibility for influencing and shaping the strategic direction of HSW and Injury Management at Murdoch University. • Include HSW and Injury Management in the operations of their portfolio. • Demonstrate visible leadership and commitment the HSW.
Chief People Officer	<ul style="list-style-type: none"> • Evaluates the resource and budget needs for achieving compliance with relevant HSW management framework and systems requirements and ensuring adequate provision has been made to meet legal compliance. • Ensures the HSW business plan and budget is established during the annual business planning cycle, and sufficient funds are available for the effective development, implementation, maintenance and improvement of the HSW management systems. The business plan and budget ensure that the human, organisational, technological and financial resources to establish, implement, maintain, assess and improve the HSW management systems are in place.
Head of Health Safety and Wellbeing	<ul style="list-style-type: none"> • Provides strategic leadership and direction for the provision of HSW at Murdoch University. • Leads the HSW department which includes Health and Safety, Injury Management and Wellbeing. • Conceptualists, leads and undertakes programs, in-depth analysis, reviews and benchmarking to keep abreast of emerging issues. • Collaborates with regulators, government agencies, Health agencies and communities on WHS matters. • Develops HSW and Injury Management Policy, procedures and systems.
Directors and Managers	<ul style="list-style-type: none"> • Demonstrate visible leadership and commitment to HSW. • Ensure that all HSW hazards are identified and assessed, and appropriate control measures implemented to reduce risks to “As Low As Reasonably Practicable” (ALARP).

	<ul style="list-style-type: none"> • Notify, report, appropriately investigate and follow-up on SHW incidents, near-misses and nonconformities. • Ensure that incidents, near-misses and non-conformities are appropriately investigated. • Understand their role in the event of an emergency or crisis and participate in emergency drills and exercises. • Facilitate the preparation of Risk assessments.
Employees and Workers	<ul style="list-style-type: none"> • Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons. • Report incidents, injuries and hazards as appropriate. • Comply with any reasonable instruction that is given by Murdoch University. • Comply with Murdoch University policies and procedures.
Health and Safety Representatives	<ul style="list-style-type: none"> • Refer matters to their local area Health Safety and Wellbeing committees. • Be active members of Health Safety and Wellbeing committee meetings. • Participate in workplace investigations as required. • Liaise and work with Murdoch HSW team. • Liaise with WorkSafe WA when required.
Students	<ul style="list-style-type: none"> • Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons; • Report incidents, injuries and hazards as appropriate; • Comply with any reasonable instruction that is given by Murdoch University; and • Comply with Murdoch University policies and procedures relevant to them.
Health Safety and Wellbeing team	<ul style="list-style-type: none"> • Foster a culture of Health, Safety, Wellbeing and Injury Management across Murdoch University. • Collaborate with Senior Management to develop and execute HSW and Injury Management strategies and initiatives. • Assess, monitor and analyse workplace safety and wellbeing

Governance

Approval Authority	Senior Leadership team
Owner	Chief People Officer
Legislation mandating compliance	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
Category	Primarily a function of management
Related University Legislation and Policy Documents	Health and Safety Policy Injury Management Policy Health Safety and Wellbeing Strategy 2023-2027 Delegations and Authorisations Framework
Date effective	07/10/2024
Review date	07/10/2027

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	07/10/2024	

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