

Guideline Title: Work Health and Safety Management System Guideline

Guideline Owner: Director, Human Resources Services

Keywords: Work Health and Safety, Management, Framework, System.

This guideline supports the University to operationalise the Health and Safety Policy [PL139] and must be complied with.

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1. INTENT

The purpose of this guideline is to outline the scope and application of Edith Cowan University's (the University) Work Health and Safety Management System (WHSMS). The WHSMS facilitates a coordinated and systematic approach for providing, maintaining and continuously improving, so far as is reasonably practicable, a safe and healthy working and learning environment for its workers, students and the community.

This WHSMS guideline provides the mandatory requirements to:

- Support implementation and compliance with local health and safety legislation and alignment to related Australian/New Zealand (AS/NZ) and International (ISO) Health and Safety standards, and
- Eliminate or minimise the risk to health and safety so far as is as reasonably practicable.

2. ORGANISATIONAL SCOPE

This Guideline applies to all workers, students and visitors conducting activities with, or on behalf of, Edith Cowan University (ECU) both within Australia and overseas. Our locations outside of Western Australia will comply with this guideline and with relevant local WHS legislation as a minimum. Where there is a difference, the higher standard will apply.

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this guideline:

Term:	Definition:
Health and Safety Representative	In relation to a worker, means the health and safety representative elected under Part 5 Division 3 of the Work Health and Safety Act (WA) for the work group of which the worker is a member.
Health and Safety webpage	Refers to the Work Health Safety and Wellness section of the Human Resource Services website .
Local Work Health and Safety Committees	Local Work Health and Safety Committees operate in a proactive capacity to assist the School or Professional Service in the management and control of potential and reported work health and safety matters.
Plan-Do-Check-Act (PDCA)	A continual improvement cycle consisting of the following steps: Plan: determine and assess WHS risk, establish the objectives and processes necessary to deliver results in accordance with the WHS Policy Do: Implement the processes Check: monitor and measure processes against HS Policy and objectives Act: take action to continually improve the WHS performance.
Safety and Employment Relations	A team that provides advice on health, safety and employment relations, as part of the Human Resources Services
University Health and Safety Committee	The University Health and Safety Committee is a Committee reporting to the Vice-Chancellor with the prime function to provide strategic guidance and recommendations regarding the management of health and safety risks at ECU.
Worker	Any person who carries out work for a Person Conducting a Business or Undertaking (PCBU), including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

4. GUIDELINE CONTENT

4.1 Work Health and Safety Strategy

a) Scope and requirements

The University shall develop a WHS Strategy that is consistent with the *ECU Strategic Plan* and which supports long-term plans for continual improvement of WHS at ECU.

b) Review and approval

The Safety and Employment Relations team is responsible for the development and monitoring of a WHS Strategy every three years, in consultation with the University Health and Safety Committee and ECU Officers. The strategy shall be approved by University Council and comply with the *ECU WHS Document and Records Management Procedure*.

c) Communication

ECU's WHS Strategy is available to all workers, students and visitors through the Health and Safety web page.

4.2 Work Health and Safety Management System

a) Scope and Requirements

The University maintains an integrated WHSMS aligned to the requirements of the local WHS legislation, related AS/NZ and ISO Health and Safety standards for all authorised ECU locations and activities conducted with, or on behalf of, ECU.

Whilst ECU does not maintain formal certification, the structure and requirements of the WHSMS are based on *AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use (ISO 45001)*.

The *ECU Work Health and Safety Management System Framework* and associated WHSMS documents are available from the Health and Safety website.

b) Accountabilities

The Vice-Chancellor is accountable for Work Health and Safety at ECU.

In relation to ECU's WHSMS, the Vice-Chancellor delegates the following accountabilities:

- The Director Human Resources Services is accountable for maintaining WHSMS documentation and WHS risk management processes to meet WHS legislative requirements and align to ISO 45001.
- The Director Digital and Campus Services is accountable for maintaining Emergency Management and all asset management documentation and processes, which are components of ECU's WHSMS.
- The Chief Risk Officer is accountable for maintaining ECU's risk matrix, Integrated risk management framework, enterprise risk management processes and critical incident response, which form components of ECU's WHSMS.
- The Chief Financial Officer is accountable for maintaining the Contract Management documentation and systems which form a component of ECU's WHSMS.
- The University Executive, including Executive Deans, Deans and Directors, are accountable for implementing the WHSMS in their area of responsibility and discharging their work health and safety accountabilities as outlined in

the *Work Health and Safety Resources, Accountabilities and Responsibilities Guideline*.

Or to a position succeeding any of those positions.

c) Work Health and Safety Management System Documentation

The Safety and Employment Relations team are responsible for developing and regularly reviewing the WHSMS Framework and supporting documents.

Where documents and processes that form components of the WHSMS are owned by areas outside of Human Resources Services, as outlined in section 4.2b, these areas are accountable for consulting with Safety and Employment Relations Team to ensure the documents meet WHS legislative requirements and, where relevant, align to ISO 45001.

Documentation related to the WHSMS will be:

- Available on or via the health and safety web page and incorporated into health and safety inductions where relevant.
- Reviewed at least every three years or whenever there is a significant relevant change of circumstances such as changes to legislation.
- Forwarded to the University Health and Safety Committee, Local WHS Committees, including health and safety representatives, and relevant stakeholders for review to ensure compliancy and consultation requirements are met and any feedback considered and incorporated prior to approval.
- Compliant with the *ECU WHS Document and Records Management procedure*.

New documents should be developed when the need is identified. New and revised documents will be available on the health and safety web page and be communicated to stakeholders by email.

Where Schools and Professional Services maintain specific WHS documentation to meet the requirement of the ECU WHSMS, this should also be made available on their website.

d) Continual Improvement

The WHSMS is used in conjunction with a cycle of continual improvement and adopts the methodology of Plan-Do-Check-Act (PDCA). The WHSMS is supported by WHS Improvement Plans, both at the University and Local WHS Committee level, developed in accordance with the *Health and Safety Targets, Measures and Improvement Plan Guideline*.

e) Management System Resources

The resources necessary to implement, maintain and continually improve the WHSMS should be defined and made available. Further detail on WHS resources, accountabilities and responsibilities are outlined in the *ECU WHS Resources, Accountabilities and Responsibilities Guideline*.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Guideline Owner is *Director, Human Resources Services* who has overall responsibility for the content of this guideline and its operation.

The Manager, Safety and Employment Relations is responsible for currency of information and provision of advice relating to these guidelines.

A RASCI matrix is attached at Appendix A outlining the specific accountabilities and responsibilities in relation to this guideline.

6. RELATED DOCUMENTS

Australian/New Zealand and International Standards

- AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use.

Policies

- Health and Safety Policy PL139 (HR081).

Operational documents and resources

- Available from the Work Health and Safety pages of the Human Resources Services Centre website:
 - [Work Health and Safety Resources, Accountabilities and Responsibilities Guideline.](#)
 - [ECU Work Health and Safety Management System Framework.](#)
 - [Health and Safety Targets, Measures and Improvement Plan Guideline](#)
 - [WHS Document and Records Management Procedure](#)
- Available from the Strategic and Governance Services website:
 - ECU Strategic Plan
 - ECU Policy Framework
 - [ECU Integrated Risk Management Framework](#)
 - [ECU Critical Incidents](#)
- Available from the Digital and Campus Services website:
 - [DCS Governance Documentation \(refer to branch specific documentation for policies, guidelines, procedures and work instructions\)](#)
- Available from the Finance and Business Services Centre website:
 - [Strategic Procurement Framework](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Director Human Resources Services
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8. APPROVAL HISTORY

Guideline approved by:	Director Human Resources Services
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Appendix A – RASCI Matrix

RASCI MATRIX													
<p>Responsible (R): The person who does the work to achieve the task.</p> <p>Accountable (A): The person who is accountable for the correct and thorough completion of the task.</p> <p>Support (S): The people who provide help/ resources to Responsible members to carry the project to completion.</p> <p>Consulted (C): The people who provide information for the project and with whom there is two-way communication.</p> <p>Informed (I): The people kept informed of progress and with whom there is one-way communication.</p>													
Work Health and Safety Management System Guideline Requirements	HAF Offices				Deans & Directors	Director Human Resources Services	Chief Risk Officer Director Digital & Campus Services Chief Financial Officer Director Strategic and Governance Services	Associate Deans, Managers & Supervisors	Safety and Employment Relations (SER)	University HS Committee, Local WHS Committees, Health and Safety Representatives	Workers	Students	Visitors
	Chair/Chief Executive Officer GMC Academics Board	Vice-Chancellor	Chancellor	Deputy Deans									
Develop and review 3 Year WHS Strategy	C	C	C	C,I	C,I	A	S	C,I	R	C,I	C,I	C,I	I
Approve 3 Year WHS Strategy	A									C,I			
Overall Accountability for WHS at ECU	S	A	S	S	S	R,S	R,S	S	S	C,I	C	I	
Maintain WHSMS documentation to meet legislative and ISO 45001 requirements	C	C	C	S,C	S,C	A	R,S,C	C	R	C,I	C,I	I	I
Maintain components of ECU's WHSMS owned by their area and consult with Safety and Employment Relations Team to ensure the documents and processes meet WHS legislative requirements and, where relevant, align to ISO 45001.	C	C	C	S,C	S,C	S,C	A	C	S,C	C,I	C,I	I	I
Maintain School of Professional Services' documentation to meet ECU WHSMS requirements where required				A	A			R,C	S,C	C,I	C,I	C,I	I