

# p&f occupational health & safety policy

## scope

The OH&S Unit, a part of the University's HR Division, is charged with the overall management of health and safety at The University of Queensland. (This includes the following areas of risk: Confined Space, Indoor Air Quality, Workers Compensation and Rehabilitation, WHSO Structure, Workplace Ergonomics and Manual Tasks, Incident & Injury Reporting System, Health Surveillance and Monitoring, Fire Safety, University Security, Electrical Safety, Diving Safety, Asbestos Management, Hazard Identification & Reporting System, Legionella (Cooling Tower Management), Contractor Management and Roof safety – working from heights.)

The OH&S Unit seeks advice from the Property & Facilities (P&F) Division on the development of these management plans. P&F carries out work on behalf of the UQ OH&S Unit, which has ultimate control of UQ's occupational health and safety plans, policies and procedures.

The scope of the P&F health and safety management system, which is certified to AS4801, is strictly inclusive of how the Division complies with both corporate and divisional plans, policies and procedures in its own workplaces and for/by its own staff, contractors and visitors.

## mission

As part of the University of Queensland, P&F is required to adhere to the University's OH&S policies and procedures. Through these policies and procedures the Division seeks to provide a safe environment for its staff, contractors and visitors.

## objectives

The P&F Division is committed to:

- establishing measurable objectives and targets aimed at reducing, and where possible, eliminating, work-related injury and illness;
- introducing and following safe systems of work in every P&F Section; and
- providing adequate training, resources and facilities to achieve the first two objectives.

## management duties

In fulfilling the objectives of this policy, management is committed to:

- consultation with staff to ensure that health and safety issues are regularly reviewed;
- ensuring compliance with relevant workplace health and safety legislation; and
- providing information, guidance and training as required for P&F staff, contractors and visitors.

## staff responsibilities

P&F staff at all levels are required to ensure they:

- comply with the instructions given for workplace health and safety;
- use personal protective equipment as instructed;
- do not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety;
- do not wilfully place at risk the health and safety of any other member of staff, contractor, visitor or student;
- not wilfully injure themselves; and
- report any hazards that they are aware of.



Alasdair McClintock  
Director, Property & Facilities Division

April 2008

