

4. Students, Visitors and Contractors

Students, visitors and contractors should report accidents/incidents arising from work/activities at University premises using the above procedures.

Students, visitors and contractors are not covered by Flinders University workers compensation insurance but may have other insurance cover.

The University Insurance Officer (8201 2618) can provide advice about insurance cover for students, visitors and contractors.

SAFETY EQUIPMENT

The Faculty or area in which you are located will supply you with any necessary safety equipment, including safety shoes, safety glasses, hearing and respiratory protection, and appropriate ergonomic furniture. Your supervisor will ensure that you are provided with any necessary training to ensure that you are able to perform your job safely.

Unless otherwise arranged, contractors will supply appropriate safety equipment for their workers and ensure any subcontractors have appropriate safety equipment.

COUNSELLING: EMPLOYEE ASSISTANCE PROGRAMME (EAP)

An independent counselling service is available for University staff members. Staff who wish to consult one of the designated psychologists may receive up to three sessions paid for by the University. Details are available on the University Health and Safety website at the following address:

www.flinders.edu.au/whs/wellbeing/eap.cfm

The EAP psychologists are available for either work related or private matters.

UNIVERSITY WHS UNIT

The University WHS Unit provides:

- a central management system for work health and safety, rehabilitation and workers' compensation services;
- a strategic advisory role to the University Executive, the Vice-Chancellor, and University Council;
- expert health and safety and injury management resources including policies, procedures, documentation, reports, advice and assistance to the University community;
- assistance to Faculties/Portfolios in the development and implementation of local area work health and safety strategies, and their integration into the University's WHS management plans, processes and programmes;
- information, advice and support to help Faculties/Portfolios manage health and safety risks associated with University activities; and the WHS unit investigates workplace incidents in partnership with the relevant Faculties/Portfolios staff and management.

WHS UNIT STAFF

The WHS Unit staff include:

- Manager, WHS who oversees the operations of the WHS Unit and the work health and safety and injury management systems and functions of the University.
- WHS Consultants who provide advice and assistance to designated Faculties/Portfolios on a broad range of WHS matters including providing advice on implementation of the University's WHS Plan, legislative obligations, ReturnToWorkSA Self Insurance Performance Standards and preventative systems and strategies to reduce workplace risk and accidents/injuries.
- University Radiation Safety Officer who provides ionising radiation safety advice to the University.
- University Diving Officer whose role is to ensure that University diving operations are conducted safely and in accordance with relevant Australian Standards.

FURTHER INFORMATION

For further and up-to-date information on WHS at Flinders University and resources to help you work safely, please go to the WHS website at www.flinders.edu.au/whs/

You will find a wealth of information there, including about working safely, policies, procedures, emergency procedures and much more.

CONTACT NUMBERS

Manager, WHS	8201 3703
WHS Consultant (Medicine, Nursing & Health Sciences) and Rehabilitation and Return to Work Coordinator	8201 3117
WHS Consultant (Science & Engineering)	8201 2094
WHS Consultant (Social & Behavioural Sciences; Education, Humanities & Law; Portfolios)	8201 2678
University Radiation Safety Officer	0410 388 018
University Diving Officer	0427 837 280
Administrative Assistant	8201 3024



Work Health & Safety Information

WORK HEALTH AND SAFETY AT FLINDERS UNIVERSITY

Flinders University recognises that effective health and safety practices are a part of every activity performed by University staff, students and contractors, whether teaching, research, study, working or administration. The University's WHS Management System establishes policies, procedures and mechanisms for maintaining the highest possible health and safety standards which guide staff, students and others in carrying out their WHS responsibilities.

University Work Health & Safety (WHS) Policy

The University's commitment to the health and safety of the University community is reflected in its WHS Policy. The objectives of the policy are to ensure that:

- responsibilities and accountabilities of senior executives and workers are identified and complied with;
- there is a planned and systematic risk management approach to identifying hazards, assessing the risk and eliminating or minimising the risk;
- measures to control risks to health and safety are monitored and evaluated based on their risk rating;
- there is a continuous improvement approach in University wide WHS planning, systems, procedures and injury management;
- there is communication and consultation with staff, students, health and safety representatives, contractors and sub-contractors and their workers, labour hire employees, trainees, volunteers and other organisations on work health and safety;
- managers, supervisors, staff, students, health and safety representatives, contractors, sub-contractors and their workers, labour hire employees, trainees volunteers and visitors receive appropriate information, instruction, training and supervision that they need to understand and carry out safely their responsibilities;
- workers, prospective workers and others who perform legitimate safety-related functions or activities and/or raise health and safety issues or concerns under WHS legislation can do so without fear of reprisal;
- internal and external expertise is utilized to improve workplace safety and injury management standards;
- workers compensation claims are managed promptly, fairly and equitably.

The complete [Work Health and Safety Policy](http://www.flinders.edu.au/ppmanual/health-safety/work-health-and-safety-policy.cfm) is available at this address: <http://www.flinders.edu.au/ppmanual/health-safety/work-health-and-safety-policy.cfm>

RESPONSIBILITIES

The Vice-Chancellor has overall responsibility to provide a healthy and safe workplace for workers¹ and students, and to ensure the University complies with all relevant work health and safety, workers compensation and other relevant safety legislation and standards.

1. Workers are people who carry out work in any capacity for the University including academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, persons undertaking work experience and volunteers.

Deputy Vice-Chancellors, Pro Vice-Chancellors, Senior Vice-President and Executive Deans, Directors and Deans of School are responsible and accountable for work health and safety within their areas of responsibility, while supervisors are responsible for the day-to-day health and safety within the work/research/study areas under their control.

All workers and students are responsible for:

- complying with University work health and safety policies and procedures;
- taking care to protect their own health and safety and to avoid affecting adversely the health and safety of any other person in the workplace;
- reporting any incident or hazard in the workplace to their manager or supervisor;
- carrying out their roles and responsibilities as specified in relevant work health and safety policies, procedures, guidelines and programmes;
- assisting in the identification of hazards, the assessment of risks and implementation of risk control measures;
- not being so affected by alcohol or another drug that they endanger their own or any other person's health and safety.

Staff and students with safety concerns or information about hazards they have noticed should approach their supervisor in the first instance. If they are not satisfied with the response they have a right to take their concern to their Health and Safety Representative or student representative.

UNIVERSITY HEALTH AND SAFETY COMMITTEE

The University Health and Safety Committee consists of management and staff representatives and is an advisory committee to the Vice-Chancellor. The Committee is the principal forum for consultation on the management of health and safety across the whole University.

The Committee is responsible for:

- assisting in the development, monitoring and review of work health and safety policies and procedures;
- considering proposals for, or changes to, the workplace, policies, work practices or procedures which may affect the health and safety of workers;
- monitoring the University's work health and safety performance, including the development and implementation of WHS strategic and operational plans;
- reviewing and monitoring any issues associated with injury management of injured staff;
- assisting in the resolution of health and safety issues; and
- providing advice to the Vice-Chancellor on health and safety matters including performance standards.

FACULTY/PORTFOLIO HEALTH AND SAFETY COMMITTEES

Each Faculty and the Portfolios have a Faculty/Portfolios Health and Safety Committee to provide advice to the Faculty/Portfolio Head on matters relating to the health and safety of staff and students in the Faculty/Portfolio and to provide a forum for consultation between Faculty/Portfolio management and staff on health and safety matters.

HEALTH AND SAFETY REPRESENTATIVES

The staff of the University have elected Health and Safety Representatives and Deputies in each of the designated work groups. The Representatives will represent staff on health and safety matters should problems not be able to be solved by staff and their supervisor.

ACCIDENT REPORTING AND COMPENSATION PROCEDURES

If you have an accident or injury during working hours you should:

1. Get treatment from any of the following:

- Your local first aider;
- University Health Service;
- Your own doctor;
- Flinders Medical Centre;
- Any other hospital.

You have the right to choose where you go for medical treatment. Advise your treating doctor that the injury is work related and obtain a ReturnToWorkSA Medical Certificate (SA), Work Safe Certificate of Capacity (Vic) or Workers Compensation Medical certificate (NT) from the doctor.

2. Report the accident/injury/incident

You must report (orally or by email) the accident/injury to your supervisor as soon as possible.

You must also report the accident/injury on the University's online [FlinSafe](#) system within 24 hours.

If you are unable to report the accident/injury due to the accident, arrangements must be made for your supervisor to report it through [FlinSafe](#).

3. If appropriate, apply for Workers Compensation

More detailed information about lodging a workers compensation claim, including information about your and your supervisor's responsibilities is available on the University WHS website, and the University Injury Management brochure. You may also contact the Rehabilitation and Return to Work Coordinator in the WHS Unit.