

Health, Safety and Wellness

Policy Number: 1.6.4.35
Responsible Officer: Vice President (Regional Campuses, Estates & Infrastructure)
Policy Editor/Contact: Manager Occupational Health and Safety
Approving Authority: Vice-Chancellor & President
Date approved: 12 August 2021
Review date: 12 August 2021

1 Purpose

To affirm the University's commitment and duty of care to:

- (i) uphold Health & Safety
- (ii) compliance with legislation and international best practices, and
- (iii) promote a culture of wellness across all its campuses.

2 Objective

- (i) To provide and maintain a healthy and safe environment for University staff, students and visitors to the Campuses and Centers
- (ii) To promote a wellness culture at all Campuses and Centers that enhances the potential of every individual to be their best at USP.

3 Definitions

TERM	DEFINITION
Wellness	is a state of optimal and balanced well-being of body, mind and spirit oriented towards maximising an individual and community's potential maintained at every stage of development.
OHS & Wellness Management System	a system that enables the university to achieve its OHS & Wellness goals by implementing programmes to meet the agreed goals, objectives and targets to reduce injury, incidents and accidents on campus.

4 Policy

The following guiding principles will be observed by the University, its staff and students:

4.1 Towards Health & Safety, the University

The University will reasonably undertake the following:

- (i) comply with the requirements of the Health, Safety legislation of its member countries;

- (ii) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff, students, visitors and members of the public;
- (iii) provide and maintain buildings, facilities, equipment and systems of work that are safe and which do not pose undue risk to health and safety;
- (iv) ensure that a health and safety programme and procedures are effectively implemented and updated regularly;
- (v) recognises its obligations to:
 - (a) provide and maintain a workplace which is safe and minimise health risks;
 - (b) provide relevant training and familiarisation in OHS matters for all staff;
 - (c) consult staff and student representatives on the development and promotion of an effective health and safety programme; and
 - (d) provide adequate resources to meet the OHS statutory requirements.
- (vi) all managers and supervisors are responsible for the safety of the persons working under their direction;
- (vii) the University expects every person on its premises to observe and comply with the Health and Safety policy and procedures and to exercise responsibility and care in the prevention of injury to themselves and to others in the workplace; and
- (viii) the development of Health and Safety policies and procedures carried out in consultation with workers through their elected representatives, as established under legislation.

4.2 To promote a culture of wellness, the University shall

The University will reasonably undertake the following:

- (i) recognise the individual responsibility of all staff and students for their personal health and wellness, and the right to privacy and the confidentiality of personal medical information;
- (ii) promote and support a wellness culture supported by good physical fitness appropriate for their age, gender, work and study requirements;
- (iii) promote and support staff and students undergoing regular medical reviews to ascertain their health status towards preparing individuals health and wellness plans as required;
- (iv) support a wellness programme to address health issues, including mental health, and includes the training of appointed staff and students and resourcing to promote health and wellness on campus;
- (v) ensure the well-being of students, staff and visitors are included in USP's Estates and workplace planning
- (vi) provide reasonable access to medical services for its staff and students, including counselling services to support individual staff and students on their health and wellness journeys; and

- (vii) require all new staff joining the University, or those undergoing a contract renewal of not less than a 3-year term to undergo and pass a medical examination by a registered medical professional appointed by the University.

5 OHS & Wellness Management System

The University shall adopt and implement an internationally recognised OHS & Wellness Management System to drive and enhance its health, safety & wellness management activities by the following:

- (i) set and review the university OHS & Wellness objectives to reduce injury, incidents and accidents;
- (ii) regularly review its health, safety & wellness impacts and legal requirements;
- (iii) establish workplace programmes to meet the agreed objectives;
- (iv) ensure employees and student's awareness and competence; and
- (v) embed an ethos of review and continual improvement.

6 Related Policies and documents

This Policy shall be read together, but not limited, with the following:

Building Maintenance Policy
Capital Building Projects Policy
USP DISMAC Policy
Field Trip Policy
Human Resource Management Policy :
Learning & Teaching Policy
Space Management Policy
Work Integrated Learning Policy