

Health and Safety Management System (HSMS)

Element 1 Leadership, Commitment and Governance

1. Intent and Scope

The University Council, Executive Committee, Managers and Supervisors provide leadership by committing to and being accountable for managing and continuous improvement of health, safety and wellbeing of workers as a core value of the University. The associated Guidelines address specific roles and responsibilities of leaders including Officers.

The University ensures a safe and healthy work environment through robust governance structures that are underpinned by a risk-based approach and commitment to continuous improvement. These systems and structures support the implementation and maintenance of our Health and Safety Management System.

The University develops and executes measurable health, safety and wellbeing objectives, targets and plans which are built on continual improvement and leadership, and which aim to achieve a high level of performance in our health and safety systems.

As described in the University's [Work Health and Safety Policy](#), the University will comply with all legislative obligations of the Work Health Safety Act (2011), associated Acts and Regulations and where reasonably practicable, relevant Codes of Practice and Standards as described by the NSW Regulators.

This Element applies to all staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

2. Key Commitment and Actions

- Health, safety and wellbeing governance mechanisms are aligned with the Health and Safety Management System (HSMS) Framework and are underpinned by principles and requirements of enterprise compliance and enterprise risk management policies and frameworks, including the University's Risk Management Framework.
- The Health and Safety Management System (HSMS) Framework is appropriately resourced, managed and reviewed to ensure effectiveness and continuous improvement in performance.
- The Health, Safety and Wellbeing Strategy is aligned with the University's Looking Ahead Strategic Plan and Safety Charter and is reviewed and endorsed regularly.
- Health, safety and wellbeing risks are managed in accordance with regulatory requirements and the risk appetite approved by Council.
- HSMS guidelines and processes support arrangements to ensure controls are in

place to manage risks, report on and evaluate performance, monitor, and assure compliance.

- Objectives, targets, performance measures and plans are utilised to review and monitor performance against strategic direction and for continuous improvement.
- Mechanisms are in place to consult, communicate and escalate activities relating to health, safety and wellbeing.
- Management actively promotes a proactive health, safety and wellbeing management culture through recognising, reinforcing and rewarding desired actions and behaviours.
- Management lead health, safety and wellbeing by exercising due diligence and ensuring awareness of University health and safety related activities, systems and processes.
- Reporting and monitoring provisions are in place to provide assurance to senior management on health, safety and wellbeing compliance, the effective management of risks and commitment to continuous improvement.
- A range of auditing and review mechanisms are in place to ensure periodic independent evaluation and reporting on health, safety and wellbeing governance arrangements and related provisions.
- A breach or potential breach of legislative compliance or the University WHS Policy must be managed in accordance with the University's [Legislative Compliance and Breach Reporting](#).

3. Associated Guidelines and Related Documents

[HSG 1.1 Leadership and Regulatory Requirements](#)

[HSG 1.2 Roles and Responsibilities](#)

[HSG 1.3 Due Diligence](#)

[HSG 1.4 Objectives, Targets, Plans and Performance Measures](#)

[University of Newcastle Risk Management Framework](#)

4. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
2	October 2016	Manager Health and Safety	All	Element 1 Leadership
3	June 2023	CPCO	All	1. Combined previous Element 1 Leadership, Element 2 Governance, and Element 3 Objectives, Targets and Plans and renamed as Element 1 Leadership, Commitment and Governance 2. Updated all content in Intent and Key

				Commitment and Actions, including feedback from staff consultation 3. Added new/renamed Associated Guidelines 4. Added Amendment History 5. Amended document control header and footer
4	July 2023	CPCO	Intent Action	Updated to include legislative compliance and leader governance signposting to Guidelines Reference to Legislative Compliance and Breach Reporting