A quick guide to the

Health, Safety and Wellbeing Policy

This quick guide may lack context important to your circumstances. Please read the full policy before making any decisions.

Who is this policy for?

All members of the University community: to understand how we work together to support health, safety and wellbeing across our work, study, research and other activities.

What is the HSW Framework?

The Health, Safety and Wellbeing (HSW) Framework brings together the key elements that help us systematically manage risk, meet obligations and continuously improve outcomes.



It is comprised of:

- the Health, Safety and Wellbeing Policy, which sets mandatory requirements, and roles and responsibilities for implementation;
- the HSW Principles, which are adaptable and define our key expectations and commitments; and
- the supporting HSW Standards, which provide detailed guidance for applying each HSW Principle in practice.

How do the HSW Principles and HSW Standards support our community?

The HSW Principles and supporting HSW Standards, provide a consistent approach to managing health, safety and wellbeing. They help us build a positive safety culture and manage risks by:



embedding health, safety and wellbeing into leadership, **decision-making and planning**



providing **information, training and support** so people can work and study safely



consulting and communicating with staff, students, Health and Safety Representatives and other stakeholders



meeting **legal and regulatory obligations**



proactively identifying and managing **physical and psychosocial risks**



managing health and safety when working with **contractors and host organisations**



preparing for **emergencies** and maintaining appropriate **first aid arrangements**



learning from incidents and taking action to preventing recurrence



monitoring performance and continually improving our approach



supporting people to feel safe and well when undertaking University work, study and activities

What are my responsibilities?

Creating a safe, healthy and supportive environment is a shared responsibility.

We all have a responsibility to:

- take reasonable care of yourself and others;
- follow applicable health, safety and wellbeing requirements;
- use safe work, study and research practices;
- complete required training;

- report hazards, incidents, injuries and concerns promptly;
- participate in consultation and improvement activities; and
- follow emergency directions and procedures.

Detailed roles and responsibilities are explained in Part 5 of the Health, Safety and Wellbeing Policy.

What should I do if I notice a hazard or incident?

Report hazards, incidents, injuries and safety concerns as soon as possible. You can find out how to report on the University website and staff intranet.

What happens if there is an emergency?

Everyone must follow emergency directions and procedures.

You can find instructions and information for what to do in an emergency on the University website and staff intranet.

We maintain emergency management, response and first aid arrangements to support a coordinated and effective response to emergencies.



Where can I find more information?

Visit the University website and staff intranet.

For further advice, contact the Health Safety and Wellbeing team at
safety.wellbeing@sydney.edu.au