Work Health and Safety Policy

Section 1 - Preamble

(1) Charles Darwin University ('CDU', 'The University') is committed to providing a safe and healthy workplace and learning environment, in accordance with Work Health and Safety legislation (Work, Health and Safety (National Uniform Legislation) Act 2011).

(2) The University recognises that success in achieving a healthy and safe workplace depends on the commitment and cooperation of all members of the University community and authorised visitors throughout its areas and activities. All members of the University community must take reasonable care to prevent personal injury, injury to others and prevent, minimise and report actual or potential hazards. This includes managing the risk of psychosocial hazards.

Section 2 - Purpose

(3) The purpose of this policy is to provide the framework for a safe and healthy working environment, teaching and learning environment, and research environment.

(4) The following procedures support this policy:

a. Code of Conduct – Employees;
b. Code of Conduct – Students;
c. WHS Incident and Investigation Procedure;
d. locally managed Work, Health and Safety guides;
e. Critical Incident and Emergency Management Policy and Procedure;
f. Hazard Identification, Risk Assessment and Control Procedure;
g. Electrical Safety Procedure; and
h. Working at Heights Procedure.

Section 3 - Scope

(5) This policy applies to all members of the University community and authorised visitors to the University.

(6) This policy applies to all activities conducted by or on behalf of the University, both on and outside of the University's campuses. This includes University provided student accommodation.

(7) The University is committed to providing a safe environment free from sexual and gender-based violence. Matters of this nature are primarily managed under the Sexual Violence Policy and Gender-based Violence Response Procedure.

Section 4 - Policy

(8) The University aims to deliver the CDU Strategic Goals including prioritising organisational and environmental sustainability and to be an employer of choice where people feel supported and happy. Effective implementation of the WHS Policy is a prerequisite for achieving these goals and facilitates a healthy workplace and learning environment for all members of the University community.

(9) The Vice-Chancellor has responsibility for, and is committed to, the effective implementation of the University's WHS policy. The Senior Executive Team will support employees to fulfil their health and safety responsibilities and accountabilities.

(10) The Vice-Chancellor's Advisory Committee is committed to the University's safety and is accountable for showing leadership to ensure a safe, supportive, protective and healthy working and learning environment. This will be achieved to the highest standards by ensuring that health and safety management is a key priority in all areas of planning, resourcing, implementation, measurement and review within our places of work.

(11) All members of the University community and authorised visitors have an obligation to perform their activities in accordance with the Code of Conduct – Employees or the Code of Conduct – Students to support a safe and healthy environment.

(12) The following principles form the basis of achieving the University's health and safety policy objectives:

a. all members of the University community and authorised visitors have a responsibility for the safety, physical and mental health and well-being of themselves and others;
b. the University will eliminate or minimise incidents and hazards as far as reasonably practicable; and
c. communication and consultation are central to working together for a safer environment.

(13) The University will undertake the following activities in fulfilling its commitment to provide a healthy workplace and learning environment:

a. comply with applicable health and safety legislation as well as other requirements such as Codes of Practice or Australian Standards;
b. develop and maintain a Work Health and Safety Management System (WHS SMS) compliant with current legislation;
c. allocate sufficient financial and physical resources to enable the effective implementation of the WHS Safety Management System;
d. establish measurable objectives and targets for health and safety aimed at the elimination or minimisation of work-related illness and injury;
e. report on measurements and targets to Council, Vice-Chancellor's Advisory Committee and the University Health and Safety Committee.
f. implement a health and safety risk management process to ensure workplace hazards are identified, assessed, controlled and minimised when they are not able to be eliminated;
g. provide appropriate health, safety and wellbeing training and the dissemination of health, safety and wellbeing information to all University employees, students, contractors, volunteers, and authorised visitors; and
h. consult with employees and students about decisions that may affect their health, safety and wellbeing.

(14) All members of the University community and authorised visitors must comply with any reasonable instruction, policy, procedures or guidelines of the University in relation to health and safety.

(15) All members of the University community and authorised visitors are required to ensure that their own acts and

omissions do not adversely affect the health and safety of others.

(16) All members of the University community and authorised visitors are required to report all hazards, incidents, and injuries as soon as reasonably practicable.

Section 5 - Breach of Policy

(17) Failure to follow safe systems of work, misuse of Work Health and Safety equipment, tampering with Work Health and Safety signage, damaging or bypassing risk control measure, or interfering with another person's effort towards Work Health and Safety can lead to severe fines or prosecution under the Work Health and Safety (National Uniform Legislation) Act 2011 NT and Regulations 2011 or other relevant legislation.

(18) Failure to abide by the terms outlined in this policy may lead to disciplinary action, and may be referred to the relevant law enforcement authorities.

(19) Any disciplinary action will be determined after due consideration of the facts and may include, but is not limited to, the following:

a. direction from an authorised officer to cease duties or academic activity immediately, for example, lectures, tutorials, laboratory work, workshops, training, or excursions, pending an investigation;
b. imposing a monetary penalty under the terms of the Charles Darwin University Site and Traffic By-laws (clauses 8 (1) (c) (i); (h); (k) (ii) and clause 9 (1) (g));
c. referral to the appropriate disciplinary procedures for misconduct in the Charles Darwin University (Student Conduct) By-laws or current Charles Darwin University and Union Enterprise Agreement 2025; and/or
d. referral to relevant law enforcement authorities, where the misconduct potentially constitutes a legal offence.

Section 6 - Non-Compliance

(20) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(21) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(22) All employees have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	4th August 2025
Review Date	23rd June 2028
Approval Authority	Vice-President Governance and University Secretary
Approval Date	4th August 2025
Expiry Date	Not Applicable
Responsible Executive	Fiona Coulson Vice-Chancellor
Implementation Officer	Peta Preo Director People and Culture
Enquiries Contact	Peta Preo Director People and Culture

Glossary Terms and Definitions

"University community" - Officials and individuals carrying out University business. This includes, but is not limited to, all employees, researchers, peer reviewers, adjuncts, students, volunteers, consultants, agents and contractors.